

Elementary Handbook



Laurens Central School
2021-2022

Student Placement Policy

Please be aware that the district does not accept parent requests for specific teachers. According to the following Board Policy parents may submit, in writing, teacher attributes that best serve their children's learning needs. Requests for specific teachers will not be honored.

Laurens Central School District Board Policy

INSTRUCTION – 8481

Subject: **Student Placement Policy**

STUDENT PLACEMENT POLICY

It shall be the policy of the Laurens Central School District to place students within the educational program of the district as follows:

Placement of each student within the educational program, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator or building principal will be guided by performance in class, past records, parent or guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Parents may request, in writing, teacher attributes that would best serve their child's learning needs; however, requests for specific teachers will not be honored. Moving a student at any time after the school year has begun is disruptive, and should be done only under extraordinary circumstances. The procedures for student placement according to the board policy shall be clearly communicated each school year through a letter from the principal and/or inclusion in the student handbook.

Adopted: 8/19/2020

Purpose of this Elementary Handbook

This handbook lists some simple but important rules. The purpose of these rules is to provide a caring learning experience where all students and staff treat each other with respect, kindness, and compassion. All of us need to protect the property and rights of every individual in the building. All of us need to show individual responsibility and self-control.

The **Golden Rules** can be used to tell if you are doing the right thing.

1. Be kind to yourself and to others.
2. Let others work and learn without being disturbed.

School staff use these sensible rules to assist each student in a program of personal responsibility. The focus is on respect and safety and the rules apply anywhere on school grounds.

When students repeatedly forget to apply these Golden Rules on their own, they may need to be reminded of the importance of these rules. Sometimes there are consequences for poor behavior. Consequences, or punishments, are found in this handbook.

The rules in this handbook will be applied fairly, which does not mean equally. Situations can be different therefore administrators, teachers, and support staff will look at each situation individually.

By learning and following the rules, school will be a safe and happy place for everyone.

NOTE TO PARENTS

The policies, rules and regulations of the Laurens Board of Education will take precedence at all times over the Student Handbook.

The administration reserves the right to amend, change, or modify the Elementary Handbook to provide for the safety, well-being, and best interest of all students.

Consequences for violations may be amended, changed, or modified because of situations, the frequency of violations for an individual, or the severity of violations.

Teachers may establish additional classroom rules and, when necessary, may use the Discipline Procedure to enforce them.

The school is not responsible for personal items that are lost, stolen, or left at school. A parent may make plans with a teacher to bring in an item of special value if the parent maintains direct responsibility for them.

Please review this Elementary Handbook with your child. If there are any questions, please contact the Building Principal at 432-2050.

ELEMENTARY ATTENDANCE POLICY

The Laurens Board of Education recognizes that regular attendance is important to maintain satisfactory student performance. School should be a place where the student learns to be on time and responsible. Parents also teach this first by personal example and by reinforcing the need to be in school regularly.

The following attendance policy for Grades K-6 has been adopted by the Laurens Board of Education. A minimum of 90% attendance is required for all students to receive a grade level promotion. Based on 180 days of school, the K-6 student may not be absent more than a total of 18 days during the school year, which includes all absences, excused and unexcused.

If a student exceeds the number of absences, a hearing between the district and the parents may immediately follow. A final determination will be made by school administration based on the information presented at that hearing. In-school and out-of-school suspensions will not be counted when determining the total number of absences.

PROCEDURE FOR NOTIFICATION

- (a) In checking student absence, (on a daily basis) a telephone call will be placed to the parents of the absent student.
- (b) If a student is absent, it saves time if the parent/guardian notifies the school nurse via telephone that the student is absent and states the reason for the absence.
- (c) Attendance Letters informing and recording poor attendance practices upon the part of the student will be mailed to the person in parental relationship.
 - (1) Notification will be sent after 5, 10 and 15 days of absence from school or class.
- (d) A parental conference is strongly recommended after a parent has received an Attendance Letter.

EXCUSED AND UNEXCUSED ABSENCES AND EXCUSES FROM SCHOOL

- a. In Laurens Central School, it is required to obtain a written excuse from a parent or guardian for each case of absence or tardiness of their child. Parents and students should be aware of the classifications which determine whether an absence is excused or unexcused.
- b. The state attendance register defines excused absences as follows: Personal illness, sickness or death in family, religious observance, quarantine, required to be in court, attendance at health clinics, doctor and dental appointments, and absences approved in advance by the administration. These are considered legal absences.
- c. Absences not included above are interpreted under the law as unexcused. Unexcused absences occur when a pupil is absent for other than legal reasons.
- d. A child who fails to attend school, unknown to the parents, for other than a lawful reason, is truant.
- e. Excuses are required for all absences. Absences due to medical appointments require a note from the provider. All students must submit a written excuse for each absence from school. A student has three days (the day they return plus the following two school days) in which to deliver a written excuse. If no written excuse is turned in (within three school days of the absence), the student will be recorded as illegally absent.
- f. School approved educational field trips are not absences from school. The pupils will be accompanied by a teacher. Trips with parents are not approved educational trips.
- g. All written excuses for absences must:
 - 1. Be dated - the day the excuse was written.
 - 2. State the name of the student being excused.
 - 3. State the date(s) of the absence.
 - 4. State the reason for the absence.
 - 5. Bear the signature of the person in parental relationship.
- h. Students are not authorized to write or sign excuses even with parent's knowledge or consent. Any necessary exception to this rule must be approved by the Administration. A

written excuse for a student's absence from school must be presented by the student to the Health Office immediately upon return to school.

- i. No teacher and/or employee is to excuse a student from school for any reason. Permission to be excused from school can ONLY be granted by a school official AND parent/guardian. In cases of illness or other medical reasons, the School Nurse may excuse a student from school. The Nurse will contact the parent/guardian.
- j. When students return to school following an absence, they must be sent to the Health Office with their excuse. No child may return to school after an illness unless he/she is able to participate in all activities, including gym and playing outdoors. The only exception to this rule is when a Doctor's excuse is presented. Failure to bring an excuse after five (5) days will result in attendance cards being marked with an illegal absence/tardy.

ARRIVAL AT SCHOOL

Most students arrive by bus between 7:45 and 8:00 AM. Doors to the school will be locked until 7:45 AM. All students arriving at school between 7:45 AM and 7:55 AM must report to the Cafeteria or be under the direct supervision of a staff member. This includes children of employees.

When the first bus arrives, students may go to their lockers in order to prepare for the school day. Physical Education equipment may be taken to the respective locker rooms, instruments may be returned to the Music Room, books may be returned to the library, and short-time excuse requests may be submitted to the Health Office. Teachers are on duty by 8:00 AM in order to provide required supervision. At 8:02 AM, a warning bell rings signaling the students to pass to homeroom. All students must report to Homeroom by 8:05 AM; otherwise, they are considered tardy. Students riding to school via school bus must promptly enter the building upon being dismissed from the bus. Parents driving their children to school should drop them off in front of the school at the designated crosswalk no sooner than 7:55 am. Parents should avoid driving into the parking lot, if possible, to avoid interfering with unloading buses.

EARLY DISMISSAL REQUESTS

Students wishing to be dismissed prior to the regular dismissal time must present a written request signed by their parent or guardian indicating the need to be excused early. The request will be confirmed by the attendance officer. Parents must follow school policy for release of students.

ILLNESS OR INJURY AT SCHOOL/HEALTH OFFICE

If you become ill at school or if you are injured through some accident, you must report to the School Health Office for aid. Students are not allowed to call home and ask a parent/guardian to come get them if they are sick. Students must report to the nurse, who will determine their condition. If the student is to go home, the nurse will contact the parent/guardian who will follow school procedure for release of students.

PHYSICAL EDUCATION EXCUSES

In order to be excused from physical education classes because of illness or injury, a written statement from your parents is required and should be presented to the School Nurse in the morning. For an extended excuse of more than one or two days, a written excuse from your physician is required by State regulation.

WALKING TO SCHOOL

1. Arrive at school between 7:55 AM and 8:00 AM.
2. Go to the Cafeteria if you arrive before 8:00 AM.
3. Leave the cafeteria and go to the classrooms at 8:00 AM.
4. No loitering on school grounds or in hallways.

WALKING FROM SCHOOL

1. Walk home or directly to your bus.
2. No loitering on school grounds.
3. Students are not permitted in the school building when school is not in session unless they are under the direct supervision of a staff member.

HALLWAY RULES

1. Always walk
2. Walk quietly.
3. Keep hands and feet to yourself.
4. Stay in line.

BICYCLES/ SKATEBOARDS/SCOOTERS/ROLLER BLADES/HEELYS (shoes with wheels)

Bicycles/scooters/roller blades may be ridden to school but riding for recreation on the school grounds during the school day is prohibited. For the protection of all students and adults the following are the rules regarding bicycles/scooters/roller blades on the school grounds:

- a. No one shall ride a bicycle/scooters/rollerblades on the school grounds during the school day.
- b. All bicycles/scooter should be locked. Roller Blades are to be stored in classrooms or lockers. The school is not responsible for those that are lost or stolen.
- c. Upon approaching the school grounds, the rider shall dismount and walk his/her bicycle/scooter to a designated place for keeping bicycles/scooters. Roller Blades are to be removed prior to entering the building.
- d. Upon leaving the school grounds, the rider shall not mount his/her bicycle/scooters until he/she is off the premises. Students must exit the building prior to putting on roller blades.
- e. Students who ride their bicycles on school property do so at their own risk. The school will not be held responsible for any accidents or injuries occurring after school hours.
- f. **Skateboards are not permitted on school property at any time.**
- g. Heely's (shoes with wheels) maybe worn to school ONLY with the wheels removed. If the wheels cannot be removed, the shoe cannot be worn in the building. Failure to comply is a violation of the dress code.

MP3 PLAYERS/IPODS/ETC.

MP3 Players, iPods and similar devices are not allowed in the school building for students in grades K-6. Students are not to bring these devices to school.

CELL PHONES AND CELL PHONE CAMERA DEVICES

Because of potential disruption and/or privacy issues, cell phones and cell phone camera devices are not allowed. Digital or film cameras are not allowed without teacher permission. Students are not to bring these devices to school.

INTERNET

Information regarding the use of the Internet during school hours or any school activity, including permission forms will be distributed to parents. This includes forms for student use and placement of student pictures/names on the school website.

LOST OR DAMAGED PROPERTY

Most instructional materials, including textbooks, are furnished free of charge to students. It is the student's responsibility to care for this material and return it in the condition in which it was received at the proper time. Students will be responsible to pay for lost, stolen, or damaged school property entrusted to them. This applies to school facilities, such as gym and hallway lockers.

FINANCIAL OBLIGATIONS

Obligations are defined as any money, textbook, article, uniform, item of school property, etc., owed to the school.

- a. All obligations will be turned in quarterly to the Guidance Office.
- b. Students will be notified of their obligation by the staff member to whom the obligation is owed, and by mail, and given one week to turn it in. If not turned in, the report cards will be withheld. Parents are always able to obtain child(rens) grades verbally from the classroom teacher.

Riding the bus is a privilege. KEEP IT!

BUS RULES

1. Your bus driver is ALWAYS in charge.
2. Be ready when the bus comes.
3. Stand off the highway while you wait for the bus.
4. Sit in the seat your bus driver asked you to sit in.
5. Bring a note from home to the office if you will not be taking the bus on any day.

VISITORS (STUDENT)

Student visitors from other schools are not permitted at this time.

CAFETERIA

1. The cafeteria staff and aides are ALWAYS in charge.
2. Stay in your place in the food line.
3. Always keep your hands to yourself.
4. Stay in your seat, except when you return your tray.
5. You may speak quietly to others at your table.
6. Raise your hand to ask for help.
7. Absolutely no food throwing.
8. Line up quietly for recess.

PLAYGROUND

1. Aides are ALWAYS in charge.
2. Older students can influence the actions of younger students. Be a good model.
3. Share with others.
4. Wear clothing that is appropriate for the weather, including boots in the winter. Open-toed shoes are not be worn at any time on the playground.
5. Ball games and running games should be played in the grass away from the playground structure. Bats and hard balls are not allowed. If a ball goes over a fence, tell the aide in charge and that person will decide how to get it back.
6. Stones, snow, dirt, sand, and wood chips are not to be thrown.
7. Wrestling, tackling, and kicking cause injuries and are not allowed.

8. Slide **down** the slides and corkscrew pole. Avoid bumping into others.
9. Climb the cargo net safely with your head up, not upside down.
10. If you need help to reach a piece of equipment, you should not use it.
11. Sit when swinging, and wait for the swing to stop before getting off.
12. Do not jump off the wall onto the wood chips.

DRESS CODE

1. It is a matter of school policy in the Laurens Central School District that a traditional neat manner of dress is appropriate for school attire. Students and their parents have the primary responsibility for acceptable student dress and appearance. The good judgment and cooperation of all students is needed to maintain the school's standards. The way a student dresses may often be related to the way (s)he performs in class.
2. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails shall be safe, appropriate, and not disrupt or interfere with the educational process or environment
 - a. Bare feet and/or socks alone will not be permitted. Footwear appropriate to the educational activity must be worn by all students at all times. Footwear that is a safety hazard will not be allowed.
 - b. Certain insignias designated as inappropriate or obscene or in bad taste will not be permitted.
 - c. Hats/bandanas/hoodies and other types of hat type apparel must be removed upon entering any classroom (including the gym for PE class), during the Pledge of Allegiance and during any assembly. Hats/bandanas/hoodies may be worn in hallways and the cafeteria **ONLY**.
3. Clothing which displays the anatomy, is tight-fitting, or is excessively brief, or inappropriate will not be allowed. Clothing that is a distraction, interferes with learning, or has the potential to interfere with learning is not allowed.
4. Underwear is to be covered.
5. Extremely brief garments are not permitted. Specifically,
 - a. No shirts with cutout sides may be worn.
 - b. One's belly button must be covered at all times.
 - c. Midriffs may not be exposed at any time.
 - d. Shirts/blouses with plunging necklines are not permitted.
 - e. Shorts must cover the buttocks at all times.
 - f. Skirts or dresses must extend to mid-thigh.
 - g. Shirt/dress straps must be at least as wide as the straps of any undergarments. Spaghetti straps are not permitted.
6. In the event the student's dress is indecent, inappropriate, or causes disruption to the normal learning situation, the student may be asked to put on appropriate clothing, may be offered appropriate clothing, or may be removed from class and/or school until the situation is corrected.
 - a. Boys must wear some form of footwear, pants or long shorts, and a shirt (must be buttoned at all times).
 - b. Girls must wear some form of footwear, slacks, or a skirt, long shorts, and some type of blouse, or a dress.
7. The following types of clothing are not allowed:
 - any article of clothing (including head covering) that contains, exhibits, promotes, endorses, or refers to illegal drugs, alcohol, or tobacco and/or encourages other illegal or violent activities
 - any article of clothing (including head covering) that displays or refers to, sex, profanity, or other inappropriate phrasing.
 - any article of clothing (including head covering) that is libelous or denigrates others on account of race, color, religion, national origin, gender, sexual orientation, or disability.
 - pajamas/slippers

This list is not meant to be all inclusive. The district reserves the right to make final decisions regarding clothing deemed inappropriate for school attire.

8. The matter of hair length will be up to the student's choice; however, it should not be so long that it is dangerous.
9. Students must wear sneakers for PE. Students in grades K-6 may not wear sandals or flip flops at anytime during the school day or during the CROP afterschool program.

BULLYING, CYBERBULLYING, DISCRIMINATION, HARASSMENT

Definitions

Bullying

Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term "harassment") to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

Cyberbullying

Harassment/bullying, as defined above, through any form of electronic communication. Cyberbullying may include, among other things, the use, both on and off school property, of electronic technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others.

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under "Harassment," below).

Harassment

Harassment been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability

- sex
- sexual orientation or
- gender (including gender identity and expression).

In some instances, bullying or harassment may constitute a violation of an individual’s civil rights. The District is mindful of its responsibilities under the law and in accordance with District policy regarding civil rights protections.

Reporting of Bullying, Cyberbullying, Discrimination or Harassment

Reporting and Investigation

Although it can be difficult to step forward, the District cannot effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be documented, tracked, and handled in accordance with the regulations and procedures associated with Board of Education Policy and the Code of Conduct.

Students or parents who wish to report an incident of bullying, discrimination or harassment should do so by contacting the Building Principal or by submitting a “Bullying Reporting Form.” A copy of the form can be obtained from the Building Principal or can be printed off from the school’s web site, <http://www.laurencs.org>.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to the Building Principal, the Superintendent or their direct supervisor. In addition, there shall be a further duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying of which they are made aware by students to the Building Principal, the Superintendent or their direct supervisor. Supervisors will refer the information to the Building Principal or the Superintendent for investigation as designated in regulation. A District employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

The results of the investigation shall be reported back to both the target and the accused.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are unacceptable and that the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the District’s Code of Conduct, as applicable. If the behavior rises to the level of criminal activity law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and must be consistent with the District’s Code of Conduct.

IT IS THE STUDENT'S RIGHT TO:

Attend school in the district in which his/her parent or legal guardian resides.

Express his/her opinion.

Dress in such a way as to express his/her personality.

Expect that the school will be an accordingly orderly place for all students to gain an education.

To be fairly disciplined according to the rules.

Receive information about solving personal problems.

Have a chance to get help to solve problems that can't be solved alone.

Be treated equally and fairly.

Be respected as an individual.

IT IS THE STUDENT'S RESPONSIBILITY TO:

Attend school daily, except when ill, and arrive on time.

Express opinions and ideas in a respectful manner so as not to offend, slander, or disrupt the rights of others.

Dress so as not to endanger physical health, safety, limit participation in school activities or to be distracting.

Understand that tank tops, tube tops, short shorts and skirts and bare midriffs are inappropriate.

To know all rules and expectations and to be have

Be willing to give information in disciplinary cases.

Be aware of the information and services available and ask for help when needed. Learn about serious and dangerous wrongdoing and try to keep oneself and others safe.

Try to get help to solve problems.

Treat others equally and fairly.

Respect the rights of others.

DISCIPLINE PROCEDURE

Purpose: to promote acceptable behavior and to be fair to all students.

Goals: to build a good learning environment for all students, to teach understanding and respect for the rights of everyone, to protect the property of everyone and to encourage individual responsibility and self control.

These goals can only be met if everyone agrees to work together to understand the responsibilities that go along with individual rights.

Administration Responsibilities: The administration will apply the school's discipline policy equally, fairly and in a progressive manner.

Teacher/Staff Responsibility: It is the teacher's responsibility to inform students and parents, investigate all infractions fully, enforce the rules equally, work to resolve individual student problems in the classroom and keep records of infractions. Provide assignments for those in In-School Suspension.

Parent Responsibility: It is the parents' responsibility to help the student learn and understand the student's rights and responsibilities.

Students' Responsibilities: It is the student's responsibility to know and follow these procedures and to accept responsibility for personal actions.

Enforcement Areas: This procedure shall be applied under the following circumstances:

- On all school grounds
- During attendance at school
- On all school vehicles
- At all school-sponsored activities
- On all occasions when a student is in some manner representing the Laurens Central School and when the student's conduct has a direct and immediate affect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the school.

Fresh Start: If there are no further infractions in a three-month period, the discipline procedures revert to the beginning as if it was a first offense. The Fresh Start opportunity applies to Class 1 and Class 2 infractions.

Alternatives for Disciplinary Action: Occasionally, a situation may call for conferences or other interventions which are not listed under consequences. A conference may be advisable among combinations of the following:

Teacher and Student; Teacher and Parent; Teacher and Counselor; Teacher, Student and Administrator; Administrator and Student; Administrator and Parent; Telephone Conference with any of the above; other parties as necessary.

Other Interventions that may be used include: Individualized Behavior Contract; Moving student's seating; Student referral to counselor; Behavior checklist; Personal escort to and from class; Mentoring; Written disciplinary assignments.

EXPECTATIONS AT LCS

CLASS 1

CLOTHING - You must dress safely and comfortably in school. Clothing that keeps you from participating in school activities or embarrasses people must not be worn to school. Students are not to wear hats, bandanas, or other hat type clothing at any time during the school day. (School sponsored “Hat Days”, specific classroom activities involving the use of hats, or medically related conditions are the only exception to the “Hat” rule).

EATING OUT OF THE CAFETERIA - All food must be eaten in the cafeteria unless permission is given by your teacher. You must eat your meals without bothering other people. You need to be neat and clean up after yourself. You may sit at your table and talk quietly to others. You may not yell, leave your table unless taking care of garbage and food trays, make messes, or throw food.

KISSING - You can show you like someone in appropriate ways; but kissing is inappropriate in school.

LATE ON PURPOSE - You must get to your class on time. When you are late, bring an excuse.

LITTERING - You should help to keep the school clean. You must put trash in the garbage. If you don't, it is littering.

NOISY - You should be quiet in school so that others are not disturbed and so that they can work and learn well.

NOT RETURNING ANY REPORTS OR PAPERS REQUIRING PARENT'S SIGNATURE - You must take home and return papers or reports that need to be signed by parents.

PERSONAL PROPERTY - You should not bring or possess any object that has no educational purpose which will distract from learning and teaching.

RUNNING - For safety's sake, you must walk in the hallways.

THROWING OBJECTS - To keep people safe, you must not throw things like snow, sand, stones, etc., on school grounds. Do not throw objects in class unless directed to do so during instruction.

CONSEQUENCES - CLASS 1

1. You meet with the teacher and a letter is sent home to your parents describing the incident.
2. Parents are notified; loss of 1 recess.
3. You receive 1 lunch/recess detention. Failure to attend a detention is an infraction.
4. You receive 2 lunch/recess detentions. Each infraction after that is 2 lunch/recess detentions.
5. Repeat offenders must meet with the administration. Parents will be notified.
6. Your parents are notified. You receive 2 lunch/recess detentions. Your parents are required to conference with the administration and school counselor.

CLASS 2

BEING MEAN/DISRESPECTFUL - You must show respect for other people by not using words, pictures, objects, gestures or other actions that will make fun of, tease, embarrass or hurt people's feelings.

CHEATING - Do your own test, class work and homework. Don't allow others to copy your answers. In addition to the discipline consequences, cheating may result in a grade of zero for the test, class work, or homework.

CLASSROOM DISRUPTION OR INAPPROPRIATE CLASSROOM BEHAVIOR All children have the right to work and learn in their classroom without being bothered or distracted by others. You must follow the classroom rules and the school rules at all times. You may not behave in such a way as to keep others from learning.

DISOBEDIENCE - You should obey the teacher, aide, or any school adult, and all school rules while participating in a school activity or on school property.

INAPPROPRIATE LANGUAGE/SWEARING - You must show respect to others. You must not say bad words or make naughty signs to other students. You must not curse or swear. You must not draw or show nasty pictures to anyone at school.

LEAVING INSTRUCTION AREA - You must be at the place (your classroom, the gym, the cafeteria, the bathroom, places of detention, in-school suspension, etc.) that you are supposed to be at all times during the school day. You can only leave it with permission.

INAPPROPRIATE USE OF COMPUTERS – (Could also be Class III)

MISUSE OF BATHROOM PRIVILEGES - You may use the bathroom as needed and with the permission of your teacher and/or aide. You are expected to use the facilities properly, use good hygiene and pick up after yourself.

POSSESSION OF PROFANE MATERIAL - You must not have naughty, or pornographic pictures, magazines, or other profane materials.

REFUSAL TO WORK IN CLASS - You must always make your best effort to complete class work.

ROUGH PLAY - Rough play or physical pranks result in others being hurt.

SIGNING SOMEONE ELSE'S NAME OR CHANGING GRADES OR NOTES FROM TEACHER - You will not sign the name of another person as a trick or claim it as your own. You may not change any grades or notes on papers or report cards.

SPITTING - For health reasons, spitting is not allowed in school.

TALKING BACK - You must speak politely to all school adults. This means you must not talk back or be rude to them.

WALKING AWAY - It is disrespectful to leave while a staff member is talking to you.

LYING – It is important to always tell the truth.

The following may be Class 2 or Class 3

DAMAGING PROPERTY/ VANDALISM - You must take care of the school building and equipment and you must care for the property of others, too. You will not mark up, damage, break, or destroy school property or anything else that belongs to someone else. Actions like writing in textbooks, library books, writing on desks or walls; carving woodwork, desks, tables, or spray painting surfaces are actions that damage property. This may be a Class 3 violation instead.

FIGHTING - You must not be involved in mutual, aggressive physical contact with another student by pushing, shoving, or hitting.

STEALING - You must not take anything that doesn't belong to you. Give things you find to an adult. You must not take anything that has been stolen. This may be a Class 3 violation.

THREATENING/INTENTIONALLY HURTING/BULLYING/CYBERBULLYING - You must not hurt someone's body or say or show that you will hurt someone. This can be a Class 3 violation.

CONSEQUENCES - CLASS 2

1. Your parents are notified; you will need to explain what you should have done to the person reporting the infraction.
2. Your parents are notified; you lose recess for 2 days.
3. Your parents are notified; referral to a counselor; you receive 1 lunch/recess detention.
4. Your parents will be notified; you receive 2 lunch/recess detentions; the school counselor is notified. Your parents are required to conference with the administration and school counselor.
5. Your parents are notified; you receive 1/2 a day of In-School-Suspension; counselor is notified.
6. Your parents are notified; you receive 1 or more days of In-School-Suspension; counselor is notified.
7. Your parents are notified; you receive 2 or more days of In-School-Suspension.
8. Your parents are notified; you receive 2 or more days of In-School-Suspension.
9. Your parents are notified; you receive 1 or more days of Out-of-School Suspension; each infraction after that is 1 more day of Out-of-School Suspension.

CLASS 3

BAD TOUCH - You must show respect for yourself and others by not touching any private body parts.

DRUGS - You must take care of your body by not using tobacco, electronic cigarettes, alcohol, or other drugs including synthetic drugs. You must not have, use, or attempt to buy, sell, or give any of these items or related supplies. You must not pretend to have tobacco, electronic cigarettes, alcohol, or other drugs, including synthetic drugs.

FALSE ALARM - You must not break or pull the fire alarm at any time unless there is an emergency. Breaking or destroying a fire alarm in school is not allowed.

INAPPROPRIATE LANGUAGE/SWEARING TO AN ADULT - You will always use polite language at school. You must not say bad words or make naughty signs to adults.

LEAVING SCHOOL GROUNDS - You must not leave the building or school property without permission.

PHYSICALLY ENDANGERING OTHERS - You must maintain self-control. Hitting, biting, spitting, and physical behavior requiring adult intervention are serious infractions. Actions that intend to harm a student or adult become issues of personal safety.

SHOWING PRIVATE BODY PARTS - Show respect for yourself and others by keeping private body parts covered. You must not ask others to show their private body parts.

SEXUAL HARASSMENT - Any action of a sexual nature that is unwanted and unwelcome.

CONSEQUENCES - CLASS 3

Each infraction will be reviewed by the administration. Students will receive 1 to 5 days of in-school or out-of-school suspension. This will be determined by the administration.

CLASS 4

1. **BOMB THREAT** - You must not make bomb threats.
2. **FIRE** - You must not start a fire at school. You must not take part in any activity involving burning unless supervised by a school adult.
3. **HARMFUL OBJECTS** - You must not have harmful objects on school property. You must not have, use, or attempt to buy, sell, or give away any of these objects. Harmful objects include, but are not limited to, guns, knives, sharp objects, and explosive objects.

CONSEQUENCES - CLASS 4

Superintendent's Hearing: suspension, consequences will be determined by the Administration.

Consequences will be determined by the Administration and may include short or long term suspension and/or Superintendent's Hearing.

Please review this Handbook with your child.

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