

# Monrovia Elementary



## Student Handbook

*Welcome to Monrovia Elementary School. All the members of our staff and I are pleased to have your child as a student. We look forward to working closely with you and invite you to be an active and integral participant in your child's education. Together, we will do our best to provide a positive educational experience for all of our students.*

Superintendent's Office

Dr. Julie Wood

Mrs. Nancy Dorsett	School Board Member
Mr. Scott Everett	School Board Member
Mr. Tim Pridemore	School Board Member
Mr. Jim Shields	School Board Member
Mr. Jack Elliott	School Board Member

Chris Sampson  
Freda Carlson

Principal 996-2246  
Secretary/Receptionist 996-2246

### Mission Statement

The mission of Monrovia Elementary is to provide all learners with skills to continually develop their unique academic, social and emotional talents and abilities by:

- providing a safe and supportive environment,
- offering innovative programming,
- using a variety of best-practice teaching strategies,
- using continuous assessment to monitor student progress and to identify areas for professional development,
- and supporting all stakeholders in collaboratively working toward student success.

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## **General Information**

### **Policy Notification Statement**

It is the policy of the Monroe-Gregg School Corporation not to discriminate on the basis of race, color, religion, sex, age, handicap, national origin including limited English proficiency, in its services, programs, instruction, facilities or employment policies as required by the Indiana Civil Rights Act (IC 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

For further information, clarification, or complaint, please contact the following person: Superintendent of Schools, Monroe-Gregg School Corporation, 135 S. Chestnut Street, PO Box 468, Monrovia, IN 46157.

### **Family Education Rights and Privacy Act**

The responsibility for development, maintenance, and security of student records is a combined effort of the student, teachers, and the administrative personnel.

The parents of a student (age 17 and younger) have the right to inspect a student's permanent record and the right to a hearing concerning correction if they feel the record is in error. These rights pass fully to the student when he/she reaches the age of 18.

A complete policy governing the collection, classification, and accessibility of data on permanent records has been adopted by the governing board. A copy may be obtained upon request.

### **Personal Authority**

The administrative staff, teachers, and other school staff members in charge of supervision may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferencing with a parent or group of parents
3. Assigning additional work
4. Rearranging class assignments
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities
7. Removal of a student by the principal from a teacher's class for a period not to exceed one school day for an elementary school student if the student is assigned regular or additional school work to complete in another school setting
8. Assignment by the principal of
  - a. special course of study
  - b. an alternative educational program
  - c. an alternative school
9. Removal of a student from school sponsored transportation

### **Photo Release/Public Display of Student Work**

The federal Family Educational Rights and Privacy Act (FERPA) gives a parent/guardian or eligible student (18 years or older) the right to object to the release of “directory information” identifying the student by the Monroe-Gregg Schools.

The term “directory information” includes the following information:

- Name of student
- Home address of student
- Listed/published student’s telephone number
- Date and place of birth of the student
- Student’s major field of study
- Student’s officially recognized school activities
- Dates of attendance in the Monroe-Gregg Schools
- Height and weight for sports
- Degrees, awards, and honors including academic and sports accomplishment
- Photographs, videos, audiotapes, and other media incorporating the likeness of the student or the student’s voice (school play, performances, etc.)

To object to the release of all or any part of this information, contact the elementary school office to obtain an “Objection to Release of Directory Information” form. Return the signed form to be filed in the elementary administrative office.

### **Enrolling in School**

#### **Kindergarten**

Registration of kindergarten students will take place in mid-April. Exact times and dates will be announced through local newspapers, school newsletters, local church bulletins, and local day care providers. Students may pre-enroll at any time by visiting the school administration office. Parents must present a birth certificate and updated immunization records at the time of registration.

#### **New Student**

Students new to Monrovia Elementary School may register at any time during school hours. Students’ previous school records will be requested from the previous school by the administrative office.

### **Class Assignments**

The current teacher and administration collaborate and take great care to place children in the most productive and nurturing educational setting for the school year. We consider student performance, student learning styles, teaching styles, personalities – teacher and student, and student behaviors that should be separated.

### **School Closing and Early Dismissal**

From time to time during the winter months it becomes necessary to close school due to inclement weather. The decision to close school will almost always be made by 6:00 a.m. on the day school is to be closed and if possible, the evening before. **Breakfast will not be served on a one or two hour delay.** Parents and students are encouraged to listen to the following radio and television stations for news of school closings:

### Television Stations

WRTV Channel 6  
WTTV Channel 4  
WISH Channel 8  
WTHR Channel 13

### Radio Stations

WZPL 99.5 FM  
SPIRIT 95.1 FM  
WCBK 102 FM  
WIBC 1070 AM

### **Withdrawing from School**

Parents who are withdrawing students from school for the purpose of home schooling or moving to another school district should notify the administrative office. Families who will home school must register with the appropriate state office. Student records of students moving to another school district will be faxed or mailed to the appropriate school.

### **Student Records**

Student records are maintained in accordance with appropriate Indiana State Law and Department of Education rules and regulations. Access to student records is governed by State and Federal statute.

### **Student Lunch and Breakfast**

Breakfast is available to students from 7:40-8:00 AM. Students should purchase their breakfast before going to their classroom. Students will eat in their classroom.

Lunch is served to all students in grades one through five and full day kindergarten students. Every student has their own lunch account with their own lunch account number. This number is received when students register for their first day. Students will have the same number until they graduate from Monroe-Gregg Schools.

Lunch Money should be deposited into the locked collection boxes located at the school entrances. Please remember to have your child's **first and last** name on the check or money envelope. Collection boxes will be emptied daily at 8:30 a.m. and the money will be applied to student accounts that day. Lunch accounts may be viewed on line at [www.m-gsd.org](http://www.m-gsd.org) through the Harmony Record Keeping System. Your student's user name and password is necessary to access the account on line. The username, password and lunch account number are all available through the elementary office.

When a student's account is at zero or below, an entrée and a carton of milk will be given to the student. Parents will be notified by email when a student's account is at \$5.00 and below.

Families who wish to apply for Free or Reduced Breakfast/Lunch/Textbook Assistance Benefits may complete an application at registration or at any time in the elementary office.

Parents and grandparents are welcome to join their child for lunch. Please send a note with your child on the day of your visit or call the school before 9:00 a.m. if you plan to purchase a school lunch.

**Student Valuables**

Items of value and great expense not necessary for the conducting of school should not be brought to school. These items may include but are not exclusive to CD players, I-Pods, Game Boys, Personal DVD players, Trading Cards, or Toys. The administration reserves the right to confiscate such items and return them to the parents. If said items are necessary for school work, arrangements should be made with the teacher and/or administration for the safe keeping of the items.

**Cell Phones**

Parents may have a desire for their child to have a cell phone for emergency purposes. Students must have a signed parental/guardian consent form on file. The form is available from the elementary administrative office.

**Student Supplies**

A list of required supplies is available for each grade level. The school bookstore is open for students to buy supplies in the morning before 8:00 a.m.

**Fire and Tornado Drills**

Fire and tornado drills will be conducted on a regular basis as outlined by state law and our building emergency plan.

**Visitors**

We welcome the opportunity for our parents and family members to visit us and participate in the education of their child. Visitors must report to the office and sign the visitors' register. All visitors are required to wear a visitor's badge at all times while in the building.

**Use of School Facilities**

School related and community based groups may use the school building or facilities subject to approval of the building Principal and the Superintendent of Schools as long as the building or facilities are not used for private gain, either commercially or individually. A building or facilities request application is available in the Superintendent's Office. The School Board from time to time may authorize other uses of the school buildings or facilities by certain groups or individuals. Groups using the school building or facilities will be responsible for the conduct of their members and a school employee approved by the building Principal must be on duty while the group is using school building or facilities. The group will be responsible for properly cleaning and securing the building or facility after the group leaves. Groups using the school building or facilities may be required to compensate certain school employees such as custodians and cafeteria personnel for supervision, clean-up, and/or food preparations. Use of school kitchens by groups may require the presence of a school food service employee.

**Internet Usage**

The internet is a viable and useful resource for teachers and students. Students must have a signed parental/guardian consent form on file in the elementary administrative office. The form will be distributed at book rental night or will be available from the elementary administrative office at any time.

## **Textbooks**

Textbooks are a vital resource used in the classroom. The textbooks are rented by the students for use during the school year. Students are responsible for the cost of replacing lost books or repairing damaged books which have been assigned to them.

## **Transportation**

### ***Kindergarten***

The Monroe-Gregg School Corporation provides transportation for kindergarten students one way only. Transportation to school is available for AM Kindergarten students. Parents must provide or arrange transportation home for their children. Parents must provide transportation to school for PM Kindergarten students. Transportation is available in the afternoon to take students home. Transportation in the morning and afternoon is provided for full day Kindergarten students.

### ***Grades K-5***

Student Arrival – students who arrive on the bus will be dropped off at Door 1. Students who eat breakfast at school should proceed immediately to the lunch room. Students not eating breakfast should proceed directly to their classroom. Students wishing to visit the bookstore may do so after arriving in the classroom with permission from their teacher.

### ***Change in Bus Assignment***

Any request to change afternoon transportation should be made by phone or by letter addressed to the principal. Each student must carry a bus pass which will include address and phone number of the destination for that day.

### ***Car Riders***

The car rider drop off and pick up is at Door 2. Supervision will be provided for arrival and dismissal times. If you are dropping off a student after the arrival time 7:40 – 8:00, we ask that you bring your child into the office and sign them in. If you wish to pick your child up before dismissal time, 2:30 pm, we ask that you contact the office by phone or letter informing us of the time of pick up. Early dismissal students may be picked up and signed out in the administration office. If there is a change in transportation, please contact us before 1:00 pm of that day.

## **Student HealthServices**

A health clinic facility is available for limited use or for awaiting transportation home for student who become ill or are injured. Only emergency first aid will be administered.

1. In case of illness or injury, a student should report to his or her current classroom teacher or the teacher whose class he/she is about to attend for a pass to the Nurse's Office. Students are not to report to the clinic during passing periods unless prior arrangements have been made. It is not acceptable for students to make their own arrangements to go home due to illness or injury.
2. It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours with fever reducing medication. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.

3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. It is the responsibility of the parents/guardian to notify the main office for changes in contact information.
4. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
5. Monroe Gregg School Corporation does not assume financial responsibility for Emergency Medical Service, emergency transportation, or medical services rendered.

Guidelines for keeping a student home or sending a student home:

- *Fever* – Students need to stay home and or will be sent home if they have a fever greater than 100 degrees, and need they to be fever free for 24 hours.
- *Strep Throat* – For a throat culture that tests positive for strep and there are symptoms present (fever, tender lymph nodes, sore throat with pus) Students need to stay home for 24 hours after beginning antibiotic treatment.
- *Pink Eye* – When there is a white or yellow discharge from eye(s), students need to stay home for 24 hours after beginning antibiotic treatment.
- *Vomiting* - Students need to stay home if they are vomiting.
- *Chicken Pox* – Students need to stay home for **at least 7 days** after initial outbreak of lesions, or longer if all lesions have not scabbed over.
- *Lice/Nits* – Students with live lice and or nits will be sent home. Monroe-Gregg School Corporation has a “No Nit” Policy. Upon their return to school, the student must visit the school nurse for evaluation.

### **Prescription Medications**

Parents may bring prescription medication to school for the nurse or nurses assistant to administer.

Medication must be sent in original bottle.

Parents should send no more than (1) week's supply. The bottle will be returned when empty.

Parents must either bring the medicine to school or send a note, dated and signed, giving school staff permission to administer medication. Students are not to carry medicine with them while at school, unless it is emergency medications (Asthma, diabetic, epi pen, etc.) with proper documentation on file.

### **Non-Prescription Medications**

The school **does not** provide any medication. If the student needs to take an over the counter medication, parents need to bring in medication to school in the original bottle, written directions for medicine administration, and written consent. Any unused medication must be picked up by the parents at the end of the school year.

### **Vision Screening**

Vision screenings are done on the 1<sup>st</sup>, 3<sup>rd</sup>, and 8<sup>th</sup> grade students. This is a basic screening of visual acuity. A referral letter will be sent home for any student that fails. Any student can be tested with a parent or teacher request. A modified clinic is also held for the 1<sup>st</sup> grade every year with Optometrists.

## Hearing Screening

Hearing screening is done in every school for the 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grade students. Any student can be tested with parent or teacher request. Parents will be notified if the student does not pass the screening.

## Immunizations – Entering Students

Keeping our children current on their immunizations is an important step in preventing certain diseases. Healthy children miss less school and perform better academically. The state requires that we have this documentation. It is expected that all children will be fully immunized no later than the **first day of school**. Please let us know if you have a religious or medical reason for not having immunizations. Children will not be allowed to attend school without having had the correct immunizations after this date unless:

1. The school gives the parent of the child a waiver; or
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be complete before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parents of the child shall furnish the written statement and a time schedule approved by a physician or the local health department for the completion of the remainder of the immunizations.

## MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS ENROLLED IN PRE-KINDERGARTEN

*3 Hep B (Hepatitis B)*  
*4 doses of DTaP, DTP or DT*  
*3 doses of OPV or IPV*  
*1 dose MMR*  
*1 Varicella*

## MINIMUM IMMUNIZATION REQUIREMENT FOR STUDENTS ENROLLED IN KINDERGARTEN AND 1<sup>ST</sup> GRADE

- A. 5 doses of DTaP, DTP, or DT, or 4 doses are acceptable if the 4<sup>th</sup> dose was given on or after the child's 4<sup>th</sup> birthday.
- B. 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination, or 3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was given on or after the child's 4<sup>th</sup> birthday.
- C. 2 doses of MMR on or after the child's 1<sup>st</sup> birthday.
- D. 3 doses of hepatitis B vaccine, with the minimal interval between doses being:
  - a. Dose 1 and 2 is 4 weeks (28 days)
  - b. Dose 2 and 3 is 8 weeks (56 days)
  - c. Dose 3 is recommended to be given at least 16 weeks (112 days) after the 1<sup>st</sup> dose and no earlier than 6 months of age.
- E. 2 Dose of Varicella (Chicken Pox) or date child had illness.

## **Academics**

### **Field Trips**

Field Trips are arranged by each grade level to augment the curriculum. Parent supervision is sometimes necessary and will be facilitated through each classroom. Transportation for students to and from the field trip will be provided by the school corporation.

### **Grading Scale**

The school wide grading scale is as follows –

A+ = 100 %	C+ = 84-83%
A = 99-96%	C = 82-76%
A- = 95-93%	C- = 75-74%
B+ = 92-91%	D+ = 73-72%
B = 90-87%	D = 71-67%
B- = 86-85%	D- = 66-65%

### **Homework**

Homework is a valuable tool in the education of our children. Guidelines are designed to promote a healthy balance between homework requirements and free time at home. The following are general guidelines for teachers to follow:

- 1<sup>st</sup> grade – 15 minutes
- 2<sup>nd</sup> grade – 20 minutes
- 3<sup>rd</sup> grade – 30 minutes
- 4<sup>th</sup> grade – 40 minutes
- 5<sup>th</sup> grade – 50 minutes

All parents are encouraged to read to their children or have their children read to them on a daily basis.

### **Make up work**

Make up work may be arranged for on the days a student misses school. Parents should contact the office before 10:00 am on the day of absence. Homework will be available for parent pick up after 1:00 pm.

### **Pre-arranged Absences**

Families may know of absences in advance. We ask that you inform the classroom teacher of the dates of anticipated absence and arrange for work to be made up.

### **Grading Periods**

Monrovia Elementary operates on nine weeks grading periods. Report cards will be sent home to parents for each nine weeks. Mid-term reports for each grading period will be provided for parents by the classroom teacher.

### **Promotion, Assignment, Retention**

If a student is not making satisfactory progress, the parents will be advised of the possibility of retention early in the second semester. A faculty team will assist the teacher in assessing the student's progress and needs. Parents will be notified a second time about the probability of retention and will be offered the opportunity for a conference with

school personnel and the faculty team concerning the student's grade placement. Parents who object to the team's recommendation may make a written appeal to the building principal stating the reasons for their objection.

### **Student Achievement**

Students will be rewarded with the following incentives program:

*Student of the Week* – students will be nominated by their teacher for exemplary representation of the citizenship skill of the week or other noteworthy behavior. Each student nominated will receive a star to post in their classroom.

*Student of the Month* – students will be nominated by their teacher for exemplary representation of the citizenship skill of the month.

*Math Challenge* – students may earn rewards for meeting grade appropriate goals in computation.

*Reading Challenge* – students may earn rewards for meeting grade appropriate goals in reading.

*Honor Roll* – students must earn academic and conduct grades no lower than B or S in each subject.

*Attendance Awards* – students will be rewarded for perfect attendance in each nine weeks grading period. Perfect attendance is school attendance for all, not portions, of every day.

*End of the Year Academic Awards* – Academic awards (3.75 GPA), Club participation, Perfect Attendance (yearly), Most Improved Academic Awards (teacher discretion) will be given in each grade level. Grade levels have the option to give additional awards to their students.

### **Student Assessments**

In accordance with P.L. 221 and the federal guidelines of No Child Left Behind, Monrovia Elementary will utilize three formal assessments during the school year to measure progress towards the meeting of the Indiana Academic Standards.

### **Student Conduct**

#### **Applicable Laws:**

Student discipline will be administered in accordance with federal and state (IC 20-8.1-5) statutes.

#### **Discipline Code**

Students at Monrovia Elementary will follow the established behavior standards while on school property, at school activities, and while going to and from school. Students are expected to respect all students, staff, and employees of Monrovia Elementary. General standards include:

1. Abide by the rules of the school.
2. Be courteous and polite to everyone.
3. Respect school personnel: administrators, teachers, secretaries, instructional assistants, custodians, cooks, nurse, bus drivers, substitute teachers, etc.
4. Respect public and private property.
5. Respect the rights of others

### *Classroom Expectations*

Each student will follow the established classroom standards/procedures, which will be explained and enforced by the classroom teacher. Expectations will be communicated to the parents through verbal and written means.

### *Student Conduct Grades*

Students will receive weekly conduct grades which will be averaged and recorded on the Report Card. Students who receive an F for the week will be referred to the principal's office.

### *Rewards for Good Conduct*

Students who finish the week with no cuts on their conduct strip will receive the opportunity to receive a reward chosen by the classroom teacher.

### *Severe Clause*

Students may be sent to the principal for immediate action for infractions that may include but are not limited to fighting, alcohol, drugs, vandalism, harassment/bullying, improper sexual contact/behavior, profanities, theft, intimidation, and weapons.

### **Grounds for Expulsion**

The following types of student conduct constitute grounds for expulsion or suspension under Indiana Code 20-8.1-5.1-8 and are subject to the procedural provision of this chapter:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting and interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting of assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student's conduct grounds for expulsion where such

conduct is constitutionally protected as an exercise of free speech or assembly or other right under the constitution of Indiana or the United States.

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitute an interference with school purposes or an educational function and are validly adopted under sections 2 and 3 (IC 20-8.1-5.1-8) of this chapter.
11. Possessing, handling, or transmitting any firearm on school property.

In addition to the grounds for expulsion or suspension under subsection (b) a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

### **Attendance**

Attendance at Monrovia Elementary is governed by the Indiana Code and local policy adopted by the Monroe-Gregg School Board of Trustees.

Absences from school are not to exceed ten (12) days per year. Students accumulating more than twelve absences will be required to present a medical excuse (listing the time and date the student was seen by the medical staff) for each additional absence. Failure to

provide a medical excuse for absences beyond twelve (12) days will result in the student being referred to the Morgan County truancy officials.

All absences from school will be classified as excused absences for the first twelve (12) days absences. Days absent that will not count towards the accumulation of twelve days are:

1. Attendance at school sponsored activities
2. School suspensions
3. Death in the immediate family
4. Court subpoenas
5. Service as a page in the general assembly

*Exception: Only the first three days of consecutive days of illness count toward the ten-day limit.*

Due process for absences will be as follows:

8<sup>th</sup> absence: Letter will be sent home explaining the student's attendance record

12<sup>th</sup> absence: Parents will be informed that a medical excuse will be required for any additional absences.

13<sup>th</sup> and additional absences: If a medical excuse is not provided for all absences after twelve (12), the Morgan County truancy officials will be contacted.

Awards will be given to students with perfect attendance at the end of the school year. Perfect attendance is defined as being present in school all day, every day.

### **Tardies**

It is the responsibility of parents to see that students arrive to school on time. Tardiness should only occur in emergency situations. Students who arrive after 7:50 am will be considered tardy. Excessive tardiness may be reported to the Morgan County truancy officials.

### **Dress Code**

All students are expected to adhere to standards of common decency and modesty in their dress and classroom deportment. The following guidelines will be used:

1. Skirts, dresses, and shorts must extend below the tips of the fingers when standing straight. Students are expected to dress appropriately for all activities, including daily outdoor recess.
2. No clothing depicting alcohol, tobacco products or obscenities may be worn.
3. No midriff or abdominal area of the body can be showing when student raises their arms.
4. Pants may not have holes in the pants above the knees and should be worn above the hips.
5. Hats or sunglasses should not be worn in the building.
6. Make-up, fingernail polish, hair spray, and perfume should not be brought to school.

7. The school believes that the students should be attired in such a way that reflects credit on themselves, the school, and the community.
8. Students should not wear shoes that have wheels attached to them. Shoes that cover the heel & toe are recommended for safety on the playground.

### **Student Harassment**

In compliance with federal and state law, all complaints of harassment, vandalism, prank phone calls and other forms of harassment or intimidation of students and/or teachers will be promptly investigated by the school. Harassment of any kind is grounds for suspension or expulsion from school.

### **Bus Conduct**

Each student must ride his/her assigned bus to and from school. Riding any other school bus is permitted only with the approval of the principal as requested by a parent. If the student is riding a school bus other than their assigned bus, or if they are going to a different destination, they must receive a temporary bus pass from the elementary administrative office.

1. Students should enter or leave the bus only after it has come to a full stop and the door has been opened by the driver.
2. Aisles of the bus must be kept clear of books, lunch boxes, musical instruments, and items which could be safety hazards. Balloons will not be allowed on buses at any time.
3. Windows or doors may be opened or closed only with permission of the drivers.
6. Normal school rules apply
7. Food and beverages are not to be consumed on the bus.
8. Student actions in relation to passing motorists and nearby pedestrians are to always reflect favorably upon themselves and the school district.
9. Reasonable noise levels are to be maintained
10. Students must obey the bus drivers

If the above rules are violated and result in a write-up, the following guidelines will be adhered to unless the offense is of a severe nature that requires stricter consequences:

- |                          |                                    |
|--------------------------|------------------------------------|
| 1 <sup>st</sup> write up | Conference and warning             |
| 2 <sup>nd</sup> write up | One-day suspension from the bus    |
| 3 <sup>rd</sup> write up | Three days suspension from the bus |
| 4 <sup>th</sup> write up | Five days suspension from the bus  |
| 5 <sup>th</sup> write up | Two weeks suspension from the bus  |
| 6 <sup>th</sup> write up | Loss of all bus privileges         |