

# Riverton Elementary School

2016-2017



**Todd Berry, Superintendent**  
**Keith Wilson, Principal**  
**Adam Thomasson, Assistant Principal**  
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Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student No. \_\_\_\_\_

## General Information

### Office Hours

7:15 a.m. – 3:20 p.m.

### School Hours

**Monday, Tuesday, Thursday, and Friday 8:00 a.m. - 3:10 p.m.**

**Wednesday 8:50-3:10 p.m.**

**Accreditation** The accreditation process is changing for schools across Kansas. All Kansas school will be accredited through **District Accreditation**, not school accreditation. We are a few years away from having an accreditation review visit.

**Arrival Time** Students who walk or are transported by parents are to arrive no earlier than **7:15 a.m.** and are to go directly to the cafeteria. Classrooms are open at 7:45 a.m. each school day. The academic school day begins promptly at 8:00 a.m. and it is the responsibility of the parents and bus drivers to be sure the students arrive on time. It is our goal to prepare our students for life beyond school. Assisting them in understanding the importance of promptness is one of the pieces of that goal. **Every Wednesday school will begin at 8:50. Buses will run approximately 50 minutes later every Wednesday. If it is necessary for you to bring your child to school before this time, please let administration know.**

**Dismissal Time** Students are dismissed at 3:10 p.m. and are to be transported from the school grounds at that time. Students cannot remain on campus unsupervised. Students picked up by car go to the kindergarten hallway to wait for their parents. Students being picked up in person will go to room 119 next to the office. Walking students proceed to the designated classroom and are dismissed after all the parent pick-up cars have departed.

**Assemblies** Are a regular part of the curriculum and are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative

**Attendance** Regular school attendance is the way to your success as a student. The administration and faculty strongly believe that a direct correlation exists between regular attendance and academic achievement.

A student is considered truant if; (1) he is subject to the Compulsory Attendance Law, but is not enrolled in a public or non-public school, (2) he is subject to the Compulsory Attendance Law and is enrolled in a public or non-public school, **but is inexcusably absent for either three consecutive days, five or more days in any semester, or 7 or more days in a school year. The school will allow for 8 parent calls, or notes per semester, before a doctor note is required to have an excused absence.**

Any absence from school other than illness, death in the family, or family emergency is discouraged. Upon return to school all students will be expected to bring a note signed by their parents /guardian or from the attending physician. The parent may call the school to inform us of the absence. However, if the school does not receive a note or call from the parents that absence is unexcused and subject to the limits mentioned above. When any of the truancy criteria mentioned above is met, the school will contact the Department for Children and Families, and the County Attorney. Students who have excused absences have the opportunity to make up assignments.

**Breakfast / Lunch Programs** Breakfast is available in the cafeteria between 7:25 A.M. and 7:50 A.M. Students who wish to eat breakfast should go directly to the cafeteria when they arrive in the morning.

A nutritious Type A hot lunch is available to students. The meals contain at least 1/3 the minimum daily requirements for nutrition as set forth by the state and federal agencies. The federally funded Child Nutrition Program reimburses the school district for lunches and served to children of families meeting income guidelines. Certain families may be eligible for free or reduced price lunches. Applications are available in the lunch clerks' office.

Students may bring their own lunch from home and eat in the cafeteria. Please refrain from bringing fast food/restaurant meals to your children for lunch. This makes it difficult for those students who are unable to have this opportunity.

**Cellular Phones:** Students are permitted to have cell phones on school property, during school hours (7:00-3:10). There are certain restrictions that all students must adhere to. The cell phones must remain off and out of sight before entering the school for the school day. Any student found to have a cell phone visible (in use or not) will be in violation of this policy and subject to the stated consequences.

1<sup>st</sup> violation: cell phone confiscated and returned to student at the end of school day.

2<sup>nd</sup> violation: cell phone confiscated and returned to parent/guardian.

Taking pictures by means of camera phone or other cellular devices is prohibited at all time during school hours. This is to include, but not limited to, locker rooms, rest rooms, and other locations one can expect privacy. Failure to adhere to this policy will result in the cell phone or device being confiscated, returned to the parent/guardian, and student suspension issued.

**Closed Campus** Students may not leave the school grounds during the school day unless under the supervision of a teacher. Students may be released to a parent or guardian for needed appointments. Only the teacher, secretary, or the building principal may release students during the day.

**Counseling** Counseling is available for all students at Riverton Elementary School.

**Dress Standards** **Please do not send your students to school in flip-flop shoes; they have a difficult time during recess and PE.** Students are expected to arrive at school clean and neatly dressed. Students share with their parents their right to dress according to personal preferences except where such dress is dangerous to their own health and safety, and that of others, or it is a distraction or indecent to the extent that it interferes with the learning process. Standards of grooming and dress may be prescribed for participation in certain activities.

Garments displaying advertising or graphics of alcoholic beverages or tobacco are deemed inappropriate for school. Caps and hats are not to be worn inside the building. To help save you additional cost and stress, please make sure your child has their name inside their coats and jackets. This helps us identify a jacket or coat that has been lost. No shoes with wheels may be worn during the school day. (Heely's)

**Early Dismissal** Sometimes it is necessary for the school to be closed earlier than scheduled. Therefore, it is important that children know what to do in this event. Parents and children should have plans for such emergencies i.e. where to go, or who to call. It is important as well to keep the school informed of any changes in telephone numbers and places of employment provided to us at enrollment time.

**Enrollment Forms and Textbook Fees** Every year parent/guardians will be asked to complete an enrollment form. Please provide the information requested. There **MUST** be a phone number and name listed on the enrollment form for contact during the school day. Students must pay textbook rental fees at the time of enrollment. These help defray the cost of all textbooks and activities books used for instruction. Arrangements for late payment of fees must be made with the building principal.

Eligible families who receive books at no charge must complete a waiver form available at enrollment. Before school begins each year, specific enrollment information will be printed in the; *Galena Sentinel Times*.

**Kindergarten Registration** A child must be five years of age on or before September 1 to enter Kindergarten. A state issued birth certificate with the state number on it; immunization records, social security card, and a physical are required for enrollment.

A kindergarten registration will be conducted in the spring of each year. The enrollment serves several purposes, among them, to give us an idea about the number of students to expect in the fall. We offer an all-day kindergarten program.

**Fire Drills/Tornado Drills** Fire drills must be held monthly. Tornado drills will be held three times a year. Teachers will instruct students on the exit route from their classroom. Students should leave the room quickly and orderly, in a single line and remain that way at their designated location until the return signal is given. During the fire drills/tornado drills students are to remain quiet and keep their hands to themselves. There is to be no running or horse playing during the drills.

**Report Cards** Report cards serve a single purpose and that is to report progress to parents/guardians. Report cards are sent home with students following the close of the grading period. Grade cards will be sent on the following dates.

First Nine Weeks.	October 18	Second Nine Weeks	January 10
Third Nine Weeks	March 14	Fourth Nine Weeks	May 30

**Handicapped Students in Integrated Setting** Several categories of handicapped children are served in an integrated setting in the regular education classroom. Students identified and placed are served in the integration/inclusion program in all elementary grades. Each student has an IEP (Individualized Education Plan) and is supported by a team including specialist, para-professionals, regular education teacher, principal, and parent or guardian.

**Health Services** The following health services are offered: Hearing Screening, Vision Screening, Scoliosis Screening, Dental Checks, Head Lice Inspection, and First Aid.

With the protection of the student being foremost, we ask the following procedure be followed for the necessary dispensing of medication at school: (1.) Any medication to be taken by the student, while at school, is kept in the nurse's office. (2.) Accompanying the medication, there should be an authority memo issued by the prescribing doctor and permission form from the parent.

**Illness and Accidents** If a student is injured, becomes ill, or has any health problem while at school he/she will be sent to the school nurse. If in her judgment it is necessary she will contact persons at the emergency numbers provided. **It is vital that we be able to contact someone who can sign a release at the hospital, so please be sure to add more than one person on the enrollment form who can do that.** The Riverton School District carries accident insurance for each student enrolled. Coverage provides for students at school or participating in a school activity. More specific information about claims and coverage may be obtained from the school nurse. **This insurance will only cover certain amounts; it may or may not pay for what your insurance does not.**

**Immunization** Kansas law requires students to be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, Mumps, Rubella, and Rubella Measles, Hepatitis B and Varicella immunizations for Kindergarten school entry.

Students who are not properly immunized upon entering school have ninety (90) days in which to complete them. Waivers for religious purposes are the exception to the requirement.

**Library** The library is an exciting, adventurous place. Students are encouraged to draw from its wealth of materials as much as possible. The following are rules to be observed in the library: (1.) Use quiet voices and be respectful of others. (2) Have permission to use the library. (3) Return materials as soon as possible to the library as they are finished reading them to allow others to check them out. (4) Students who do not return books on time will not be allowed to check out additional books. (5) Students will be expected to pay for any library books they damage or lose.

**Money** Students should not bring large amounts of cash to school. School personnel will attempt to locate any lost money, but the person bringing it to school is responsible.

### **Out-of District Student Enrollment Procedure**

1. Any student who is a resident of a school district other than USD # 404 and desires to attend Riverton Schools must file an application to do so. Applications forms may be obtained from and returned to the building principal's office.
2. Applications for enrollment must be made on or before May 15th.
3. Guidelines for reviewing out-of-district applications:
  - A. The building principal shall have the responsibility of receiving and acting on applications for their grade levels.
  - B. The building principal shall consider:
    1. Existing enrollment: If the acceptance would crowd the facilities or increase class size to an undesirable level, the application should be turned down.
    2. Students applying for out-of-district approval should be in good standing in their home district. Principals will take into account any history of truancies, disciplinary problems, etc.
    3. Accepting and or denying are an administrative decision.
  4. Out-of-district approval may be withdrawn at the end of any year that the student does not demonstrate proper behavior, attitudes, and attendance that is expected of all students.
  5. Out-of-district students shall assume the responsibility of their own transportation, either to school or to meet the bus on its regular district route.

**Parking Lot / Drop Off and Pick Up** Students **may not be dropped off in the bus unloading zone for any reason.** Students arriving to school by vehicles other than a bus should be dropped off at the ***East*** entrance of the school. Pick-up procedure: Parents must use the south road of the school. (Partridge) It is now one-way street from 2:30-3:30. Parents will remain in their vehicles and students will be sent from the southeast door (Kindergarten hallway) to their respective rides. If you elect to come inside the school to pick up your child you should park in the east parking lot and proceed to room 119. Your child will be sent to that area upon class dismissal. Due to traffic congestion and safety issues, please refrain from parking on the south school property and walking to the outside pick up door.

**Parent/Teacher Conferences** Communicating with your child's teacher is encouraged and it is important for particular concerns that may arise. Parent/teacher conferences are scheduled for the first quarter on **October 18th 3:30-7:00p.m. and October 20 3:30 p.m. – 7:00 p.m. The second semester parent/teacher conferences will be on March, 14th and March 16<sup>th</sup> from 3:30-7:00.**

**Parties / Birthdays** Only individually wrapped store bought goods can be brought to school for birthday celebrations. We also ask that you notify the teacher before bringing treats for the class.

### **Special Education Notice to Parents and Students of Rights under the Family Educational Right and Privacy Act Of 1974.**

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning school records of their children. The following rights are according to you under this act.

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of school record in question. Access must be granted to you within 45 days after the request by said custodian.
2. The school district has established the following procedures in granting access by parents to student's records:
3. The parent's right of access shall include:
  - (A) The right to be provided a list of the types of educational records, which are maintained by the institution and are directly related to their children;
  - (B) The right to inspect and review the content of those records;
  - (C) The right to obtain copies of those records, which may be at the expense of the parent of the eligible student but not to exceed the actual cost to the school district of reproducing such copies;
  - (D) The right to response from the district to reasonable requests for explanations and interpretations of those records;
  - (E) The right to an opportunity for a hearing to challenge the content of those records;
  - (F) And if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
4. Right to a hearing challenging the content of your child's educational record.
5.
  - (A) To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student;
  - (B) To insert into the record a written explanation respecting the content of the record.
6. The school district has established the following procedures where a parent desires to challenge the content of a student's educational record:
  - (A) The hearing shall be conducted and decided within a reasonable period of the time following the request for the hearing.
  - (B) The hearing shall be conducted, and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
7. Before any school records will be released to third parties (other than those specified in item 13) who have requested copies of your child's records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before the custodian will release them.
  - (A) The specific records to be released;
  - (B) The reason for such release;
  - (C) The name of the party or agency to which the records will be released;
  - (D) And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.
8. The right to obtain copies of your child's student records, with the cost of reproduction charged at the rate of \$.10 per page.
9. Right to notification of transfer of your child's/children's student records and the right to challenge content of the records to be transferred.
10. Right to notification of subpoena of your child's/children's education records prior to the institution's compliance with the subpoena.
11. Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's educational records to the court prior to compliance.
12. The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:
  - (A) Cumulative educational records;
  - (B) Health records;
  - (C) Cumulative attendance records;

- (D) Records of disciplinary action;
13. The chief administrator of each attendance center has been designated by the school district as custodian of student records.
14. The following persons have right to access to your child's education records without your consent.
- (A) Other school officials including teachers within the educational institution for local educational agency that have been determined by such agency or institution to have legitimate educational interest;
  - (B) Officials of other schools or school systems in which the students seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity to challenge the content of the record;
  - (C) Authorized representative of (1) the Comptroller of the United States, (2) the Secretary of the Office of Education, and (3) administrative head of an education agency;
  - (D) In connection with a student's applications for, or receipt of, financial aid;
  - (E) State and local officials or authorities to which such information is specifically required to report or disclose pursuant to state statute adopted prior to November 19, 1974.
  - (F) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive instruction, if such studies are conducted in such a manner as will no permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
  - (G) Accrediting organizations in order to carry out their accrediting functions;
  - (H) In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect health or safety of the student or other persons;
  - (I) State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements, which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you, by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
15. The school district will follow the following procedures in the case of reviewing and expunging the student records:  
Each record shall be reviewed at least annually by the attendance center administrator and purged of information, which is no longer needed, or of lasting value.
16. The school district has designated the following information as directory information:
- (A) The student's name, address, telephone number, date of birth;
  - (B) The student's major field of study;
  - (C) The student's participation in officially recognized activities and sports;
  - (D) The weight and height of members of athletic teams;
  - (E) Dates of attendance;
  - (F) Degrees and awards received;
  - (G) And the most recent previous school district attended by the student.
- This information is considered public information, which may be released by the school district without your prior consent. You have ten days from the first day of school each year to inform the school district that any or all of the directory information should not be released without your prior consent.

17. The custodian of said records will maintain a record of those persons, agencies or organizations that have access to said records. This record will indicate the legitimate educational or other interest that such person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.
18. When your child becomes eighteen years of age, all rights formerly accorded to you as a parent of said student become the sole rights of the student, and you will no longer have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parent's income tax form.

**Unified School District # 404** strives to provide the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted. These services are provided to our students through membership in the Interlocal #637. Through membership in the interlocal we join twelve other districts in providing an appropriate education to all our exceptional children.

Acquisition of these services through an interlocal agency is necessary due to reasons of small incidence of exceptional children, economy in providing the services, and ability to serve the varying needs of these children.

For information regarding these programs, services, and procedures for referral or comprehensive evaluation for the exceptional child, please call your Board of Education Office 848-3386 or Bill Perry, Director of the USD #637, 205 S. Locust, Pittsburg, Kansas 66762, Phone # (620) 235-3180 or toll free 1(800)-281-2749.

**Substitute Teachers** Substitute teachers are certified by the State Department of Education. These teachers are to be treated with the same respect and consideration that is given to any other teacher or adult. Students who are being disrespectful or disruptive with substitutes will be disciplined.

**Technology** Instructional media is available through our participation in the SEK Regional Service Center. Each teacher in Riverton Schools has at least one computer that utilizes CD ROM, e-mail, and Internet capability. The use of this technology allows for a variety of teaching and learning styles. We will continue to progress in the area of technology, allowing more individualized teaching and learning to occur.

#### **Computer and Device Acceptable Use:**

**Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.**

**Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.**

**Testing Program** Kansas Assessments are a required part of the districts testing program. All students in grades three, four, and five are tested by means of this assessment for math and reading. Our K-2 students will be given the DIBELS assessments and students from K-11 grade will also be assessed using the Measurement of Academic Progress.

**Telephone** Please keep calls for messages to be delivered to students to those that are of the utmost necessity. If possible, please try to call the school before **2:30** when a change of pick-up of the student is expected. The office telephones are for official school business and emergencies.



**Textbooks** Students are responsible for textbooks issued to them for use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such.

**Title 1 Program** Achievement test scores and Kansas Assessment test scores, along with teacher information are used to identify students of greatest educational need for remedial assistance in both reading and math.

**Transportation** School bus transportation is provided for all students residing in the Riverton School District. School bus transportation is a privilege that cannot be abused by demands for luxury services or individual convenience.

A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and administrators. Without teamwork a school system must risk what it cannot afford to risk, death and injury.

Established school bus routes are adjusted as needed to reach all students within the district boundaries. Buses will pick up and deliver students to designated places only. Students must be at the pick-up area on time.

To provide both safe and efficient transportation, the Riverton School District has established the following rules and regulations that comply with the laws of Kansas:

**Getting On and Off the Bus**

1. To help maintain morning schedules all pupils must be ready and waiting when the bus arrives. Students wait for the bus. The bus doesn't wait for students.
2. Riders must conduct themselves in a safe manner.
3. Riders must wait until the bus comes to a complete stop before they board or exit.

**Visitors** Parents of our students are welcome at any time. All visitors entering our school may come into the high school entrance until our remodeling and new additions are complete. Please sign in with the elementary secretary.

## Discipline Code and Consequences

**General** Teachers, along with their students, establish rules for the classroom. Other rules and procedures are reviewed that are common to all students in the building. When students blatantly or unwittingly express inappropriate behavior, consequences must be established to bring about acceptable behavior. These range from after school detention, to expulsion for more severe actions.

**Bus Riding Privileges** Riding a school bus is a privilege and should be treated as such. Students riding the buses are expected to follow the guidelines for bus riders. Bus drivers **do** have the authority to assign seats.

### **Inappropriate Bus Behavior**

<u>First and Second Violation</u>	Written Reprimand sent to the parent, by the bus driver. Parent must sign it for the student to be allowed back on the bus
<u>Third Violation</u>	Written reprimand sent to the parent, by the bus driver. Student may be removed from one to three days.
<u>Fourth Violation</u>	Written reprimand sent to the parent, by the bus driver, and the student is referred to the principal. The student may be suspended from one to ten days, or removed from the bus for the remainder of the year.

### **School Wide Discipline**

Our hope is that our discipline procedure will prove to be a more efficient and more effective system in handling discipline issues at all grade levels. This system is designed to keep parents informed as a result of teacher/parent communication. When before/after school detention is assigned there will be a window of one day to make contact with parents before the students are expected to serve their time.

### **Disorder/Disruptive/Inappropriate Behavior (Impeding the learning of other students)**

First Violation	Teacher contacts the parents.
Second Violation	<b>Teacher contacts the parents and 15 minute before/after school detention is assigned.</b>
Third Violation	<b>Teacher contacts the parent and 30 minute before/after school detention is assigned.</b>
Fourth Violation	<b>Principal contacts the parent and Saturday school is assigned. 8:00-12:00 ---Teacher begins paperwork for the Student Improvement Team and a meeting is held</b>
Subsequent Violations	<b>Principal contacts the parents and student is placed into InSchool or Out-of School Suspension.</b>

### Defiance/Disrespect of Authority

<b>First Violation</b>	<b>Teacher contacts the parents and 30-60 Minutes before/after school detention is assigned.</b>
<b>Second Violation</b>	<b>Teacher contacts the parents and 30-60 Minutes before/after school detention is assigned.</b>
<b>Third Violation</b>	<b>Principal contacts the parents and Saturday School is assigned. (8:00-12:00) ---Teacher begins paperwork for the Student Improvement Team and a meeting is held</b>
<b>Fourth Violation</b>	<b>Principal contacts the parent and Saturday School and/or InSchool Suspension is assigned.</b>
<b>Subsequent Violations</b>	<b>Principal contacts the parent and up to 5 Days Out-of-School Suspension is assigned.</b>

### Failure to Complete Work

<b>First Violation</b>	<b>Teacher contacts parents.</b>
<b>Second Violation</b>	<b>Teacher contacts the parents and 15 minute before/after School Homework detention is assigned.</b>
<b>Third Violation</b>	<b>Teacher contacts the parents and 30 minute before/after School Homework detention is assigned.</b>
<b>Fourth Violation</b>	<b>Principal contacts the parents and Saturday School is assigned. ---Teacher begins paperwork for the Student Improvement Team and a meeting is held</b>

### Fighting/Physical Aggression/Threat of Assault/Harassment of other Students

<b>First Violation</b>	<b>Principal/Teacher contacts the parents and Saturday School or up to 3 days of In-School Suspension is assigned.</b>
<b>Second Violation</b>	<b>Principal/Teacher contacts the parents and up to 5 days Out-of-School Suspension is assigned. ---Principal begins paperwork for the Student Improvement Team and a meeting is held</b>
<b>Third Violation</b>	<b>Principal contacts the parents and up to 10 days Out-of-School Suspension is assigned</b>
<b>Subsequent Violations</b>	<b>Principal contacts the parent and possible extended term suspension or expulsion.</b>

### Vandalism/Theft

<b>Any Violation</b>	<b>Principal contacts the parents and student/parent pay replacement cost of the items to the district, and up to 10 days Out-of-School Suspension.</b>
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## Weapons

Any Violation            One calendar year expulsion from school is required by law. Kansas Law S.B. 38 defines the weapons that require one-year suspension includes guns, bludgeon, sand club, metal knuckles, throwing stars, switchblade, or blade that opens by gravity or thrust.

H.B. 2191 amends the pupil suspension and expulsion act to allow a short-term suspension of 10 days for disciplinary infractions involving a weapon, drug possession, use or sale, or other behavior resulting in, or substantially likely to have resulted in, serious bodily harm. In other cases, the maximum short-term suspension remains at five days. These provisions apply to both regular and special education students.

**❖ Parents are encouraged to help our students Stay Safe, Speak Up, Stop School Violence, by calling the Anonymous Toll Free Number 1-877-626-8203.**

## Drugs

First Violation            Principal informs parents and the appropriate agencies and 5-10 Days Out of School Suspension

Second Violation        Principal informs parents and the appropriate agencies and a long term hearing is held for one calendar year expulsion.

*The administration reserves the right to deviate from this policy when necessary depending on the severity and details of the situation.*

### Student Conduct Sheet for Minor Infractions – Grades 4 and 5

**Conduct Levels and Consequences:** Elementary teachers (grades 4 and 5) will use a student conduct sheet to document minor infractions. Some examples of minor infractions are: Inappropriate language, Nuisance item, substitute problem, cafeteria problem, cheating, hallway behavior, specials behavior, bathroom behavior, etc.

The student conduct sheet is based on a 9 weeks period. Once a student receives their 5<sup>th</sup> strike, teachers will contact parents and a consequence will be assigned by the teacher. The teacher will also contact the parent and assign a consequence following the 10<sup>th</sup> strike. If and when a student receives their 15<sup>th</sup> strike, the student will be referred to the office for consequences. As the student advances through the conduct sheet, the consequences become more stringent.

Fighting, Physical aggression, Threat of Assault, Harassment, Vandalism, Theft, Weapon, or Drugs will result in a strike and an automatic office referral.

**Assigning a strike:** When a student commits a minor infraction, the teacher will ask for the conduct sheet and assign a strike. If the class is out of the room (assembly, recess, lunch etc.) the strike may be given at a later time. The teacher will write down the date, their name, and infraction # (these are listed at the top of each sheet).

