



# PECK ELEMENTARY SCHOOL

Student/Parent Handbook  
2010-2011

## *Home of the Pirates*

222 E. Lapeer St.

Peck, MI 48466

Phone: 810-378-5200

Fax: 810-378-5116

Website: [www.peck.k12.mi.us](http://www.peck.k12.mi.us)

## STUDENT EMERGENCY INFORMATION

Please complete the information below with emergency contact information for your child so that your child's teacher knows how to reach you for an emergency or general communication purposes.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Mother

Father

Address: \_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip Code

Home Phone Number: \_\_\_\_\_

Mom's Cell Phone: \_\_\_\_\_

Dad's Cell Phone: \_\_\_\_\_

Mom's Work Phone: \_\_\_\_\_

Dad's Work Phone: \_\_\_\_\_

Other Emergency Contact Numbers:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

## **PURPOSE**

The purpose of this handbook is to provide guidance and understanding to parents, guardians, students, and staff members of the expectations, rules, and procedures that are followed at Peck Elementary School. This handbook is meant to be utilized throughout the school year to answer questions about a variety of important issues that are a part of the school setting. There are times when unexpected things arise and the circumstances warrant individualized attention and adjustments but this handbook will be the guideline for most decisions that are made regarding students at Peck Elementary School. If you have any questions please feel free to call the elementary office at 378-5200.

## **MISSION STATEMENT**

The Peck Elementary family believes that every child can obtain their maximum potential intellectually, emotionally, physically, and socially. The learning community will collaborate to provide a safe, positive, and enthusiastic environment.

## **VISION STATEMENT**

Peck Elementary is a Professional Learning Community with a vision to help students and staff to develop their maximum potential. Our educational team is comprised of students, parents, teachers, support staff, administrators, and the community. The team envisions a learning environment where we:

- Work together, learn together, share together, and grow together.
- Focus on and achieve positive academic results.
- Ensure that all students are learning at grade level.
- Promote citizenship and respect.
- Celebrate success.
- Work in a positive enthusiastic environment.
- Involve our community members.

## **BEHAVIOR EXPECTATIONS**

<b>P</b>	<b>I</b>	<b>R</b>	<b>A</b>	<b>T</b>	<b>E</b>	<b>S</b>
Pride	Integrity	Respect	Attitude	Team	Enthusiasm	Safety

## **PECK ELEMENTARY SCHOOL PLEDGE**

I promise to respect everyone at Peck Elementary School, to follow school rules, to value all property, to listen to others, to do my best at learning and to cooperate.

I will not hurt others with my words or actions. I want Peck Elementary School to be a safe and happy place for all!

## **POSITIVE BEHAVIOR SUPPORT**

At Peck Elementary School we strive to promote positive behaviors in our students. We give our students special recognition for a job well done through our Pirate Treasure Tickets, Monthly Citizenship Assemblies to recognize a citizen of the month from each classroom, ABC club, Honor Roll Field Trips, Assemblies, Field Trips, Awards ceremonies, etc.

## **SCHOOL HOURS**

7:45 AM	- Arrival at school – Parents are asked not to bring children <u>prior to</u> this time (this includes walkers) as there is no adult supervision available.
8:00 AM	- Morning classes begin.
11:15 AM	- Young 5's Dismissal
3:05 PM	- Dismissal

On days of severely inclement weather, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delays, and early dismissals will be announced over local radio stations **WMIC 660 AM** and **WTGV 97.7 FM**, which will broadcast emergency messages simultaneously. If no report is heard, it can be assumed that school will be in session. Please do not call the radio station. Announcements are made repeatedly every few minutes on the radio. It is imperative that you talk over plans with your children so they will know what to do in an emergency case in which you are not home. If a power outage should occur the telephones at school will not work, rendering us unable to call out or receive telephone calls.

## **ATTENDANCE POLICY**

**NOTIFICATION of ABSENCES:** During each trimester the school will notify all families that have a child with 5 or more absences. We hope this will make parents aware of their children's attendance pattern. Students with fifteen (12) or more absences, or excessive tardiness, may be referred to the Intermediate School District truancy office for further investigation.

### Attendance

Regular, consistent attendance at school is important for academic progress and future success. Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Michigan. Attendance and tardy patterns of individual students are monitored and parents will be contacted if either is excessive. The elementary school tries to be cooperative regarding parental emergencies. Parents should realize that asking a child to be excused from school will affect achievement and should not be done unless absolutely necessary. The administration at Peck reserves the right to use discretion as needed in all situations regarding attendance.

- School begins at 8:00 a.m. Children should be in their classroom promptly at 8:00 a.m.
- Students not in their classroom at 8:00 are tardy unless they were at breakfast for a reasonable amount of time or were on a late bus.
- Students who are tardy must report to the office for a late pass.
- Students will be considered tardy when they miss up to 30 minutes of instructional time. Any student missing more than 30 minutes of instruction time will be considered absent for that part of the day. For example: any student that arrives before 8:30 will be considered tardy for the morning; and any student arriving after 8:30 will be considered absent for the morning.
- Dismissal time is 3:05 p.m. If students need to leave before this time for an appointment they need to be signed out at the office. Early dismissal is discouraged except for necessary appointments.
- Any student picked up more than 30 minutes early will be recorded as a half day absence.
- Any student picked up within 30 minutes before the end of the school day will be recorded as "left early" which is equal to 1 tardy.

Board Policy considers the following factors to be reasonable excuses for time missed at school:

- A. Illness
- B. Recovery from an accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be acceptable to the Principal

## **EXTRA-CURRICULAR ATTENDANCE**

A student must be in attendance for the second half of the day to participate in or attend an extra-curricular activity on any given day. This rule may be waived if pre-arranged by 10:00 AM with principal, or absent due to an emergency in the family.

## **STUDENTS RELEASED DURING SCHOOL HOURS**

Any time you need to have your children excused from school early, please come to the office and we will bring them to you. It is wise to send a note to the teacher so he/she will know and can plan ahead in case the children would be out of the classroom at the time. You will be requested to sign out your child in the office before leaving. Parents will need to wait by the office and are not allowed to go to the classroom.

## **BUSSING, NOTES, PICK UP AND DROP OFF POLICY**

Each student will be assigned a bus that is determined by their home address. Students will be picked up and dropped off at this address. If a student is going to another drop off, or to be picked up at another spot, a note must be sent into the office. If a student does not have a note, they will not be allowed to go to another spot. Phone calls regarding transportation changes will be accepted up until 2:00 PM.

## **ACCIDENTS, ILLNESS, AND MEDICATION**

### **Injury and/or Illness**

Sometimes a child becomes ill at school and it is necessary that he or she go home. If a child is injured or ill, every effort is made to contact one of the parents. Be sure to keep emergency information updated. If either parent cannot be contacted, the school will call a person designated on the Emergency Card. It is imperative that the school have current information including the name and telephone number of an adult person, other than parents, that can be contacted in case of illness when parents cannot be reached.

In considering the health and safety of all of our students and staff as well as the recommendations of the health department children who are vomiting or have a fever cannot be in school. Students with a fever or who are vomiting are generally contagious. If students develop a fever or begin to vomit while at school someone will have to come and pick them up from school. Once they have been picked up from school for vomiting or a fever they may not return to school on that day or participate in any after school activities that night.

Students with an unfamiliar rash need to stay home until it is gone or the doctor says there is not a risk to other students and a note is provided to the school from the doctor stating that the child may return to school.

Your children's health is important to us. Children cannot do their best in school if they are not well. Classroom teachers are on the alert to symptoms of illness. You are urged to keep your children home if they appear to be ill. If children contact communicable diseases such as measles, chicken pox, mumps, etc., they are to be excluded from school until your physician or the county nurse gives approval for them to return. In case of nuisance disease such as ringworm, pinkeye, impetigo, scabies, or head lice, children are to be excluded from school until proof of proper treatment is given. Please call the school office if your children have been diagnosed as having a communicable disease or a nuisance disease.

Each child is allowed only one emergency card. In cases of divorce/separation, the parent with physical custody of the child will be responsible for filling out the emergency card information.

### **MEDICATION**

Before any medication or treatment may be administered to any student during school hours by school staff a written prescription from the child's physician **and** written authorization of the parent must be on file in the office. The medication must:

1. Be in its original container and labeled with a date and the student name.
2. Be brought to school by an adult (students are not to bring medication to school).

Under state law, children are allowed to carry inhalers for asthma.

No over the counter medication, such as aspirin, cough medicine, or cough drops can be administered without a doctor's prescription for over the counter medicine. Parents are welcome to come to school to administer aspirin or cough medicine if necessary.

### **HEAD LICE**

At this time the MDCH (Michigan Department of Community Health) and the MDE (Michigan Department of Education) recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within  $\frac{1}{4}$ " of the scalp. Nits that are found beyond  $\frac{1}{4}$ " of the scalp have more than likely hatched, or are no longer viable.

- If any student is found with live lice, their parent or guardian will be immediately contacted. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may reenter the school.
- Any student with nits (farther than  $\frac{1}{4}$ " from the scalp) should be allowed in school.
- Parents should remove nits daily and treat if live lice are observed.
- The elementary office will continue to work with parents engaged in this annual nuisance.

### **RECESS AND LUNCH PROCEDURES**

All children are expected to go outside daily unless weather conditions are prohibitive, with the following exception:

- If a child brings a note signed by a physician requesting recess exclusion for a specific time period. (eg. September 3-September 6).

It is recommended that the students be sent to school with winter boots, a hat, gloves, snow pants and a scarf, all of which can be stored in their lockers.

## **PARENTS GOING TO THE CLASSROOMS**

Between the time of 8:00 a.m. and 3:05 p.m. the only adults that may go down to classrooms are adults that have previously scheduled appointments or are scheduled to volunteer in a classroom. While we welcome visitors and volunteers at our school we cannot have adults going down to classrooms at all times of the day. This is a safety issue as well as an educational disruption. If you need to get materials or messages to your students during the school day, you will either need to leave them at the office or have the office call your child down to the office for you to talk to. This includes picking students up from school early. If you need to pick your child up early from school for an appointment we will call the child down to the office for you to pick up. Adults are not to go to the classrooms to pick up children between 8:00 a.m. and 3:05 p.m. We truly hope that you understand the importance of this policy in ensuring the safety of our students and staff as well as in minimizing classroom disruptions.

## **BREAKFAST / LUNCH PROGRAM**

Nourishing, well-balanced breakfast and hot lunches are served daily. Children who prefer to bring a lunch from home may purchase milk. Children who forget to bring money for lunch may charge for one day: only one charge at a time per student is allowed, if an additional charge is needed you will be contacted as we would be unable to continue low-cost, high quality meals if charging were allowed on a regular basis. Applications for free or reduced charged lunches are encouraged and may be requested from the office. The administration encourages all children eat a balanced breakfast and lunch each day.

## **FIELD TRIPS**

Throughout the year, some classes may plan to take an educational field trip away from the school grounds. In such an instance, you will be notified and a field trip permission slip will be sent home for your signature in order for your child to go. At no time will any child be allowed to leave the school grounds without your permission. School "code of conduct" is in effect for all field trips. For some field trips, extra adult supervision is necessary. Your child's teacher will notify parents when chaperons are needed. Students are expected to ride the bus to and from field trips even if their parent is a chaperone and drives separately. Communication between the parent and teacher will take place if a child will not be going on a field trip for discipline reasons. Field trips are considered a privilege that is earned. Poor school behavior may warrant the loss of a field trip.

## **HOMEWORK**

If your child is going to have an extended absence please use the following procedure for getting homework:

1. Call the office early in the day with your request.
2. Pick up homework at the end of the school day.
3. Contact child's teacher either in person, by phone, or using their classroom's web page.

If your child is going to be absent for a short period of time (one or two days), please wait to get make-up work upon returning to school. Students will have as many days to make up work as they were absent.

We believe homework is an integral part of the total educational program for the approved curriculum of the Peck Community School District. Homework assists in the mastery of skills, knowledge, and problem solving applications. It assists the student in developing initiative, self-discipline, responsibility and independence while encouraging learning. Homework will have a purpose in extending the learning of the child. The purpose of homework is:

- To extend learning and /or provide practice in applying concepts initially presented in the classroom.
- To provide opportunities for independent work.
- To strengthen concept and skill development.
- To provide opportunities for enrichment.
- To develop initiative, responsibility, self-direction and organization skills.

The amount of time spent on homework assignments will be reasonable and reflect the ability of each individual student. Parents are encouraged to be involved in the educational process and support the homework process, as it is important to a child's growth and acceptance of responsibility. It is also important that parents provide a positive environment and the materials necessary to complete a productive homework assignment. General guidelines for the time it should take for daily homework are (average based on 4 days a week):

	Assignments	Recreational Reading	Total Minutes
Kdg.-1 <sup>st</sup>	10 minutes	10 minutes	20 minutes
2 <sup>nd</sup>	20 minutes	15 minutes	35 minutes
3 <sup>rd</sup>	30 minutes	20 minutes	50 minutes
4 <sup>th</sup>	40 minutes	20 minutes	60 minutes
5 <sup>th</sup>	50 minutes	20 minutes	70 minutes
6 <sup>th</sup>	60 minutes	20 minutes	80 minutes

### What Parents Can Do To Help

There are many things parents can do that will help their children in school. Some of the more basic things are:

- Provide the resources at home for reading and learning to take place.
- Encourage children to try to do their best in school.
- Emphasize the importance of academics.
- Set a good example.
- Support the Peck rules and goals.
- Contact the teacher if there is a problem.
- Be aware of what is going on at school and become more involved in school activities.
- Limit TV and video game exposure – promote reading.
- Make sure that children attend school regularly and on time
- Make sure that children complete their homework
- Make sure the student receives work from when they are absent, completes it, and returns it to the teacher.
- Make sure the student completes tests that were missed due to an absence.
- Check the Peck Website.

### LOST AND FOUND

Many good articles of clothing are found each week, but never claimed by the original owner. It is a very good practice to take time to label your children's clothing and other objects. Students and parents are urged to check the lost and found rack on a regular basis. Parents can feel free to call the office and ask if a particular item might have been placed in the lost and found.

### PARTIES

Children may have parties at school on Halloween, at Christmas time, and on Valentine's Day. Other parties may be planned at the discretion of the teacher. Treats and parties will not be held so as to interfere with lunch. Birthdays may be shared with the other students by bringing a treat to class. We ask you to keep in mind that a nutritional snack is much better than a lot of sugar type treats. Please refrain from sending flowers and helium balloons. They cannot be sent to the classroom until the end of the day, due to the extra distractions they can create. Also, glass flower containers and balloons cannot be transported safely on school buses.

The following are guidelines for acceptable Halloween costumes for the school Halloween party:

Students will be allowed to wear costumes of their choice as long as they fit in with the guidelines outlined below that keep the day safe and non-threatening for all students. Just as there is a dress code for a normal school day it is important to have a dress code for Halloween costumes at school. We want all students to have a safe and enjoyable day so please follow the guidelines outlined below.

1. Costumes may not have any blood or gore.
2. Costumes may not contain any type of fake weapons like swords, guns, knives, etc.
3. Costumes must appropriately cover all areas of the body. (For example no short skirts or shorts and no low necklines) Skirts must be at least as long as fingertips when arms are put straight down at the side.
4. Students need to be able to put on costumes and make up themselves. Teachers need to be focused on safety of all children not the dressing or making up of a few.

### PUBLISHING STUDENT NAMES/ PICTURES ON SCHOOL WEBSITES

Peck Community Schools' technology policy is that a student can have their picture placed on school or classroom websites. Students can also have their name placed on school or classroom websites. However, they cannot have both their name and picture published together. If you do not want your child's name or picture to appear on Peck's website or the classroom teachers' website, please send a letter in writing to the school letting us know.

## **INTERNET USAGE**

Students will be using technology in the classroom, at CCC lab and during scheduled computer class. During these technology lessons, access to the Internet will be available and often used. Each child will be expected to follow Peck Community Schools' "acceptable computer use" policy (found on school website). If a child is using their computer and the Internet inappropriately, then they may lose their rights to use the computer. It is of the understanding that even with software programs, some explicit sites may be accessible even though they are not likely to occur. The schools technology director monitors all of these sites and is aware when this occurs, and will notify the computer user and classroom teacher when it happens.

## **TEXTBOOKS AND MATERIALS**

All students will be held responsible for the textbooks assigned to them. When the teachers issue the students their books, they will record the condition in which the book was given. It is up to the student to take care of the book and not to abuse it. Lost books must be paid for before a new book will be issued. When books are returned at the end of the year, teachers will check their records and if the books have been damaged unnecessarily, the student responsible will be expected to pay for the damage or replacement value for the textbook.

## **TORNADO WATCH / TORNADO WARNING**

A tornado watch means that possible severe weather or tornadoes may occur anywhere over a large geographic area nearby. Children will be kept in school if this occurs during a normal school day. We are in constant touch with the Sanilac County police, who will alert us if there is any danger. If a tornado warning is announced, this means that a tornado has been sighted and may strike the immediate area. Under these conditions, our children and staff will immediately go to designated shelter areas in the building and follow safety procedures which all are trained for. Days in which it is raining, the students will be kept inside their classrooms for an "inside" recess monitored by the playground aids. In the cold winter days, if the wind chill is 10 degrees or below the students will also stay inside.

## **GAMES, TOYS, ELECTRONICS AND CELL PHONES AT SCHOOL**

The only time students should bring toys, games, etc., to school is when their teacher has given permission for educational purposes in the classroom. Students are prohibited from using cell phones or other electronic communication devices (ECD), electronic storage devices (ESD) or having them on during the school day. Toy guns, toy knives, or toy weapons of any kind are never allowed at school. Parents are asked to observe the type of items being brought to school so as to avoid their children from having items taken away. "Fad" items are very popular and are often brought to school, only to be misused on the playground and/or in the classroom. The school cannot be responsible for any items brought to school that may be stolen or damaged.

## **DRESS CODE**

Students should dress in a manner that is acceptable to parents and the school. Children should be appropriately dressed for learning and for safety. Outer clothing should be suitable for weather conditions.

- Clothing should not be suggestive or offensive.
- Tops with spaghetti straps, halter-tops, spandex, fish netting with large loops and shirts containing inappropriate language and logos should not be worn. Bare midriffs are not to be exposed and shirts must tastefully cover the torso.
- Parents may use their discretion in regards to their children wearing shorts to school. Cut offs and bike racing shorts (spandex) are not permitted. All hemlines must be as long or longer than the fingertips when the arms are extended at the side.
- Skirts and pants must completely cover under garments and be free from holes and tears.
- Shoes should be appropriate for recess outdoors. High heels, platform shoes, sandals and flip fops may inhibit play and promote injuries and should not be worn. Shoes with wheels are not permitted at school. Socks must be worn with shoes.
- Hats are not to be worn inside the school.

A parent will be called to bring appropriate clothing to school if the dress code is not followed.

## **SEARCH AND SEIZURE**

The following rules shall apply to search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

1. There should be reasonable cause of school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be conducted in his/her presence in most situations.
4. Illegal items (firearms, weapons, etc.), or other possessions reasonably determined to be a threat to the safety, or security of others, may be seized by school authorities.
5. Items used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession.

### **CONSENT TO SEARCH:**

1. An administrator may request a student to empty his/her pockets or purse if there is reasonable cause to believe that certain items are in the student's possession and such possession constitutes a crime or a rule violation.
2. The search should be for a specific item and be conducted in the student's presence.

## **PECK ELEMENTARY CODE OF CONDUCT**

The purpose of this student discipline code is to improve quality and achievement in schoolwork, and to provide an environment, which will maximize these qualities of education. Discipline problems, if they arise, will be referred, depending upon the severity, to the principal's office by no later than the end of the day in which the problem has been observed. This referral should be in written form and should be handed in by the staff member observing the problem. Extreme situations may call for the sending or delivery of a student, or a message about him/her to the office immediately. As soon after the referral as possible, the staff member should send information explaining the problem so it can be dealt with. All aspects of student/school relationships are affected by the disciplinary climate. Most student/student conflicts of a less serious degree, would first be dealt with by conferencing. Student/teacher conferences, and parent/teacher conferences, would hopefully resolve problems at these levels. Should the problem persist or escalate, it would be dealt with by procedures outlined in the discipline code. Students receiving a discipline referral form or bus ticket will be placed on a monthly discipline list in which special school activities, assemblies, field trips, and other special privileges may be taken away.

Harassment of any kind will not be tolerated in the school. If a student or other individual believes there has been harassment, he or she should report it and allow administration to determine the appropriate course of action. Please see the district bylaws and policies (3362) for a more complete description of what constitutes harassment.

### Voice Levels

- 0 = Silent
- 1= Whisper
- 2= Conversation
- 3= Presentation
- 4= Outdoor

### Hallway Rules

1. Walk in orderly lines without running or jumping.
2. Use quiet behavior when in the hallway.
3. Voice level is at a "0" (silent) in the hallway.
4. Keep hands and feet to yourself.

### Lunchroom Rules

In order to provide a healthy and pleasant lunch hour, it is necessary to enforce rules and maintain order. Adult supervisors will see that students observe the following lunchroom rules:

1. Use a quiet speaking voice and acceptable table manners. (0, 1, or 2 voice level)
2. Clean up your area – table, bench and floor.
3. Respond quickly to adult signals.
4. Stay in your seat until excused.
5. Line up in a quiet and orderly manner
6. Wash your hands before lunch.

7. No student may leave the school during the lunch hour without permission from his/her parent or guardian and must be signed out in the office by the parent/guardian.

### Playground Rules

#### USE PLAYGROUND EQUIPMENT SAFELY AND PROPERLY

1. Please wipe your feet and brush off your clothes before coming into the building.
2. Come into the building in a quiet and orderly manner.
3. Skateboards, roller skates, roller blades, wheeled shoes, and hockey sticks are not permitted on the playground.
4. The playing of tag is not allowed on the playground.

Swings: Students are to sit on the swings and swing forward and backward only (Kindergarten and Young Fives may swing on their stomachs.) Remember not to walk in front of or behind moving swings. Flipping or jumping off of swings is not allowed.

Slides: Students are to climb the ladder or steps one step at a time to the top, sit down and slide to the bottom, feet first, one at a time. No standing, going down head first, going down on stomachs or climbing up the slide will be allowed.

Merry Go Round: Students are to push from the outside only. No hanging from or jumping off of the merry go round.

Play Field: Students are to use the field for Frisbee, kickball, catch, touch football, and soccer.

Equipment: Anyone who plays with a ball, jump rope, or other type of playground equipment must put it up by the building before moving on to something else. Play equipment is not to be left laying on the ground when not in use.

Blacktop: Students are to use the blacktop for jump rope, four square, basketball, relay races, and hopscotch.

Pea stone: Pea stone is to remain on the ground. It is not to be picked up, thrown, or put on any of the playground equipment.

### Winter Playground Rules

Because unusual weather conditions may exist during winter months, additional rules must be implemented.

1. Students are not allowed to slide on icy patches. All icy areas on the sidewalks are to be reported to the office for sand or salting.
2. Snow forts, snowmen, or snow sculptures may be built on the playground. Students are not to destroy "structures" built by others.
3. Children without boots must stay on the blacktop only.
4. Under no circumstances may snowballs be thrown at anyone or anything.
5. Students must dress appropriately for the weather.

**\*\*When students follow the rules all students can learn and feel safe and happy. When students choose to disobey the rules there must be consequences.\*\***

### Consequences for Choosing Not to Follow the Rules

Discipline Referral Forms are sent home with children for parents to review and sign indicating that they have been informed of the discipline problem that occurred at school.

The following consequences are only some of the options that can be used for discipline. They are not necessarily meant to be utilized solely in this order. Consequences are determined on an individual basis in considering all factors of the event.

- Warning to the child. (Verbal)
- Parent contact and/or one of the following actions for one or more days depending upon severity and repeated nature of the choice:
- Recess detention
- Work project
- Isolation (within the classroom or building for one or more days)

- Principal involvement
- Parent/student/staff/principal conference arranged by the principal or the teacher to seek behavior interventions and a home/school behavior plan.
- Suspension (one or more days)
  - a. If the behavior reaches this level it will mean a formal letter will be sent by the principal with a copy placed in the child's file and a copy kept by the teacher and the principal.
  - b. Some of the reasons for suspension include but are not limited to:
    - Bringing dangerous objects to school including knives, guns, etc.
    - Throwing dangerous objects (including snowballs)
    - Fighting (An investigation and agreement by teacher and principal that suspension is warranted will occur.)
    - Vandalizing school property
    - Theft
    - Insubordination
    - Illegal substances
    - Verbal and physical threats
    - Other action seen as requiring this final stage of consequences.

### **BUS BEHAVIOR**

There are certain rules and regulations for bus riders, which are necessary in the interest of safety for all students. Understanding and enforcing bus rules takes the cooperation of students, drivers, parents, teachers and administrators. It takes a great deal of patience, tact, and diplomacy on the part of everyone. The school bus driver has a very difficult job with the safety of many students depending upon his/her judgment and driving. They must not be distracted or bothered while the bus is in motion.

Misbehavior is reported to the principal's office by the bus driver, on a "bus ticket". Punishment, usually after a warning for the first offense, can involve the loss of privilege to ride the bus from three to five days or depending on the seriousness of the offense can even result in indefinite suspension from riding the bus. Students are not suspended from school, nor are they excused from attending school because of their bus misbehavior. District supplied transportation is considered a privilege and safety is our first concern. The principal's office acts as a liaison between the student, the driver, and the bus supervisor. Please contact the bus supervisor, or the principal, if your child is experiencing any problems on the bus.

### **RULES FOR BUS RIDERS:**

- |                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| 1. Observe same conduct as in the classroom | 6. Do not smoke                              |
| 2. Be courteous, use no profane language    | 7. Do not be destructive                     |
| 3. Do not eat or drink on the bus           | 8. Stay in your seat                         |
| 4. Keep the bus clean                       | 9. Keep head, hands, and feet inside the bus |
| 5. Cooperate with the driver                | 10. Bus driver is authorized to assign seats |

### **CONSEQUENCES OF BREAKING RULES:**

- FIRST TICKET:** Student verbally warned and/or minimum one (1) day suspension from bus
- SECOND TICKET:** Minimum one (1) day off bus
- THIRD TICKET:** Minimum three (3) days off bus
- FOURTH TICKET:** Minimum five (5) days off bus (elementary only)
- FIFTH TICKET:** Suspended for remainder of year, or indefinite as warranted

### **SEVERE VIOLATION CLAUSE:**

The following violations will result in an automatic ticket: physical violence, damaging seats, blatant disobedience, and other serious violations. The above situations can result in suspension from school. Tickets issued are cumulative for the year.

## **MISBEHAVIOR RESULTING IN DISCIPLINE AT SCHOOL OR ON THE BUS**

### **MINOR OFFENSES:**

1. INAPPROPRIATE LANGUAGE -“slip of the tongue usage”, not directed at another person.
2. DEFIANCE/DISRESPECT
3. DRESS CODE VIOLATION
4. CLASSROOM DISRUPTION
5. PROPERTY MISUSE
6. NONCOMPLIANCE - refusal to obey a request of an adult in authority or school district personnel.
7. DISHONESTY
8. TARDINESS/TRUANCY
9. PHYSICAL CONTACT
10. TECHNOLOGY VIOLATION
11. DISRUPTING CLASS
12. PUBLIC DISPLAYS OF AFFECTION
13. DISRUPTIVE ITEMS – items which are used to disrupt or interfere with the educational process may be removed from the student’s possession.
14. VIOLATION OF GENERAL SCHOOL RULES
15. VIOLATION OF CLASSROOM RULES – know what is expected in your classroom.

### **PENALTIES FOR MINOR OFFENSES:**

Possible disciplinary or corrective actions/penalties for minor infractions include: loss of recess, work projects, probationary status, loss of field trips or other special events, and/or suspensions (in-school or out-of-school) of up to five (5) days. Students are denied access to school events throughout the duration of all suspensions. Students may also be denied school events such as parties, field trips, special activities or assemblies. Out of school suspensions will be considered an absence.

### **MAJOR OFFENSES:**

1. ARSON – arson is the intentional setting of fire.
2. HARASSMENT/BULLYING
3. LYING/CHEATING
4. INSUBORDINATION/DEFIANCE/NONCOMPLIANCE
5. DISRUPTION
6. TRUANCY/TARDINESS
7. TECHNOLOGY VIOLATION
8. INAPPROPRIATE DISPLAYS OF AFFECTION
9. PROPERTY DAMAGE/VANDALISM – defacing school property is the intentional defacing of school property such as textbooks, lockers, desks, buildings, etc.
10. POSSESSION OF WEAPONS – possessing an instrument capable of inflicting bodily harm. Possession includes not only them, but also in their locker or desk.
11. USE OF WEAPONS – use of weapons is the use or threat to use any weapon or other instrument capable of inflicting bodily injury.
12. TURNING IN or PULLING A FALSE FIRE ALARM
13. MAKING A BOMB THREAT
14. SALE, USE, POSSESSION OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR OF ILLEGAL DRUGS OR CONTROLLED SUBSTANCE – sale, use, possession or being under the influence of alcoholic beverages or of illegal controlled substance by a student.
15. THEFT breaking and entering, stealing, concealing, selling of stolen school or personal property.
16. FIGHTING/PHYSICAL AGGRESSION – the offensive touching of another or making statements about others, or conducting oneself in such a manner as to make a reasonable person conclude that you have intentionally contributed to causing the other parties to become involved in fighting.
17. SMOKING – use of tobacco or tobacco product on school district property.
18. ABUSIVE/INAPPROPRIATE LANGUAGE – the use on school property immoral language or gestures directed at other students, parents, or school personnel.
19. INAPPROPRIATE LOCATION– being in unauthorized areas of school property at any time or refusing to leave when ordered to do so. Examples of unauthorized areas include, but are not limited to the high school, the parking lots, stage area, custodial rooms, and unsupervised classrooms.
20. GAMBLING – playing games for money or property of value.

21. DISHONESTY/FORGERY – cheating in academic work, falsifying documents, or willfully making false statements to accuse or defend others or benefit one’s self.
22. PORNOGRAPHIC MATERIALS – possession of any pornographic material, or use of, such as sharing or receiving through computer use.
23. MISCONDUCT – acts of misconduct which can clearly be interpreted as being one of disrespect, bullying other students, harassing other students, insubordination, gross misdemeanor, or abnormal behavior; or bodily conditions detrimental to the school or health and safety of others. This shall include behavior at school sponsored activities home or away from the elementary.

### **PENALTIES FOR MAJOR OFFENSES**

Punishment for offenses may include a variety of methods to forestall further such behavior, to warn others, to punish, and to model future behavior. Factors in both minor and major offenses, which will be used to fairly set a child’s punishment, will be based on the student’s behavior record, prior misbehavior, attitude displayed, and cooperation. An example could be three days suspension, plus counseling, and school service. A second offense would receive a more severe punishment. Any student who has initiated, or taken part in any act of vandalism or arson, as described in this code, may be suspended for the balance of the current school semester or longer, if deemed appropriate. Furthermore, it shall be the policy of the Board of Education to seek to recover damages from the parents, or from any person who has initiated the offense. Possible disciplinary or corrective actions/penalties for major infractions include: suspension by the principal or his designee of not less than one (1) nor greater than ten (10) school days. However, the principal, through the Superintendent of Schools, may seek suspensions for periods of greater than ten (10) days including expulsion. Home study programs and legal actions may also occur as a result of major offenses by a student. Students are denied access to school events throughout the duration of all suspensions. Students may also be denied school events such as parties, field trips, special activities or assemblies. Out of school suspensions will be considered an absence.

### **APPEALS AND REVIEW OF SUSPENSIONS:**

Appeals of suspensions are available to the student and the parent(s) of the involved student. Such appeals must, however, follow those steps listed below. Appeals must be registered within five (5) school days of the receipt of the letter of suspension and must be directed to the appropriate administrator or to the person levying the suspension. The pattern for appeal is as follows:

Appeals for suspension shall have three levels. They are Level I/ Level II and Level III appeals (see next page).

**Level I.** Appeals for suspension of ten days or less may be made to the building principal by phone or personal conference, as the parent may prefer.

**Level II.** Further appeal may be made by telephone, or personal conference, as the parent may prefer, to the office of the superintendent, who will review the case with the building principal. Based upon this review, the office of the superintendent will adjust, revoke, or sustain the suspension.

**Level III.** Final appeal may be made to the Board of Education or a committee of Board Members designated for this purpose.

### **SEVERABILITY PROVISION:**

In the event that any provision(s) herein shall be determined to be illegal or of no effect by a court of competent jurisdiction, such provision(s) shall be void and inoperative, but all provisions hereof shall remain and continue in full force and effect.

Submitted to and approved by the Peck Board of Education on June 11, 2009.

