

JIMMY BROWN ELEMENTARY SCHOOL

STAR CITY SCHOOL DISTRICT

2018-2019

ADMINISTRATION

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Emilee Dutton, Federal Programs
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Kari Newton, Pre-K-2 Principal
Jacob Lanehart, 3-5 Principal



<http://www.starcityschools.com>

Policies in this handbook were approved by the Star City School Board on June 28, 2018

JIMMY BROWN ELEMENTARY

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Jimmy Brown Elementary

We urge you to read this Handbook carefully. The policies and procedures contained in this handbook are the results of a concerted effort on the part of students, parents, faculty and administration. This information has been carefully prepared and presented so that it will be of value in helping you to adjust to our school and to become an integral part of it.

It is impossible to list in this handbook all of the rules and guidelines for student and staff use. Therefore, its contents should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen; neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are consistent with federal and state laws and Board of Education policies and regulations.

Information that pertains to Jimmy Brown Elementary is located in this book. The district-wide policies that are mandated by state and federal laws are located on the school website, or can be obtained in written form upon request.

JBE MISSION STATEMENT

Dream big! Work hard! Do your best to have success!

STAR CITY VISION STATEMENT:

Building our future one child at a time.

Core Values:

Hope	Relationships
Opportunity	Responsibility
Confidence	Support
Love	Belief
Family	Pride
Motivation	Community

SCHOOL CALENDAR

2018-2019

August 13	First Day of School
September 3	Labor Day
September 17	Teacher Professional Development 8:00-12:30
September 17	Parent/Teacher Conference 12:30-6:30
November 2	AEA Day
November 19-23	Thanksgiving Holiday
December 24-January 4	Christmas Break
January 7	Return to School
January 21	MLK Holiday
February 18	President's Day Holiday
February 19	Teacher Professional Development 8:00-12:30
February 19	Parent/Teacher Conference 12:30-6:30
March 18-22	Spring Break
April 19	Good Friday
May 24	Last Day of School (if there are no inclement weather days)
May 27	Memorial Day Holiday
May 28- June 3	Inclement Weather Days (Senate Bill 814)

PARENTAL/COMMUNITY INVOLVEMENT

Jimmy Brown Elementary understands the importance of involving parents and the community in promoting higher student achievement and general good will between the school and those it serves. JBE shall strive to develop and maintain meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and community. In an effort to keep parents better informed, Parent Information packets will be distributed at the beginning of school and as students transfer into the district. An effort will be made to keep parents informed about programs, meetings, and other activities they could be involved in during the school year.

JBE has a Parental Involvement Plan which can be downloaded from the school's website at <http://www.starcityschools.com>.

School Hours

Doors open 7:15 a.m.
Classes begin 7:55 a.m.

Lunches/Physical Activity

Kindergarten	11:00-11:30 a.m.
	11:30-11:50 a.m.
1 st Grade	11:15-11:45 a.m.
	11:45-12:05 p.m.
2nd Grade	11:50-12:20 p.m.
	12:05-12:25 p.m.
3rd Grade	11:35-12:05 p.m.
	12:20-12:40 p.m.
4th Grade	12:10-12:40 p.m.
	12:40-1:00 p.m.
5th Grade	12:30-1:00 p.m.
	1:00-1:20 p.m.

Dismissals

All students 2:55p.m.

STUDENT CONDUCT

Star City School District personnel realize that all behaviors cannot possibly be listed and will discipline students for behavior which is disruptive to the educational process even though the behavior may not be specified in written rules.

The school district reserves the right to punish behavior that is not conducive to good order and discipline which is not covered in the preceding rules. The penalty for violation will depend on the urgency and seriousness of the situation and will be left to the discretion of the principal or designee. Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the reasonable directions of a volunteer or non-certified staff member is a violation of this handbook and will result in disciplinary action being taken against the student, ranging from a warning to expulsion, depending on the circumstances.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote an atmosphere conducive to the teaching/learning process.

It is in the best interest of your child that we work together to ensure maximum educational opportunity. Your child's teacher(s) will notify you of your child's conduct in the classroom on a regular basis.

You will also be notified by mail of any discipline referral made to the principal. If you have questions or comments, you are encouraged to contact the teacher(s) or an administrator. For additional information, see **District Policy 4.17 Student Discipline**

GOOD BEHAVIOR

Good behavior will be rewarded weekly/quarterly with positive reinforcement that may include one or more of the following:

- A. Praise from teachers and principals
- B. Planned activities
- C. Award certificates
- D. Treat/Treasure Chest
- E. Good behavior office referral

STAR RECOGNITION PROGRAM -Students That Are Remarkable

Star Citizens will be chosen from each classroom each grading period for outstanding citizenship. Students who receive **no** more than one ticket/strike and zero office referrals in the nine-week period will be named Star Citizen for that nine-week period. Students who receive **no** more than one ticket/strike per nine-weeks and zero office referrals during the school year will receive Star Citizen all year. ***Students must be enrolled three of the four 9-week periods to qualify for Star Citizen All Year.**

CLASSROOM RULES

Classroom rules shall be posted in each classroom.

1. Follow the teacher's directions.
2. Keep hands, feet and other objects to yourself.
3. Have materials, supplies and assignments ready.
4. No put-downs, cruel teasing or unacceptable language, or bullying.
5. Be in your seat on time and ready to work

*Citizenship grades will be determined by the number of disciplinary offenses.

*If a student chooses to break a rule, it will be noted as a "strike" or "ticket." The consequences for tickets/strikes vary by grade level.

PLAYGROUND RULES

Playground rules shall be posted in each classroom.

1. No contact games - touch football only.
2. No climbing trees or fences.
3. Benches are for sitting only.
4. No rough play or play fighting.
5. Do not throw rocks, sticks, or other objects.
6. NO BULLYING!
7. Do not leave the playground without permission.
8. When the bell rings, line up quickly and quietly.

OFFENSE CATEGORIES (Requiring Disciplinary Action)

Realizing that the violation of some rules is more serious than the violation of others, and that school authorities must use discretion in dealing with each child as an individual, four categories of discipline have been established. An explanation and the consequences of each category follows.

Category 1: This is the least severe type of offense which usually results in a ticket/strike. These offenses are primarily committed in the classroom and include but are not limited to:

- *Violation of classroom rules
- *Cheating
- *Gum/Candy
- *Notes
- *Hall misbehavior*Loitering (cafeteria, restroom, etc.)

Category 3: Offenses of this nature are minor, but more serious than strike offenses. Consequences for offenders in the following areas may result in a visit with the principal. They include but are not limited to:

- | | | |
|--------------------------------|-------------|----------------------------------|
| *Disruptive classroom behavior | *Gambling | *Cell Phone |
| *Disruptive cafeteria behavior | *Rough Play | *Electronic devices |
| *Public display of affection | *Theft | *Selling items to other students |
| *Verbal abuse | *Vandalism | *Not in assigned area |

CLASSROOM CONSEQUENCES and/or ACTIVITY CONSEQUENCES (Category 1 Offenses)

Kindergarten:

- | | |
|-----------|--|
| 1 ticket | Verbal warning |
| 2 tickets | Verbal warning/10 min timeout |
| 3 tickets | Verbal warning/1 day detention/Parent Conference |
| 4 tickets | Office visit (same as Category 3) |
- *Parents will be notified of each ticket.

Grade 1-2:

- | | |
|----------|--|
| Strike 1 | Verbal warning |
| Strike 2 | Verbal warning/10 min timeout |
| Strike 3 | Verbal warning/1 day detention/Parent Conference |
| Strike 4 | Office visit (same as Category 3) |
- *Parents will be notified of each ticket/strike.

Grades 3-5:

- | | |
|----------|--|
| Strike 1 | Verbal warning/10 min timeout |
| Strike 2 | Verbal warning/1 day detention/Parent Conference |
| Strike 3 | Office visit (same as Category 3) |

OFFICE CONSEQUENCES (K-5) - CLASSROOM AND ACTIVITY (For Category 1 and 3 Offenses)

- | | |
|-----------------------|---|
| 1 st visit | Reprimand/1 day detention |
| 2 nd visit | 3 days detention |
| 3 rd visit | 5 days detention/1 day in school suspension |
| 4 th visit | 3 days in school suspension |
| 5 th visit | in school suspension |
- *May include a referral to the counselor

Category 4: These offenses are of the most severe nature and require more severe disciplinary action. These include but are not limited to:

- | | | |
|-------------------|-----------------------|--------------------------|
| *Drugs/Alcohol | *Indecent Exposure | *Bullying |
| *Tobacco | *Profanity | *Fireworks |
| *Assault/Fighting | *Pornography | *Password Violations |
| *Paging Devices | *Sexual Harassment | *Insubordination |
| *Weapons | *Rock/Object Throwing | *Sexual Misconduct |
| *Threats | *R-rated Materials | *Aggressive Behavior |
| *Gang Activity | *Internet Violations | *Hitting |
| *Biting | *Lasers | *Prescription/Fake Drugs |

OFFICE CONSEQUENCES (For Category 4 Offenses)
(Consequences mandated by law will take precedence.)

Consequences for Grades K-2

Consequences will range from 3 days detention to out of school suspension depending on the severity of the offense and previous offenses.

Consequences for Grades 3-5

Consequences will range from 5 days detention- out of school suspension depending on the severity of the offense and previous offenses.

- Parent/guardian will be notified by mail of all offenses and consequences for all categories.

BUS REGULATIONS

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitch-hike a ride or walk to or from school. If you must cross the road or highway to enter the bus, try to always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you otherwise). Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver or the student patrol has signaled for you to do so.

****ELEMENTARY STUDENTS CANNOT RIDE ANY BUS EXCEPT THEIR OWN WITHOUT PERMISSION FROM THE OFFICE.**

PERMISSION WILL BE GRANTED ONLY IN CASES OF EMERGENCY.

****It should be regarded as a privilege to ride to and from school on a bus. Treat the driver and others with respect. See additional information in District Policy 4.19 Conduct to and from School.**

BUS RULES

*OBEY THE DRIVER AT ALL TIMES.

*Enter the bus orderly and quickly.

*Speak in a normal tone of voice. No shouting/profanity.

*Keep hands, feet and objects to yourself.

*No firearms, knives, sharp objects, pets/animals of any kind.

***REMAIN SEATED WHEN THE BUS IS MOVING.**

***NO EATING, DRINKING OR CHEWING GUM IS ALLOWED**

*Do not deface or damage the bus.

*Dispose of trash properly.

*Keep the bus aisle clear.

*Student must identify name and grade to driver when requested.

****Category 2:** These are offenses committed on the school bus. The driver submits a written referral, which usually results in an office visit. Disciplinary action for these offenses basically follows the bus consequences listed on the next page. When the safety of students on the bus is threatened, progressive discipline is not necessary. **See Bus Regulations and District Policy 4.19—Conduct to and from school.**

BUS CONSEQUENCES (For Category 2 Offenses)

1 st visit	Reprimand and/or 1-3 days noon detention
2 nd visit	3/5 days detention
3 rd visit	Corporal punishment or 1 day bus suspension
4 th visit	3 days bus suspension and parent conference
5 th visit	5 days bus suspension
6 th visit	10 days bus suspension
7 th visit	Removal from bus for remainder of semester or not less than 30 school days
FIGHTING	Automatic 5 day bus suspension

DO NOT BRING THE FOLLOWING ITEMS TO SCHOOL:

1. Hard balls, baseballs, and wooden/metal bats.
2. Skateboards
3. Hard Frisbees
4. Play guns or knives of any kind
5. Radios, walkie-talkies, jam boxes, cameras, or tape players, MP3 players, etc.
6. Computer/video games and game players (ex. PSP or DSi, etc.)/DVD Players
7. Paging devices, beepers, or similar electronic devices (Exemptions may be made if a student is required to use a device for health or other compelling reasons.)
8. Trading Cards
9. Batons
10. Shocking devices or trickster objects (ex. device which snaps finger)

The school does not accept responsibility for any toy that is brought to school and becomes lost, broken, or stolen. If you feel that the item is valuable, we recommend that you leave it at home. *No radios, MP3 players, walkie-talkies, DVD players, hand-held games or gadgets, cameras, or beepers may be brought to school by students. (See page 10 for the complete list of items not allowed at school.)*

The student, parent, or guardian will be allowed to pick up the item from the office at the end of the confiscation period. When the confiscation period ends on a day when we are not in school, the item will be available for return on the next school day.

Cell phones can only be used for academic purposes under the supervision of the teacher. Phone calls and texts are not considered academic. This is in effect in all parking lots, grounds and buildings of the Star City School District. **In the event the cell phone is used for non-academic purposes without the permission of the teacher, the cell phone will be confiscated. Furthermore, if a device makes noise during a class, it may be subject to confiscation.**

Due to test security reasons and the administration of high stakes testing, students are prohibited to have any type of electronic device in their immediate possession during test administration. Violation of this policy will result in immediate confiscation of the phone and the student will be assigned 3 days of detention hall. Further action may be taken by the testing company in addition to the action of the Arkansas Department of Education and JBE.

In the event that an item is confiscated from a student, the student may receive discipline and the following penalties:

- 1st offense –item held in the office and returned to the student at the end of the school day
- 2nd offense – item held in the office for 3 calendar days
- 3rd offense – item held in the office for 5 calendar days

CONFLICT CONTRACTS (UPPER GRADES)

Conflict contracts may be used with students that have been identified as having a severe and/or lengthy conflict with another student and the conflict is causing a disruption in the learning environment or has the potential of causing a disruption in the learning environment.

Each student being placed on a conflict contract will meet with the principal, assistant principal, or dean of students where the rules of the conflict contract will be explained. The rules of the conflict contract are as follows:

1. Will not say anything to each other.
2. Will not have physical contact between both parties.
3. Will not hang out in the same area and/or same group.
4. Will not send messages to the other one.
5. Will not sit together in the cafeteria, bus line, gym, etc. while on school property.
6. Will be separated in the classroom.
7. Will not say anything about the other party to another student.

After the rules are explained, each student will sign the conflict contract agreeing to their understanding of the rules, their willingness to follow the contract, and their understanding that consequences will follow if the contract is broken.

Consequences for breaking a conflict contract will be left to the discretion of the principal, assistant principal, or dean of students.

BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior that is not conducive to good order and discipline which is not covered in the preceding written rules. The penalty for violation will depend on the urgency and seriousness of the situation and will be left to the discretion of the principal. Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the reasonable directions of a volunteer or non-certified staff member is a violation of this handbook and will result in disciplinary action being taken against the student, ranging from a warning to expulsion, depending on the circumstances.

DISCIPLINARY PROCEDURES

DETENTION

When a student is assigned detention, a note will be mailed to the parent. Detention will be held during the lunch recess. Students who choose to misbehave during detention will receive additional days of detention, corporal punishment, or in-school suspension. There will be absolutely no talking, sleeping or looking around in detention.

IN-SCHOOL SUSPENSION (ISS)

Assignment will be at the discretion of the administrator and based on the needs of the student and his/her learning environment. Continued misbehavior while in ISS will result in an additional day(s) of ISS or other disciplinary measures. Students with an IEP will continue to receive special education services while assigned to ISS.

SUSPENSION OR EXPULSION

Parents will be notified by the principal/dean of students with the reasons for Out of School Suspension. Out of School Suspension assignment will begin on the date set by the administration.

Any student placed in Out of School Suspension will not be allowed on campus for any reason. Students will be required to make up all work missed during the suspension. Students will be given an opportunity to make up the missed assignments during intervention. Students will have the same number of days as assigned in the suspension to make up the work missed. Example: 3 days of out of school suspension = 3 days to make up work.

See District Policy 4.30-Suspension from School and District Policy 4.31-Expulsion from School.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education (FAPE). The individualized education plan (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP. If an emergency suspension exceeds ten (10) days, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. The suspended student shall be offered alternate educational placement if the exclusion exceeds ten (10) days.

ARKANSAS LAW RELATED TO OFFENSES AND CONSEQUENCES

The consequences for many serious student offenses are mandated by Arkansas Law. See the District Policies section for more information about these offenses and their consequences. Most offenses described in the District Policies are considered Category 4 offenses and/or criminal offenses.

Drugs and Alcohol: Substance abuse by any student shall be dealt with at the discretion of the principal. If the situation warrants, school personnel will communicate all available information to the proper law enforcement agencies and offer full cooperation of the Star City School District in an investigation. Penalty will include at least one of the following:

- A. 5 days suspension and parent notification
- B. Suspension and/or recommendation for expulsion

Students who possess drugs or drug look alike will automatically receive a 5 day suspension.

Information about drug and alcohol counseling and rehabilitation may be found in the counselor's office. Controlled substances may be used by a student who has a prescription for the substance, provided the substance remains in the original container obtained from a pharmacist and is taken under the supervision of the school nurse or her designee. See **District Policy 4.24—Drugs and Alcohol**

Insubordination: A student shall comply with reasonable directions or commands of administrators, teachers, instructional assistants, interns, bus drivers, school security officers, or other authorized school personnel. Students will be disciplined when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school personnel. The penalty for violation of a verbal or written command will depend on the urgency and seriousness of the situation. See **District Policy 4.18—Prohibited Conduct**

Making a False Alarm: Communicating a false alarm to or about a public educational institution is a Class D felony if physical injury results.

Threats: The Star City School District takes all threats of violence or property damage seriously. Students should be aware that uttering threats can not only lead to disciplinary action being taken against a student, but can also lead to serious criminal penalties. Profanity and rude and abusive language is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action ranging from a warning to permanent expulsion and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. See **District Policies: 4.20 Disruption of School 4.21 Student Assault or Battery**

Obscene Pictures, or Notes: A student shall **not** have or be in possession of pornographic material. **Profanity, Lewdness, or Obscene Gestures, Verbal Harassment.** A student will not use profane, violent, vulgar, abusive, or insulting language or gestures at any time. *Any student who uses profanity, violent, vulgar, or abusive language directly to a teacher will be suspended with the possibility of expulsion.* A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

Verbal Abuse to a School Employee (Act 1565 of 2001). It is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any school employee. A person who violates this policy shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) or more than one thousand five hundred dollars (\$1500).

Vandalism: Damage or destruction of school property

A student shall not cause or attempt to cause damage to school property, or steal or attempt to steal property. The school district will attempt to recover damages from the student destroying school property. Vandalism at school during school hours or after school hours can result in suspension and/or expulsion. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of \$2000.00

OTHER CATEGORY 4 OFFENSES AND CONSEQUENCES

Biting/Spitting

A student who bites or spits on another person will be sent to the office for disciplinary action. Kindergarten students will be verbally reprimanded and assigned one day detention for their first offense. All others will follow the steps for major (Category 4) offenses.

Fireworks/Incendiary Devices

Students shall not possess, handle, or store ammunition, fireworks, smoke bombs, cherry bombs, matches, lighters, or any other kind of incendiary device on school property. The level of disciplinary action will depend on the seriousness of the offense.

Rock/Object Throwing

A student is not to throw rocks, sticks, or any other object that could cause harm to another child. Kindergarten students will be verbally reprimanded and assigned one day detention for their first offense. All others will follow the steps for major (Category 4) offenses.

Threatening Behavior

When behavior threatens the security and well order of the school, progressive discipline is not necessary. Consequences will be determined by the nature and severity of the offense.

Walk-outs

Any student who walks out of class and leaves the building or fails to go to class after a break due to some form of protest will receive disciplinary action ranging from a warning to in-school suspension.

ARRIVAL AND DISMISSAL

Entrance to the building for parents and visitors:

Jimmy Brown Elementary School has a new procedure for entering the main building for parents and visitors. This is important for the safety and wellbeing of not only our students, but also our staff, faculty, and any visitors to the building that we may have at any given time.

Parents and visitors must enter the main building through the front doors on the left of the building. There you will find yourself in a vestibule that provides access to the office through a safety window. The office secretary will be able to take any information that is necessary at that time. If entrance into the building is required, after checking the parent or visitor in, the office secretary will buzz the parent or visitor into the building.

Access to the building will be through the safety doors that have been installed. These doors are safety doors that require the office secretary to “buzz in” any individual wishing access to the building. Parents and visitors should not be on campus without going through the main office. Any individual who does not have a visitor pass will be questioned by school personnel or the School Resource Officer. Thank you for your cooperation in keeping our students safe.

Entrance to the buildings for students:

Students will gather in the student morning locations designated by the Jimmy Brown Elementary Administration prior to the start of school. Faculty and staff will be available at 7:15 AM to provide entry into the school building for students through the front doors on the left of the building. No one should be at school prior to 7:15 AM as there is no one to supervise students at that time. The School Resource Officer and Administration, in addition to any duty personnel, will be on campus and circulating through the student areas at 7:15 AM.

*School begins at 7:55 a.m. Students arriving after 7:55 a.m. must be checked in at the office by an adult before proceeding to class and will be considered tardy.

***Tardies and early check-outs** interrupt your child's learning and the learning of others. They should be limited to emergencies or doctor's appointments only. **Tardies and early check-outs will count against your child's attendance record. A half day unexcused absence will be counted toward the student's attendance record when the student has accumulated more than 3 early checkouts or tardies in a nine week period.**

See District Policy 4.9-Tardies

*Parents will be requested to attend a conference with the principal if tardies and/or early dismissals become excessive.

***If changes are made in your child's daily schedule (such as circle drive instead of bus), parents must write a note to the teacher or notify the school office. Notification must be received before 2:00 p.m.** to assure we have enough time to let your child know of the change.

*When school is dismissed in the afternoon, students are to leave the school as soon as possible. Students should not re-enter the building without a teacher or a teacher's written permission.

CIRCLE DRIVE/WALKING STUDENTS

Students will be dismissed in the following manner:

***2:55 Bell-** Walking students will be dismissed to leave. These students must have a note filed in the office stating that they will be walking students to specific destination unless the school is notified otherwise by the parent. Walkers will be supervised by school personnel until they have crossed the street in the crosswalk.

2:55 Bell-** Circle Drive students will be dismissed from classrooms to go to assigned areas until they are picked up in a vehicle in front of the school. **K, 1st, 2nd grade students are to be picked up near the north front door of the school.** Drivers should use the left lane and should exit through the parking lot. **3rd, 4th, and 5th grade students are to be picked up near the south front door of the school.** Drivers should use the right lane and should exit on the drive leading to Hwy 11 (Arkansas St.). Day Care van riders are considered Circle Drive students. These students will report to the gym. If you have any questions, call the school. ***(For your child's safety, no pick-up of students at the outside doors of the school will be allowed).

ATTENDANCE

Regular attendance is essential to a student's success in school. Parents must assume the responsibility of seeing that their child is in regular attendance. **A note from the parent or a doctor's excuse is recommended within 48 hours of any absence.**

Excessive absences may be used as a basis for denial of promotion. In this case, a review committee will be formed which includes the principal, and/or assistant principal, counselor and the teachers of the student involved. This committee will determine if promotion should be allowed or denied. The following district policies contain important information about attendance:

4.3—Compulsory Attendance

4.7—Absences -- This policy has changed. Review carefully.

4.8 - Make-up Work

CHECKING OUT (EARLY)

Students will not be allowed to check out of school with a note or telephone call. The student's parent/guardian will have to come to school in person in order to check out their son/daughter. If the parent is aware several days in advance, he/she may come in and designate a time/date in the future when the child must leave school. A student cannot be checked out by an older brother or sister unless prior arrangements have been made by the parent. **Early check-outs will count against your child's attendance record. A half day unexcused absence will be counted toward**

the student's attendance record when the student has accumulated more than 3 early checkouts or tardies in a nine week period.

CAMPUS

Students who walk home after school should go directly home. The school building and grounds are available for school-related activities only. Permission to use the facility must be given by the superintendent. **See District Policies: 4.10—Closed Campus and 4.12—Student Organizations/Equal Access**

GENERAL INFORMATION

ANIMALS

No animal may be brought to school without permission from the principal. Classroom pets must be kept in appropriate cages/containers and are not to be handled by students. **Animals are not allowed on buses at any time.**

CAFETERIA

Lunches will be paid daily at the point of service (or in any amount in advance). For example, a parent may prefer to pay for a week's or a month's worth of lunches in advance. Our system will account for this payment, and your child will be served accordingly. No charges for lunches will be allowed after the fifth accumulated charge. Following the fifth accumulated charge, the student will be provided up to five alternative lunches.

*Unduly loud talking will not be allowed.

*One carton of milk is furnished with the meal.

*No drinks in glass containers are allowed.

**Additional milk must be purchased.

FOOD

During lunch period, students are to eat their food in the cafeteria.

***Students may bring a lunch from home, but it is against State Law for any of this food to be shared with children other than your own.**

*If a student forgets to bring his/her lunch he/she will need to eat in the cafeteria.

***Parents/Guardians may bring lunch for their student at the appropriate lunch time. Lunches may not be left in the office for your child to pick up nor be delivered to the school by a vendor.**

***Parents bringing lunch for their own children may sit at the designated table with only their child(ren).**

***The cafeteria rules and policies will be posted in the cafeteria. Violations of the policy may result in the loss of privileges.**

*Snacks are allowed for students in Kindergarten and those students needing a snack for documented medical reasons. **These students should bring the snack to school with them. These will be eaten in the classroom at times designated by the teacher. Snacks may not be left in the office for your child to pick up nor be delivered to the school by a vendor.**

*** Classroom instruction will not be interrupted for the delivery of a lunch or snack.**

CHILD ABUSE

All school employees are legally responsible for reporting child abuse and suspected child abuse or neglect to proper authorities. (Act 214 of 1999) Parent notification is not required if school personnel make a report or file a complaint based on suspected child abuse or neglect or if student access is granted to law enforcement personnel for purposes of investigation of suspected child abuse or neglect.

CONFERENCES

Conferences may be initiated by either the parent or the teacher. If a conference is desired, please call the school to schedule a time and date. All teachers have a scheduled planning/conference time. It is requested that parents schedule during these times so the teaching/learning process is not disturbed.

Parent Visitation is scheduled twice each year at which time parents may visit with teachers.

More frequent communication will be required for students not performing at grade level.

Conferences will also be held in the spring to explain retention/promotion policies and parent/student obligations.

COMPUTERS/TECHNOLOGY

See District Policy 4.29-Computer/Internet Use Policy

DEBTS/FEES OWED

All debts must be paid by the end of the school year in which they were incurred.

DISTRIBUTION OF LITERATURE

See District Policy 4.14-Student Publications and the Distribution of Literature

DRESS CODE/APPEARANCE

Students will appear at school clothed and groomed in an appropriate manner which is dictated by principles of good personal hygiene. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current fads, the school board expects that good grooming shall be stressed at all times. Any article of clothing or manner of hair style or make-up which is determined by the building administrators to materially and substantially interfere with the educational process is prohibited. Teachers/Administrators will attempt to phone and/or send a letter home to notify parents of the dress code violation. Repeated dress code violations will be handled at the discretion of the principal.

Kindergarten – 2nd grade

* The elementary school will be somewhat lenient with K-2 students regarding the length of shorts/skirts. ***It is recommended that students wear shorts under their skirts and dresses.***

*Clothing torn or with holes will NOT be permitted if torn area or holes are above the knee. Garments or patches worn underneath will not make this type of clothing acceptable.

*No clothing will be allowed that results in immodesty. Unduly tight shorts, pants, skirts, and shirts are not allowed.

*Students are not permitted to wear halter tops or tops with spaghetti thin straps. Stomachs and backs should not be exposed. Tops must have straps on both shoulders.

*Shirts must have appropriate neck lines. No cleavage should be shown.

*All students must wear shoes at all times for health and safety reasons. **To avoid injury, be sure your child's shoes are appropriate for school and playground activities. **Flip-flops are not recommended at any time.** Tennis shoes are required for P.E. No shoes with cleats or cleat-like soles are allowed. No "heelies" (shoes with wheels) are allowed.

*Pants are to be worn at the waist as intended.

*Students will not wear hats, caps, or other head coverings inside the building.

*T-shirts and other clothing items may not display obscene/profane/pornographic expressions; may not represent illegal behavior, drug/alcohol use, or gang affiliation; and may not allude to demeaning concepts such as race, religion, sex, pain, death, or suicide.

3rd grade – 5th grade

*Repeated dress code violations will be handled at the discretion of the principal.

The following rules should be followed:

* Shorts, skirt, or dress length should not result in immodesty. No split sides and/or cutoffs are allowed. ***It is recommended that students wear shorts under their skirts and dresses.***

- *Clothing torn or with holes will NOT be permitted if torn area or holes are above the knee. Garments or patches worn underneath will not make this type of clothing acceptable.
- *No clothing will be allowed that results in immodesty. Unduly tight shorts, pants, skirts, and shirts are not allowed.
- *Students are not permitted to wear halter tops or tops with spaghetti thin straps. Stomachs and backs should not be exposed. Tops must have straps on both shoulders.
- *Boys' shirts must have sleeves.
- *Shirts must have appropriate neck lines. No cleavage should be shown.
- *All students must wear shoes at all times for health and safety reasons. **To avoid injury, be sure your child's shoes are appropriate for school and playground activities. **Flip-flops are not recommended at any time.** Tennis shoes are required for P.E. No shoes with cleats or cleat-like soles are allowed. No "heelies" (shoes with wheels) are allowed.
- *Belts are to be buckled. Shoes laces are to be tied.
- *Pants are to be worn at the waist as intended.
- *Students will not wear hats, caps, or other head coverings inside the building.
- *T-shirts and other clothing items may not display obscene/profane/pornographic expressions; may not represent illegal behavior, drug/alcohol use, or gang affiliation; and may not allude to demeaning concepts such as race, religion, sex, pain, death, or suicide.

EMERGENCY DATA

The school office and child's teacher must have **current** home and emergency phone numbers and address in case of emergencies. Parents should also notify the school nurse about any critical student health or medical information. *****PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBER.***

EMERGENCY DRILLS

FIRE

Fire drills are conducted once each month. The signal for a fire is the continuous sound of the fire drill buzzer or three (3) short bells. Students are to evacuate the building rapidly and quietly according to the evacuation chart in each room. Students are under the control of the supervising teacher at the time of the drill. Homeroom teachers will join their class outside the building if the students were in special activities.

STORMS

Tornado safety drills are conducted not less than four times per year in the months of September, October, January, and February. The storm/tornado drill signal is one long bell. Teachers will give students directions on what action to take, depending on which room the student happens to be in at the time. Other types of emergency drills may also be conducted.

See District Policy 4.37-Emergency Drills

Lockdown

Safety is our number one priority for our students in SCSD. We are working with law enforcement to implement a district safety plan and add safety upgrades on our campuses. Administrators, SRO's, and teachers are also preparing to hold emergency drills annually as required by the Safe Schools Initiative Act.

We will have practice drills during the school year similar to other emergency drills that are required by law. As a reminder, these drills will not always be with prior notice to parents and other stakeholders.

EXTRACURRICULAR ACTIVITIES

Opportunities are provided for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Examples of extracurricular activities include, but are not limited to, classroom parties, assemblies, field trips, and competitions such as spelling bees, science fairs, and G/T activities.

District Policy 5.19—Extracurricular Activities.

GIFTS

If a student receives a gift or flowers at school, it will not be delivered until the end of that school day. **No balloons will be allowed at school.**

HEALTH/MEDICATIONS

See District Policy 4.35

STUDENT MEDICATIONS

Medication and medical care of the student are the responsibility of the parent. Whenever possible, all medications should be taken at home. Only prescription medication may be given at school and only if it is in the original container and properly labeled. Only prescription medication that is to be given four or more times a day will be given at school, with the exception of prns, seizure, and mid-day behavior meds. All other dosage amounts should be given at home. Students must not bring prescription medications to school unless they are to be given by the school nurse/designee as stated above. No over the counter medication (including aspirin), shall be administered to any student except by order of a physician. Physician order regarding changes in medication can be accepted by the school nurse by telephone.

HEALTH ROOM/EMERGENCY PROCEDURES

The parent/guardian will be asked to sign an Emergency Medical Authorization form in case of serious injury or illness.

District Policy 4.36-Student Illness/Accident will be followed from that point.

HEALTH STATEMENT

If a student has a physical condition or a psychological disorder, it is important that the school be fully informed so that cases may be properly handled. **Do not assume that last year's teacher will tell this year's teacher that a condition exists.** The provision for medical/dental care and treatment is not the responsibility of the school. For additional health information, see **District Policy 4.34 Communicable Diseases Policy 4.34A Head lice.**

HOMEWORK

Each teacher is encouraged to assign appropriate and meaningful homework regularly. Homework is meant to promote the development of students' independent study skills, reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community. Therefore, a certain amount of independent work is necessary at each level. Grade and achievement levels will be considered before assigning homework. **Homework will never be assigned as punishment.**

**The following are guides for assigning homework:

*Homework will only be assigned on material previously taught.

*Some time will be allowed in class for practice.

*Family life and recreation are important, and homework will not be so extensive as to eliminate both of these.

INCOMPLETE ASSIGNMENTS

A student who does not complete an assignment may receive disciplinary action.

INSTRUCTIONAL PROGRAM

Elementary students will follow educational requirements as listed under state standards. Use of the Common Core Standards has been mandated by the Department of Education in the areas of reading, mathematics, language arts, science, social studies, art, music, and physical education.

INSURANCE PROGRAM

Officials of your school have completed arrangements for a school insurance plan for the school year. It is hoped that all students will avail themselves of this protection by purchasing the student insurance policy. The master policy may be found on-line at **Starcityschools.com**.

LOST AND FOUND ARTICLES

Students finding lost articles should turn them into the office secretary. Students who have lost articles should inquire at the office. Lost and found items are stored until the end of the year. Any items not claimed by the end of the school year will be donated to charities.

MONEY

No money may be collected at public expense and spent for private pleasure. All money collected for fund raising will be turned over to the principal's office. Any fund raising projects must be cleared through the office.

OFFICE TELEPHONE

Pupils may use the school telephone only in an emergency and with permission of the principal or secretary. All long distance calls will be collect calls. Messages for students need to be made only in cases of an emergency.

PARTIES

The following parties will be allowed: Christmas and Valentine's Day. Due to safety concerns, no inflatables or water activities will be allowed. Time and type of party will be determined by the classroom teacher and approved by the principal.

No privately contracted limousines will be allowed during school hours. It disrupts the educational process.

PROMOTION/RETENTION

Students not performing at grade level during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade.

*Students in grades K-2 who are performing below grade level in reading will participate in Intensive Reading Intervention (IRI).

*Students in grades 3-5 who are performing below grade level will require an Academic Improvement Plan. Parents will be requested to participate in constructing these plans.

*Kindergarten through 3rd grade students below grade level in reading and/or mathematics will be considered for retention.

*Students in the 4th and 5th grades must pass three (3) core subjects to be eligible for promotion.

*Promotion/retention or graduation of students with an Individual Education Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

*Below grade level will be determined by measures including teacher-made tests, teacher observations, performance-based assessments including portfolios and other achievement instruments.

*Excessive absences, tardies, and/or early check-outs will be factors when considering retention.

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that shall be held at a time

and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences.

If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

RECORDS (EDUCATIONAL/SCHOOL)

Requests for records should be directed to the school office personnel. **See District Policy 4.13 Privacy of Student Records.**

REGISTRATION REQUIREMENTS

If the district questions legal residency, it shall be the responsibility of the parent/guardian to prove legal residency in the district. **See District Policy 4.1 Residence Requirements.** Certain immunizations and documentation are required before a child can enter school.

For further information, **see District Policy 4.2 Entrance Requirements.**

*It is the responsibility of each parent/guardian to provide the school with this information.

Note: The legal name of the child is the name the school will use. If you have documents to change a child's legal name, the school should be made aware of them.

REPORT CARDS/GRADES

Student grades are available on-line. Teachers will submit grades in a timely manner. Progress reports are issued midway through each grading period. Report cards are sent home at the end of each nine-week grading period. Parent visitation is scheduled once each semester to provide parents an opportunity to discuss their students' progress. The following grading scale is used for report card/progress report grades:

Kindergarten through 5th grades:

- A** 90%-100% Superior
- B** 80%-89% Above Average
- C** 70%-79% Average
- D** 60%-69% Below Average
- F** 59% and below is failing

*Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

**Any student who alters grades on a report card or elsewhere shall receive disciplinary action.

AWARDS

Academic Awards are determined by the student's letter grade on all basic subjects (reading, spelling, language, math, science, and social studies).

All A's Honor Roll

A and B Honor Roll

*Grades from special education classes will be averaged with grades from regular classes.

***Students enrolling from another public or private school may be eligible for the All A's All Year award if grades are received from the previous district prior to the scheduled Awards Assembly.**

SHINING STARS are students that increase a letter grade while maintaining all other grades in a nine week period.

***STAR CITIZENS** - see policy on page 6 ***Students must be enrolled three of the four 9-week periods to qualify for Star Citizen All Year.**

***PERFECT ATTENDANCE** (annual award): To be eligible for this award, the student may not be absent, tardy, or have any early checkouts during the school year. ***Students must be enrolled three of the four 9-week periods to qualify for Perfect Attendance All Year.**

***Awards Assemblies will be held after each semester. After each nine weeks, students will be given awards by the classroom teacher. Students will only be recognized during the semester awards assemblies.**

SEARCH AND SEIZURE

See District Policy 4.32 Search, Seizure, and Interrogations

SCHOOL COUNSELING

The school counseling core curriculum consists of structured lessons designed to help students attain the desired competencies and to provide all students with knowledge, attitudes and skills appropriate for their developmental level. School Counselors' provide individual, group and classroom counseling services. The school counseling program addresses the academic, career and personal/social development of all students.

Adopted from the American School Counseling Association National Model for School Counselors.

TEXTBOOKS

If the school furnishes a textbook to a student, the student must take care of the book. These must be used for several years. Parents will be responsible for any lost or damaged books. Books damaged or lost while in the custody of the student will be paid for by the student/parent. The cost of the book will be the price of a new book regardless of the age or condition of that lost/damaged book.

TRANSFER OF STUDENTS FROM ANOTHER SCHOOL (ACCREDITED OR NONACCREDITED)

See District Policy 4.2 Entrance Requirements

TRASH

Paper, food, and/or trash on any school property should always be disposed of in the proper receptacle.

VISITORS/VISITING OTHER CAMPUSES

For your child's safety, all visitors are required to check in through the office. Adults not wearing a current visitor's pass will be asked to report to the office or leave the building.

Parents are always welcome, but are encouraged to make an appointment to see a teacher, a principal, or visit their child's classes. **See District Policy 4.16 Student Visitors, for additional information.**

WEAPONS

A student shall not possess, use or attempt to use a bladed instrument, knife, razor, razor blade, box cutter, ice pick, brass knuckle, unauthorized tool, chemical deterrent (mace, etc.), or any other dangerous object of no reasonable use to the students at school which may cause bodily harm. This rule may include rocks if thrown at another person to cause harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The following procedure will be followed in these situations:

1. The weapon will be secured by an administrator.

2. The incident will be documented as a disciplinary referral with documentation of what consequences the student will incur if he/she possesses a weapon again at school or a school function.
 3. The student's parent or guardian will be informed of the incident.
 4. A copy of the disciplinary referral will be placed in the student's discipline records and a copy will be mailed to the student's parent or guardian.
 5. The confiscated weapon shall be held in the office until the end of the school year at which time the student's parent/legal guardian shall pick up the weapon from the school's office.
- **Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

WEATHER

In cases of severe weather, the principal will advise the students of what radio and television stations to listen to for information. Channel 7 television station and KSSN radio station will broadcast if Star City Schools are closed due to inclement weather. The School Messenger service will also call all available phone numbers for a student.

Students should expect to remain in the classroom with a duty teacher during recess if it is rainy or extremely cold (below 40 degrees F). Indoor rules will be posted in the classroom and will be sent home for parent notification.

WITHDRAWAL FROM SCHOOL

Parents should check students out in the school office and get their withdrawal form. All debts must be paid at this time. **All school books must be turned in before withdrawing.**