

# FAIRVIEW EAGLES

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Name

Student Handbook 2022-2023

## Fairview Elementary School

**258 McKnight Street  
Ashland, KY 41102  
(606)324-1528**

**This Handbook belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Homeroom** \_\_\_\_\_

The Fairview Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment programs, career and technical education (vocational) programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, VII, IX, ADA and Section 504. Any person having inquiries related to harassment/discrimination policies, procedures or practices is directed to contact

## Fairview Independent Schools

### On the Web

[www.fairview.kyschools.us](http://www.fairview.kyschools.us)

At Fairview Elementary, each teacher has a link to his/her own Class Dojo that you will need to join to have access to classroom and school updates. You will receive a code or invite from your child's teacher at open house or on the first day of school. Also, feel free to visit the Fairview Independent Website at [www.fairview.kyschools.us](http://www.fairview.kyschools.us) and our school and district Facebook pages for information.

All SBDM policies are available on the Fairview Elementary Website as well as other information and important dates.

### **“Building Habits of Success”**

**This Student-Parent-Teacher Handbook has been prepared to help equip students to become proactive, independent achievers who mature into leading contributors to society. Students, parents and teachers will find essential information in this handbook. Please take a few minutes to review all the contents carefully.**

### Expectations

We have high expectations for ALL students from preschool through fifth grade. The staff wants all children to get the most out of their educational experience. At Fairview Elementary, our excellent team of teachers and staff work to create a **positive and effective learning environment for our students.**

Behavior expectations are summed up in our schoolwide “SOAR” acronym and our Big 3 Ideas. These behaviors are positive skills that apply to all kinds of social interactions that our students will face as they grow.

#### **Eagles’ Steps to Success...**

Safety First

On Task

Always Do Your Best

Respectful

#### **The Big 3**

1. Treat Others Right
2. Make Smart Decisions
3. Maximize Your Potential

# 2022-2023 Calendar (Subject to change)

## FAIRVIEW INDEPENDENT SCHOOLS CALENDAR 2022 - 2023

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	PD	5	6					1	2	3
3	4	5	6	7	8	9	7	PD	PD	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

  

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	H	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	H	27	28	29	30	31	
30	31																				

2022

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	H	PD	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

  

April							May							June												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
						1							1	2	3	4							1	2	3	4
2	3	4	5	6	7	8	7	8	9	10	11	12	13	5	6	7	8	9	10	11						
9	10	11	12	13	14	15	14	15	16	17	18	19	20	12	13	14	15	16	17	18						
16	17	18	19	20	21	22	21	22	23	24	25	26	27	19	20	21	22	23	24	25						
23	24	25	26	27	28	29	28	29	30	31				26	27	28	29	30								
30																										

**OPENING DAY**

08/10/22

**CLOSING DAY**

05/22/23

**FOUR HOLIDAYS**

09/05/22 Labor Day  
 11/24/22 Thanksgiving Day  
 12/26/22 Christmas Day  
 01/02/23 New Year's Day

**FOUR STAFF DEVELOPMENT DAYS**

08/4/22 Inflexible  
 08/8/22 - 08/9/22 Inflexible  
 11/7/22 Flexible  
 1/3/23 Inflexible  
 05/16, 23, 24, 25 /2023 Inflexible

**9 WEEKS**

1st 9 weeks 08/11/22 - 10/13/22  
 2nd 9 weeks 10/14/22 - 01/05/23  
 3rd 9 weeks 01/06/23 - 03/10/23  
 4th 9 weeks 03/13/23 - 05/19/23

170 Instructional Days  
 9 Staff Development Days  
 4 Holidays  
 1 Opening Day  
 1 Closing Day  


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 185 Total Days

**DATES OF IMPORTANCE**

08/11/22 Beginning Day for Students  
 11/21/22 - 11/25/22 Thanksgiving Break  
 12/19/22 - 1/2/23 Christmas Break & New Year's Day  
 01/04/23 Return to School After Holidays  
 01/16/23 Martin Luther King no school  
 04/03/23 - 04/07/23 Spring Break may be used for make-up if needed  
 05/16/23 Election Day. No Student Day. Staff PD  
 05/19/23 Last Day for Student Attendance

State Testing during last 14 days of school calendar  
 Approved by board: April 18, 2022

Early Dismissal 8/24, 3/15, 4/19 Elementary  
 12:00, High School 12:20

(means days out of school)

Snow Make-up days will be February 10,13,20,  
 May 22, 23, 24, 25, 26, 30, 31, June 1

If Fairview misses 5 or more weather days before  
 February 10, February 10, 13, 20 will be used as  
 makeup days.

## **Technology Passwords**

At Fairview Elementary School we use a Single Sign On system called Clever. The students will use their school email address and password or Clever Badge to sign in to Clever. Once they are signed in, they will have access to all of the apps that we use here at school. They can also access the programs at home. If a student does not know their password for Clever, they will need to contact their teacher, principal, or submit a ticket on the school website.

## **Family Resource Center Phone 606-326-1778**

The goal of the FRC is to help meet the needs of all children and their families as a means to enhance student academic success. We believe every child should have the opportunity to do well in school. The activities of the Family Resource Center (FRC) are confidential so that everyone should feel free to ask for assistance. The Fairview Family Resource Center is located at Fairview Elementary and Fairview High School. The center is open from 7:45 A.M. - 3:15 P.M., Monday through Friday, or by appointment. Contact Ashley Carey or Katrina Holmes for more information.

## **Volunteers**

The FES volunteer program provides support to instructional and extracurricular programs, capitalizing on the skills and interests of our volunteers. Persons interested in participating in the volunteer program should contact the Family Resource Center. All volunteers are required to complete a criminal records check and sign a confidentiality statement on a yearly basis. All forms can be completed at the FRC located at Fairview Elementary.

## **PTO**

Many of our school activities are run through our Parent-Teacher Organization. These activities include, but are not limited to Fall Festival, Field Day, 5th Grade Promotion, Fundraising and more. Only parents that are actively involved in the PTO may volunteer to work and be present at Field Day to ensure the safety of our students. PTO members that Volunteer for school events must follow the same guidelines as other volunteers described above.

## **Progress Reports**

Primary and intermediate programs operate on a nine-week grading period. Mid-term progress reports will be sent home at all grade levels. There will be a scheduled Parent/Teacher conference with each parent in the fall semester. Additional Parent/Teacher conferences may be scheduled on an as needed basis.

## **Promotion/Retention**

Promotion of a student shall be determined by the teachers and the building Principal in accordance with state law.

Retention may occur if the student fails to:

1. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
2. Progress satisfactorily on the academic expectations.
3. Parent(s) have been notified of the possibility of the student's retention by midyear or as soon after midyear as the teacher perceives the possibility of retention.

The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

## **Medications**

Medication should be given at home when at all possible. Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates (09.2241 AP21 – Permission Form for Prescribed or Over-the-Counter Medication). Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed. All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian. Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider. Please anticipate these needs when taking your child to his/her physician and pick up the necessary form from the school office before the doctor visit. If medicine is to be given at school the physician can complete the form for you or fax it directly to the school (Fax:606-326-1777).

## **Head Checks**

In all schools and public places the spread of head lice is a potential problem. We ask that you check your child's hair daily in order to prevent this from becoming a problem at Fairview. Head checks are completed at school on an as needed basis.

## **Fairview Independent Schools Attendance Policy 09.123**

### **Excused Absences**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Doctor or dentist appointment for the student (note required),
4. Religious holidays and practices,
5. Appointment for driver's license permit test or examination,
6. Approved pre-arranged absence,
7. One (1) day for attendance at the Kentucky State Fair,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

### **Parents to Notify School**

If their child is unable to attend school, parents should call the school no later than the morning of the day of absence. If parents do not call to report the absence, the Principal/designee shall contact the home.

Parents shall also send a written excuse with their child on the next day of attendance. Unless the school receives a call or note, the absence will be counted as unexcused.

## **Types of Absences**

### **• Excused Absences**

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding five (5) days per school year may be excused by a physician's statement. All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.

### **• Unexcused Absences**

Absences beyond five (5) days per school year without a physician's statement, which are not excused by an emergency absence extension, shall be unexcused.

Students who have unexcused absences may be permitted, with Principal approval, to make up missed class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

To view the entire attendance policy, go to: [www.fairview.kyschools.us](http://www.fairview.kyschools.us), click on Board Policies and Procedures, Policy 09.123.

## **Visits to the School**

The Fairview Independent School Board welcomes parents and citizens to visit Fairview Elementary and the other District schools. All parents and visitors are to enter the school through the main front entrance. Visitors must report to the office, sign-in and then wear a "Visitor" identification tag. Visits to a classroom must be pre-arranged with the teacher and principal to minimize disruption. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the office. This service can be done through the secretary and prevent classroom interruption.

## **School Hours**

**(Subject to change)** Students checking into school after 8:00 AM or checking out before 3:00 PM will be considered tardy. Morning announcements will take place at 8:00 AM daily.

## **Phone Messages**

To limit class disruption, phone messages will be given to the teacher by office staff. We will not transfer calls to the teacher or student. If a parent needs to get a message to their child or child's teacher, a staff member will deliver the message to them.

## **Transportation**

Bus transportation to and from school is offered for all students living within the FES attendance area. Riding a bus is a privilege, not a right.

If a student's misconduct becomes so frequent or disruptive that the driver completes a written Bus Conduct report, then the most likely consequence will be a suspension from riding a school bus.

Parents must request, in writing, permission for their child to ride a different bus or get off at a different bus stop. The written requests must be approved in the school office then given to the bus driver. Without this written request, the student will be placed on their regular bus and will get off at their regular stop.

### **Change of Transportation**

If you need your child's regular mode of transportation changed, all requests must be received in writing prior to 2:00 PM, so that there is time for the change to be communicated. It cannot be guaranteed that requests to change transportation will be honored after this time. If you have an emergency, please call the school directly. You can email change of transportation requests directly to [allyson.brake@fairview.kyschools.us](mailto:allyson.brake@fairview.kyschools.us) or send in a written request with your child.

### **Drop-offs and Pick-ups**

Parents bringing children to school are asked to drop off Preschool and Kindergarten off at the back doors closest to the cafeteria in the rear gravel parking lot off McKnight Street and all other grades are to be dropped off at the front doors of the school.

For Preschool and Kindergarten, parents picking up students may park in the rear gravel parking lot off of McKnight Street behind the school. Teachers will escort students out of the building and to cars based on where parents are parked. Parents picking students up at the end of the day may drive through the car loop by the main entrance for 1st and 2nd grade, and in the loop near the gym entrance for 3rd, 4th, and 5th grades.

Parents are asked not to begin lining up until 2:50 PM. The loop in front of the school must be kept open for Emergency vehicles and buses. Anyone arriving earlier than 3:00 PM must line up in the designated areas of the road or in the church parking lot on McKnight Street. Please do not cut in front of vehicles that are waiting in the proper areas. Students will be sent out to the cars in order starting at approximately 3:10 PM.

Pick-up cards will be issued by request to parents/guardians at the beginning of the school year. The cards are to be displayed on the rear view mirror for quick identification of student(s) being picked up. By giving the card to another person you are giving permission for that person to pick up your child in the car loop. Please advise others that may be picking up your child of the proper pick-up procedures. If a card is ever lost or stolen please contact the school immediately so we can be aware of the situation.

**Students will be dismissed only to a person named on their pick up list or a parent. If it is necessary for another person to pick up the student, this will be permitted only with written permission from the parent/guardian. In order to pick up a student, you must have a photo ID. Due to safety issues we will not accept phone calls to add someone not on the pick-up list.**



## **Policy Concerning Toys and Electronic Devices**

Students are not permitted to bring toys, electronic games, or music devices to Fairview Elementary. The only exception to this will be special rewards or functions. The parents will be notified in advance that this and/or other events will be occurring so that proper arrangements can be made for the students to bring these items to school.

Consequences - if toys or electronic devices are brought to school at any other time without prior permission from the school personnel, said item or items will be retrieved by school personnel and may only be picked up, in person, by the parent or legal guardian by end of school year. The item(s) will not be returned to the student.

We define toys and electronic devices as:

Toys: In addition to items commonly thought of as toys such as dolls, balls, trading cards, stuffed animals and cars, items such as jewelry, hats and keychains, etc.... that a child plays with, will be treated the same as a toy, if the child is playing with the item(s). (but not limited to the examples given)

Electronic Devices: Included, but are not limited to laptop computers, smart watches, tape or CD players, game boys, cell phone, IPODs,MP3 players, and other handheld games etc...

**FES will not be responsible for lost, stolen or broken electronic devices.**

**All Policies are subject to Change**

### **Discipline Plan**

Goal: To produce a discipline plan that will view the child as a complex individual who has behaviors, thoughts, and feelings. At the same time we must also recognize the child's relationship to the community, school and family. This discipline plan will treat children as social individuals who need to be nurtured, trained, allowed to mature and be respected. The discipline plan is designed to help students achieve their personal best. It is also designed to help students understand themselves and work within society's expectations.

Objectives:

- To improve student behaviors by explaining and reinforcing the school rules.
- To improve student behaviors by using positive reinforcement (personal best).
- To decrease the number of minor incidents among students and staff.
- To decrease the number of students which are sent to the office.

### Fairview Elementary School Behavior Matrix

Levels	Examples	Potential Level of Responses/Procedures
<b>Level 1 Classroom- Managed</b>	<ul style="list-style-type: none"> <li>● Copying work from others/Dishonesty</li> <li>● Disrespect</li> <li>● Disrespectful language</li> <li>● Disruption</li> <li>● Excessive talking</li> <li>● Failure to complete work (academic)</li> <li>● Failure to follow staff directions</li> <li>● Inappropriate language/hands/gestures</li> <li>● Interpersonal communication issues (peer to peer conflict)</li> <li>● Failure to maintain personal space</li> <li>● Non-defiant failure to complete assignments</li> <li>● Physical contact <u>without</u> intent to cause harm (Horseplay)</li> <li>● Poor academic performance</li> <li>● Public Display of Affection (PDA)</li> <li>● Inappropriate use of Chromebook</li> </ul>	<p>All Level 1/Classroom-Managed interventions should be documented in the <b><i>FES Tier 1 Student Academic &amp; Behavior Interventions Contact Log</i></b> via Google Form.</p> <p>1<sup>st</sup> Offense: Choose one of Following strategies</p> <ul style="list-style-type: none"> <li>● <i>Reteach or practice desired behaviors</i></li> <li>● <i>Increase Positive feedback (4:1) (10:1)</i></li> <li>● <i>Planned ignoring of behavior/extinction</i></li> <li>● <i>Increase Opportunities to Respond</i></li> <li>● <i>Increase Active Engagement</i></li> </ul> <p>2<sup>nd</sup> Offense: Student/Teacher/Parent Conference (teacher sets up), re-teaching of the expectation.</p> <p>3<sup>rd</sup> Offense: Student/Teacher/ Parent Conference WITH ADMINISTRATION (teacher sets up), re-teaching of the expectation, and before-school or after-school detention with teacher.</p> <p>4<sup>th</sup> Offense: Office Referral in Infinite Campus.</p>
	<ul style="list-style-type: none"> <li>● Dress Code Violation (1<sup>st</sup> – 3<sup>rd</sup> violation)</li> </ul>	<p>1<sup>st</sup> offense: Warning and correction of violation (change clothes, duct tape, etc).</p> <p>2<sup>nd</sup> offense: Parent conference and correction of violation (change clothes, duct tape, etc).</p> <p>3+ offenses: Office Referral in Infinite Campus.</p>
	<ul style="list-style-type: none"> <li>● Cell Phone Violation</li> </ul>	<p>1<sup>st</sup> offense: Teacher fills out Referral in Infinite Campus, teacher takes cell phone to office, student receives lunch detention, student picks up phone from office at the end of the day.</p> <p>2<sup>nd</sup> offense: Teacher makes parent contact, Teacher fills out Referral in Infinite Campus, teacher takes cell phone to office, student receives lunch detention, student picks up phone from office at the end of the day.</p> <p>3+ offenses: Teacher makes parent contact, Teacher fills out Referral in Infinite Campus, teacher takes cell phone to office, student receives lunch detention, parent picks up phone from office at the end of the day.</p>
<b>PBIS Mission Statement</b>		

“The mission of the Fairview Elementary School PBIS team is to create and maintain an effective learning environment by establishing behavioral supports and social culture needed for all students in our school to achieve social, emotional, and academic success.”

#### Staff Responsibilities

A school-wide approach to behavior means that it is important for all teachers and staff to follow the same patterns of behavior support.

Staff responsibilities include:

- Teach, model, and practice behavior expectations throughout the year
- Teach behavior expectations during opening days, “Reset” days, and as a part of normal day to day instruction
- Know and follow the Discipline Matrix consistently
- Complete office referrals using the Behavior Referral Google Form when a student’s behavior indicates the necessity
- Post school-wide expectations matrix in each classroom and refer to it often
- Use the FES Tier 1 Student Academic & Behavior Interventions Contact Log via Google Classroom and request assistance when needed
- Attend Tier II and Tier III meetings to discuss specific students as necessary
- Celebrate successes!

<b>Level 2 Office Managed</b>	<p>Misbehaviors that tend to disrupt the learning climate of the school.</p> <ul style="list-style-type: none"> <li>● Cheating/Plagiarism</li> <li>● Dress Code Violation (3+ documented offenses at Level 1)</li> <li>● Profanity/Vulgarity</li> <li>● Skipping class</li> <li>● Vandalism/Minor Damage to Property (ex: writing on bathroom walls, desk, textbooks; cutting desks etc...)</li> </ul>	<p>1<sup>st</sup> Offense: Loss of privileges (recess, computer time, etc.)</p> <p>2<sup>nd</sup> Offense: Required Parent Phone Call</p> <p>3<sup>rd</sup> Offense: Required Parent Meeting</p> <p>4<sup>th</sup> Offense: Check-In/Check-Out</p> <p>5<sup>th</sup> Offense: Behavior Intervention Plan</p> <p>6<sup>th</sup> Offense: Lunch detention</p> <p>7<sup>th</sup> Offense: Out of School suspension</p>
	<ul style="list-style-type: none"> <li>● Tobacco/Vape</li> </ul>	<p>1<sup>st</sup> offense: Vaping paraphernalia will be confiscated and destroyed; Contact with the parent/guardian will be made before the end of the day; Student will complete an online assignment on the dangers of vaping; May be referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker’s (CDW) involvement.</p> <p>2<sup>nd</sup> or more offense: Vaping paraphernalia will be confiscated and destroyed; Contact with the parent/guardian will be made before the end of the day; Student will complete an online</p>

		<p>assignment on the dangers of vaping; Student will be assigned Saturday School; Automatically referred to law enforcement for consideration of a citation. A citation will include the Court Designated Worker's (CDW) involvement.</p> <p><b>**School administration may assign additional alternative consequences such as in and out of school suspension, participation in extracurricular activities, etc.</b></p>
	<ul style="list-style-type: none"> <li>Inappropriate use of Chromebook</li> </ul>	<p>1<sup>st</sup> offense: Suspension from Chromebook  2<sup>nd</sup> offense: Suspension from Chromebook  3<sup>rd</sup> offense: Suspension from Chromebook  4<sup>th</sup> offense: 1 day Suspension + Suspension from Chromebook  5<sup>th</sup> offense: 3 day Suspension + Suspension from Chromebook  All cumulative offenses: result in Office Referral</p>
<p><b>Level 3 Office Managed</b></p>	<p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the schools.</p> <ul style="list-style-type: none"> <li>Fighting/Major physical aggression with intent to cause harm</li> <li>Intimidation/Threats</li> <li>Leaving school without permission</li> <li>Major Defiance/Failure to Follow Staff Instructions</li> <li>Major Disrespect</li> <li>Major Disruption</li> <li>Theft under \$500</li> <li>Vandalism/Serious Damage to Property - (cost to replace/repair between \$50-\$499)</li> </ul>	<p>1<sup>st</sup> Offense: Loss of privileges (recess, computer time, etc.) + Required Parent Phone Call  2<sup>nd</sup> Offense: Loss of Privileges and Required Parent Conferences  3<sup>rd</sup> Offense: In School Suspension  4<sup>th</sup> Offense: Behavior Intervention Plan  5<sup>th</sup> Offense: Lunch detention  6<sup>th</sup> Offense: Out of School suspension</p> <p><b>If a student requires immediate removal from the general education classroom the teacher will contact school administration for assistance. The goal is for a positive behavioral intervention providing swift reduction in the targeted behavior and return to the general education classroom. The admin will debrief with the parent/guardian, classroom teacher and principal within 24 hours of the removal.</b></p>
	<ul style="list-style-type: none"> <li>Inappropriate use of Chromebook</li> <li>Use of someone else's Chromebook without permission</li> <li>Use of someone else's Chromebook when not allowed to use a Chromebook</li> </ul>	<p>1st offense: Restitution (if applicable) + Suspension from Chromebook  2nd offense: Restitution (if applicable) + Suspension from Chromebook  3rd Offense: Restitution (if applicable) + Suspension from Chromebook  4<sup>th</sup> Offense or more: Will be dealt with on an individual basis.</p>
<p><b>Level 4 Office Managed</b></p>	<p>Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school.</p> <ul style="list-style-type: none"> <li>Alcohol</li> <li>Bullying/Harassment</li> <li>Drugs or paraphernalia</li> <li>Intimidation with the intent for malice</li> <li>Possession, use, or transfer of weapons</li> <li>Sexual misbehaviors</li> <li>Threat/Crimes against persons</li> <li>Vandalism/Major Damage to Property - total repair/replacement cost over \$500</li> <li>Criminal violations of the law not previously covered.</li> </ul>	<p>These crimes will be dealt with on an individual basis.</p> <p><b>Potential Consequences:</b></p> <ul style="list-style-type: none"> <li>Court Referral</li> <li>Expulsion</li> <li>Referral to law enforcement</li> <li>Suspension</li> <li>Loss of any and all privileges</li> <li>Restitution</li> <li>FBA/Behavior Plan</li> <li>Counseling Referral</li> </ul>

## Extracurricular and Other School Activities

### **Safety Patrol/Academic Team**

- A. 94% attendance for the 4th and 5th grade students.
- B. Maintain a B average.
- C. Recommended by teachers and staff. A negative recommendation by two or more will disqualify a student.
- D. Behavior Policy must be followed by Safety Patrol and Academic Team members.
  - a. Three (3) offenses will result in dismissal from the teams. Documentation of these offenses will be recorded on the discipline form.
- E. Job duties - if a student misses or is tardy two or more times during their week to work they will get a warning. If a student misses for the second week they will be on probation. If a student misses their duties for the third week they will be dismissed from Safety Patrol
- F. When being put on Safety patrol all students will be notified that the possibility of probation will occur when state testing from the spring comes back and the students have poor academic performance. If a student has poor performance on the test which includes a novice they will be placed on probation.
- G. Students who move into the district at the beginning of their 5th grade school year can be considered and recommended for a position on Safety Patrol and/or Academic Team.
- H. Academic Team. If a team member misses 3 practices they will be given a warning. On the 4th practice missed they will be placed on probation. With the miss of the 5th practice they will be dismissed from the team.
- I. Safety Patrol students are to maintain a B, 3.0 average. Students will sign a contract at the beginning of the year stating they understand all Safety Patrol commitments and requirements. Grades will be checked every 9 weeks at the mid term report mark and the end of the 9 weeks grade card. At any time that the student's grades fall below 3.0 they will be sent home a probation letter. If the student fails to bring up their grades by the next grade check, whether midterm or end of the 9 weeks report card, they will be dismissed from Safety Patrol. If a student has started the process of being tested for special education, they will have a 30 school day grace period to be tested and placed in special education. If they are placed in special education they will get one additional probation to obtain the needed 3.0, B average to be on patrol.

### **Basketball/JFL/Cheerleading/Dance Team**

- a. Eligibility Requirements – Students must maintain a “C” average overall in order to remain eligible. Grades (student's cumulative GPA) will be checked each Monday throughout the season. If the student has not maintained a “C” average, then the student will be ineligible for the week.
  - The student may attend practices and games, but they cannot participate. If during the course of the season a student is ineligible 3 times, the student will no longer be allowed to be on the team.
- b. The student code of conduct, found in the student folder, will be implemented.

- c. Parents, athletes and coaches must show good sportsmanship at all times.
- d. If a student is absent from school on the day of the game or practice, that student will not be allowed to participate in after school extracurricular activities.
- e. If a student has been a discipline problem at school and has had two or more write ups within a week, that student will be ineligible to participate in the extracurricular activity that week. Also, if a student is suspended they cannot participate. They may go to practice and watch and they may sit on the bench during the game but they cannot participate until the next week.

### **School Field Trips**

School field trips do require parent/guardian permission in order for the student to attend. Students must be in good standing without excessive discipline issues in order to attend school field trips. Field trips do sometimes require payment in order for a student to attend.

### **Fifth Grade Promotion**

During Fifth Grade Promotion, all students will be required to wear school-provided matching shirts and hats for the ceremony in lieu of caps and gowns.

**“Education is the most powerful weapon which you can use to change the world.” Nelson Mandela**