

**STUDENT/PARENT
HANDBOOK
GRADES K-8
2007-2008**

**The George Grant Mason Elementary/Middle School
Tuxedo Union Free School District
11 Hillside Avenue
Tuxedo, New York 10987
(845) 351-4786, Extension 414**

THE GEORGE GRANT MASON SCHOOL

BOARD OF EDUCATION

Mr. Laurance James Hickey, President
Mrs. Diana Petrosky, Vice President
Dr. Ray Barone
Mr. Shawn Brown
Mr. Michael Catenaro
Dr. David Kaufer
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Greenwood Lake Board Liaison - Ms. Pat Bianco

ADMINISTRATION

Mr. Joseph P. Zanetti, Superintendent of Schools
Mrs. Dawn Cupano, Business Administrator
Mrs. Barbara Geoghan, Elementary/Middle School Principal
Mr. Denis Petrilak, High School Principal
Dr. Patricia M. Tripken, Assistant High School Principal
Mrs. Carol Lomascolo, Director of Pupil Personnel/Curriculum

IMPORTANT PHONE NUMBERS

George Grant Mason School 351-4786 ext. 414
GGM Guidance Office..... 351-4786 ext. 411
George F. Baker High School 351-4786 ext. 136
Superintendent's Office 351-4786 ext. 312
Business Office 351-4786 ext. 323
School Nurse 351-4786 ext. 415
Transportation Office..... 351-4786 ext.106
Athletic Director's Office 351-4786 ext. 103
School/Closings and Delays..... 351-4786 ext. 199
George Grant Mason School Fax..... 845-351-3402

School District Website: www.tuxedoschooldistrict.com

Mission/Vision Statement

The mission of the Tuxedo Union Free School District is to engage students in the pursuit of knowledge for academic success, productive citizenship and the development of personal potential in our diverse and changing world. Working together, students, parents, school staff and community provide a safe and secure learning environment where our teachers deliver instruction to meet the needs of each individual child.

“Striving together for individual success in a global community.”

Dear Students,

We want your time spent here with us to be filled with valuable learning experiences. This handbook will help you be successful here at GGM.

It is important that you and your parents/guardians read through this handbook carefully. It will give you information about the procedures, rules and regulations that govern our lives here at GGM. Our school environment will be strengthened by your understanding more about our school community and the responsibilities you have as a student.

If you have any questions about anything, see your teachers or me. We will be glad to help you.

Remember you are one of the people that make GGM a wonderful place to learn and grow. Enjoy your school year and take advantage of all it has to offer.

Sincerely,

Mrs. Geoghan

THE GEORGE GRANT MASON SCHOOL

GGM FACULTY AND STAFF

Classroom Teachers

Jane Gissona (K) *OJ Meekins (K)*
Jennifer Porr (1) *Amanda Sayles (1)*
Rene Blume (2) *Ashley Burke (2)*
Sue Ann Christensen(3) *Angela Rush (3)*
Lynn Caporale (4) *Regina Maloney (4)*
Julia Tartaglione (5) *William Mueller (5)*
Barbara Voss (6)

Support Services

Math *Maureen Lia*
Reading *Glenna Marra*

Foreign Language *Donna Samek*

Computer Technology *Beverly Tesser*

Special Education *Nancy Donnelly*
Ann Ghiold
Jason Schrammel

Speech & Language *Stephanie Bussard*

Physical Education *John Landro*
Marit Sorensen
Ken Rubino

Librarian *Linda Frazer*

Occupational Therapist *Christine Zigler*

Grades 7 and 8

Social Studies *John King*
English *Michelle Micklos*
Math *Maureen Lia*
Science *Beth McGowan*
Spanish *Helen Cahill*
Technology *Marco Margotta*
Health 8 *Marit Sorensen*
FACS *Cindy Lyons*
Choral Music 7 & 8 *Samuel Ruiz*

Full Time Support Staff

Celeste Cornelius *Jo-Anne Mignone*
Ann Earl *Rosemary Zucks*
Maria Fiat

Guidance *Christine Oliva*
Frank Accetta *Michelle Ruiz*

Psychologist *Dr. Cynthia Mott*

Nurse *Kathleen Habesland*

Greeters *Mary Mosca*
Mia Ramsey

Art *Cindy Lyons*

General K-6 Music *Eugene Cotton*

Instrumental Music *Peter Head*

Welcome to Our School

All of us in Tuxedo want to welcome you to our school. We offer the finest education here in Tuxedo. Our PTA, our parents, our children, and our entire staff want to make you feel comfortable. We will do our best to make you smile and feel welcome.

ATTENDANCE PROCEDURES

Attendance

It is the objective of our school to encourage that each student arrives at school on time and to attend school for the maximum number of days and instructional periods possible. On the day of an absence a parent/guardian should telephone the school to notify the reason for the absence. A written excuse must be presented by the student on the day the student returns to school following an absence. In the event that an absence note is not submitted within three school days after the student has returned to school, the absence will be considered “unexcused.”

The following are recognized as excused student absences, each of which must be verified by the student’s parent/guardian or school personnel, where applicable: accident, bus was late, with counselor/administrator or other school personnel, approved college visit, death in family, medical/dental/legal appointment that cannot be scheduled after school hours, family medical emergency, approved field trip, homebound instruction, personal illness, military obligation, out of district placement, observance of religious holiday, religious instruction, road test, school-sponsored event, suspension, transitional placement, community emergency, funeral, approved community service. Any absence not provided for on the excused list shall be considered an unexcused absence.

The Board recognizes the following absences which are considered unexcused (this list is not all-inclusive): cut class, car trouble, missed bus, overslept, personal business, vacation, child/elder care, any absence not excused with appropriate documentation within three school days. Although students are encouraged to make up class work missed due to any absence, teachers are not required to give credit for made up work for an unexcused absence.

Eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students who are in attendance on the day of the event for a minimum of three hours.

Truancy, or any pattern of unexcused absences will be investigated by school authorities and may result in school disciplinary action or possible referrals to outside agencies or family court.

When your child is absent, please call the school nurse at 351-4786, extension 415.

All students need to submit a note from his/her parents/guardians to the school secretary if they are absent from school, no matter what the reason.

Grades 7 and 8 Attendance for Course Credit

Student absences are disruptive to the educational process. Tuxedo School District policies prohibit students with excessive absences from earning credit from courses from which they are absent. A copy of the school district's Attendance Policy will be mailed to each student at the beginning of the school year. The Attendance Policy can also be found on the website at www.tuxedoschooldistrict.com.

Students who become "ineligible" to earn credits for a class are expected to attend class regularly, but may not submit any paperwork, homework or other work to be graded by their teacher(s), and will not be permitted to take any quizzes or examinations in the class except for Regents examinations. **For a full version of the school's district Attendance Policy, visit our website at www.tuxedoschooldistrict.com.**

Missed Assignments/Homework due to Legal Absences

Students returning to school following a **legal** absence will be given one day for each day absent to make up their school work. A student must be absent for a minimum of two days before his/her parent/guardian may request assignments and homework to be sent home (please contact the main office, not individual teachers). If your child is absent for only one day, please contact a classmate for homework assignments. Upon returning to school, students will be given one day for each day absent to make up their school work.

Vacations

Parents and students of The George Grant Mason School are advised that student absences, for the purposes of vacationing while school is still in session, are unexcused. Since such absences are unexcused, school officials are not in a position to approve parent requests for such absences. Moreover, whenever a parent removes a child from school, it is not the school's obligation to see to it that such an unexcused absence causes a minimum of educational harm to the student.

Early Leave Procedures

All students must remain on school grounds during the school day. The school day is defined as beginning when a student first enters school property (by exiting the school bus or by walking to school) and ending when the student walks home or boards the school bus for the trip home. If a student is leaving school property, the parent/guardian must report to the Principal's Office to sign his/her child out of the building. A letter must be sent to your child's teacher if you wish to give your child permission to go home with someone else.

Late Arrival Procedures

Students who arrive late to school must be accompanied by an adult. The adult and the student will check in with the school greeter; then proceed to the main office to sign the student in and obtain a late pass. Students will not be permitted in the classroom without a late pass.

MEDICAL INFORMATION

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. An accident report is filed in the Nurse's Office. This is necessary for insurance purposes. School insurance is secondary to the parent's primary coverage.

Physical Examinations

A physical examination is required for students in Kindergarten, grades 2, 4, 7, 10 and for all new entrants. If this examination is not completed by a private physician and the report returned to the School Nurse by October 12th, a school physician will conduct a medical appraisal of your child. Anyone who does not submit their private doctor's report to the nurse by October 12th will be examined by the school physician.

Controlled Substances

One of the goals The George Grant Mason School is to promote a healthful environment for learning. Because of the serious threat that drugs and alcohol constitute to a person's physical and emotional well-being, the possession, use distribution or being under the influence of these substances in school, on school grounds, or at any school sponsored filed trip or activity is strictly prohibited.

The Tuxedo Board of Education has adopted a district wide policy concerning substance use and substance abuse prevention. Cases in which it is determined that a student is involved with the abuse of a controlled substance will be handled in accordance with this policy. This will involve parental contact and disciplinary actions such as suspension, and/or police involvement. In addition, school administration may recommend counseling and make necessary referrals to substance abuse treatment programs.

The administration of prescribed medication to a student during school hours is permitted only when medication is necessary to allow the student to attend school or when the failure to administer the medication would adversely affect the student's health. Before any medication may be administered to any student during school hours, the parents or guardian must present a note from a doctor which includes the student's name, the date, the name of the medicine, dosage and time to be administered, list of possible side effects, any instructions for administering. The parents or guardian must submit a note giving the school nurse permission to administer the medication. A parent or guardian must bring the medication to school in the original container.

Immunization

NYS law requires every child in attendance at school to have the following immunizations:

Hepatitis B	3 doses
DPT	3 doses
Oral Polio	3 doses
Measles	2 live measles vaccines after 1st birthday
Mumps	1 live mump vaccine after 1st birthday
Rubella	1 live rubella vaccine after 1st birthday
Tdap	1 dose (for students born on or after 1/1/1994)

New Varicella Requirement for 6th Grade Students: Students born after 1994 **entering 6th grade**, must show medically documented proof from their doctor that they have either had chicken pox or have been immunized. If a student has had the measles or mumps, it is necessary to have the immunization date and a signed certification from a health care provider. If a student has not been immunized against rubella, it is necessary to have certification of a positive titer (blood test) from a health care provider. (This is waived for female students who have reached 11 years old.)

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Students who arrive late to school must be accompanied by an adult. Students and parents will check in with the school greeter than proceed to the main office to sign the student in.

Grade	NYS Assessments	Date
3, 4 & 5	English Language Arts	January 7th thru 11th
6, 7 & 8	English Language Arts	January 14th thru 18th
3, 4 & 5	Mathematics	March 3rd thru 7th
6, 7 & 8	Mathematics	March 6th thru 12th
4	Elementary Level Science	May 1st & 2nd
5	Elementary Level Social Studies	November 14th (Part I) November 15th (Part II)
8	Intermediate Level Science Performance Test	April 17th
8	Intermediate Level Science Written Test	May 7th
8	Intermediate Level Social Studies	June 3rd (Part 1) June 4th (Part 2)
8	Intermediate Level Technology Education	June 2008
K-12	NYS English as a Second Language Achievement Test (NYSESLAT)	May 2008

NYS Assessments

The NYS Education Department has developed assessments to evaluate the success of its programs and assess how well students are reaching higher standards across the State in grades three through eight. These assessments are designed to be administered over several days.

Assessments

Our students are evaluated on an ongoing basis. Teacher made tests provide immediate feedback to the teacher. Kindergarten and first grade students are given the McGraw-Hill Fox in a Box assessment. The DRA (Developmental Reading Assessment) is given to students in first and second grade. Second graders are also given the TerraNova assessments in May; this assessment gives us the opportunity to assess progress using national norms. New York State assesses all students in grades three through eight in ELA and Mathematics. The ELA assessments will be given in January. The Math assessments will be given in March. Teachers will use these assessments to assist them in diagnosing each student's strengths and weaknesses. Parents are reminded that results from these assessments are only one of the tools used to understand children's progress.

Grading Policy

Students are graded on classwork, homework and tests. Grades are averaged on a quarterly basis and reported with letter grades. Fifth through eighth graders will receive computerized report cards with numerical grade equivalents for the letter grades as follows:

97-100 = A+	87-89 = B+	77-79 = C+	65-69 = D
94-96 = A	84-86 = B	74-76 = C	< 65 = F
90-93 = A-	80-83 = B-	70-73 = C-	

Home Instruction

If a student is unable to attend school for an extended period of time due to a physical problem, home instruction is available. To receive home instruction, parents are to complete a request form which is available in the Principal's Office.

Activities for GGM Students

All County Music Festival
Art
Beginning Band
5/6 Band
7/8 Band
4-6 Chorus
7-8 Chorus
Jazz Ensemble

Junior National Honor Society
Math Counts
Modified Sports
Odyssey of the Mind
Problem Solving Club
Spelling Bee
Student Council
Talent Show
T.O.P.S. (Tuxedo Opportunity
Program for Students)

Assemblies

Assemblies are scheduled as part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide the opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are conscious of their audience. Be on your best behavior and follow directions from the staff at GGM.

Field Trips

During the school year, classes take trips for educational purposes. These trips are a regular part of on-going classroom instruction and, therefore, are considered a *valuable part* of our program. A permission slip that describes the trip must be signed by a parent/guardian and be sent into school prior to the trip. Parents should encourage students to take advantage of field trips. No one should stay home from school because one of his/her classes is going on a trip. If a student wishes not to go on a field trip, the student must attend classes that day. All students are expected to demonstrate appropriate behavior while on a field trip. Students are advised that all school rules of conduct apply while they are on a field trip.

Library Media Center

Students are encouraged to utilize the Library Media Center for school related assignments and recreational reading. All students are encouraged to follow the rules of the Center and be considerate of other students and materials. Improper conduct and/or vandalism of materials will be reported to the Principal and the student may be denied the use of the Library Media Center for a specified period of time.

Library materials may be circulated for a two (2) week period and renewed, if not on reserve. Reference materials are not to be removed from the library except for a limited reference collection which may be circulated overnight. For magazine circulation, please check with the librarian.

VISITORS

Visitors are welcome. In order to ensure the safety of all children, all visitors are required to sign in and out of the building at the greeter's station. After acquiring a visitors badge, the greeter will direct you to the appropriate location in the building. All visitors are required to comply with any conditions of visitation. Visitors not in compliance with these rules may be required to leave school grounds. School administration reserves the right to refuse visitation privileges at its discretion.

Student Visitors

Students wishing to have a visitor should report to the office a day prior to the day visitation and obtain permission from their teachers and the principal prior to the visit.

VOLUNTEERS

Volunteers play an important and valuable role in our schools. Students, teachers and administrators benefit directly from their time, talent, and resources offered. Effective schools are schools with a high level of parental involvement.

Volunteers are encouraged and welcomed at GGM. Opportunities for volunteering occur in the classroom, through activities and events, and as resource people. If you have a hobby or expertise that you would like to share with the students, please contact the building principal.



WEATHER/SAFETY RELATED CLOSINGS AND DRILLS

Due to recent concerns regarding the safety of students during severe weather conditions, the school will comply with state mandates by providing safety drills and emergency school closings when necessary. For updated information on school emergency closings, delays or other school information, please call 351-4786, extension 199. A listing of radio and television stations that post delays and cancellations is sent home with your child at the beginning of the school year.

Delays and closings are also posted on the Internet at www.cancellations.com, and the school district website: www.tuxedoschooldistrict.com

SUPPORT SERVICES

Our school has services of a psychologist, a school intervention specialist, counselors, resource teachers for math and reading, speech/language services, teachers and administrators to help support the needs of our students with special needs.

Crisis Intervention Team

The district has a strong counseling team that interacts with students and parents when problems arise. If a problem does arise, you may contact one of the following members of the Crisis Intervention Team:

Guidance Counselors

Mr. Frank Accetta
Mrs. Christine Oliva
Ms. Michelle Ruiz

School Administrators

Mrs. Dawn Cupano
Mrs. Barbara Geoghan
Mrs. Carol Lomascolo
Mr. Denis Petrilak
Dr. Patricia Tripken
Mr. Joseph P. Zanetti

School Psychologist

Dr. Cynthia Mott

Intervention Specialist

Mrs. Kelly Fosstveit

School Nurse

Mrs. Kathleen Habesland

SCHOOL AND PERSONAL PROPERTY

School Property

If you lose or damage property at any time during the year, you must pay for the materials. Any instrumental rental or book loss must be paid before the end of the year or your final report card may not be issued. This is your school, and we hope that your sense of pride will help you to keep it in top condition for safe use and enjoyment.

Personal Property

It is the responsibility of each student to keep his/her own personal property safe and secure. Valuables are best kept at home, or checked in at the Main Office if it is essential that you have them in school. Please be advised that school lockers and desks are considered school property and may be subject to search at any time. Since the school does not assume responsibility for lost or stolen personal property, students are urged to take special care to make themselves more aware about the security of their personal belongings.

Hall Lockers

Students may be assigned a hall locker at the beginning of the school year. It is the responsibility of each student to keep the lock combination confidential. Students are not allowed to go to their lockers during class time. The school does not assume responsibility for the contents of any locker. Valuables must be checked in the Main Office for safekeeping. All students are advised that school lockers are the property of the school and are subject to inspection at any time. Students are not to share their lockers. Students are responsible for the contents of their lockers.

Lost and Found

Please check the bins located in the cafeteria for most lost articles. Items found such as glasses, cameras, jewelry, watches and money should be brought to office for safe keeping.

Cell Phones/Electronic Communication Devices

Although the Tuxedo Union Free School District recognizes that cell phones or other electronic communication devices can be valuable and sometimes necessary communication tools, the use of such devices by students during the school day is often disruptive to the educational process and school operations. Therefore, students are not permitted to use cell phones or other electronic communication devices during school hours without the expressed permission of a school administrator or designee. Students are expected to turn their cell phones off before they enter the building and may not turn them on until dismissal. Violations may result in the confiscation of such devices. Subsequent violations will result in disciplinary action. If a student has an emergency or an extenuating circumstance, they may ask for permission to use the office phone. If a parent needs to contact a student during normal school hours, they are to phone the main office and arrangements will be made to ensure that contact is provided.

Electronic Devices

Students are not permitted to use laser pointers, Walkman, Discman, headsets, radios or video games during school hours. Visible devices such as earphones or related equipment will be construed as usage and may result in confiscation. Subsequent violations will result in disciplinary action.

CHARACTER EDUCATION PROGRAM

Philosophy Statement: The philosophy of The George Grant Mason School's Character Education Program is a proactive approach to educate students about their roles in society and produce responsible, respectful and caring citizens. We recognize the importance of educating the whole child and will strive to teach our students social skills that will provide them with opportunities to be successful in both hypothetical and real-life situations. Increasing competence in a variety of socially related skills will improve a child's self-concept and self-esteem. It is GGM's goal to enable all students to achieve success in school and to develop into contributing members of our society.

Character Building: Each school month will be devoted to building different aspects of character.

September
Safety/Self Awareness

February
Fairness

October
Respect

March
Forgiveness

November
Responsibility

April
Cooperation

December
Caring

May
Relationships

January
Honesty


June
Citizenship

Restorative Intervention: In order to ensure all children's success, GGM has developed a restorative approach to address inappropriate behavior. Students who do not respond positively to warnings and/or habitually demonstrate a behavior not conducive to proper school conduct may attend a Restorative Intervention School Program.

Lending Resource Library: The Lending Resource Library is located in the high school guidance office.

SCHOOL RULES AND PROCEDURES

All students at GGM are expected to follow to the rules and procedures for our school. The school rules will be posted in classrooms and throughout the building on a poster titled “Success for Life.” Specific procedures for students to follow will be posted in the common areas where they apply.

GGM  GGM

Success for Life

Be responsible:


- Follow directions the first time.
- Do your best work.
- Keep self and belongings in personal space.
- Tell the truth.

Be respectful:

- Work cooperatively.
- Raise your hand to speak.
- Use manners.
- Use appropriate behaviors.

Be caring:

- Use kind words.
- Value friendships.
- Help others to be their best.

GGM  GGM

Lunchroom Procedures

- Use inside voices
- Use appropriate table manners
- Clean the table
- Raise your hand to get out of your seat

Students are not permitted to take food or drinks outside of the cafeteria area. Students are not permitted to purchase food or drinks from the cafeteria except during the lunch periods. Students are not to bring food or drink outdoors or into their regularly assigned classes without the permission of their teacher.

Playground Procedures

- Stay in line walking to and from Circle Field
- Follow all directions of school personnel
- Line up when the whistle blows
- Play appropriate games

Consequences

First time the rule is broken	Warning
Second time the rule is broken	Benched for 10 minutes
Third time the rule is broken	Benched for the remainder of the period * Discipline slip issued to the principal
Severe Clause	Student sent to Principal Parents Notified

Athletic and Event Procedures

The behavior of students of the Tuxedo Union Free School District is important to the safety and enjoyment of all who attend sporting and other school events. All spectators are to be seated in the bleachers during a game. No one should be standing next to the bleachers while the game is in progress. It is expected that all spectators, student athletes and cheerleaders will exhibit the best qualities of sportsmanship while encouraging their team to excel. Abusive language, catcalls, or off-color statements directed at other fans, officials, athletes or coaches will not be condoned. No food or drink will be allowed in the gym. The use of confetti, signs, or noisemakers will not be allowed. Anyone who does not conform to these rules will be removed from the school facilities. Parents will be informed of any misconduct and the incident will be reported to the administration for further disciplinary action.

Fire Drill Procedures

Detailed instructions pertaining to fire drills are posted in each room of the building. It is essential to the safety of your own life that you remain completely silent and follow all instructions during the course of a fire drill:

1. At the first sound of the fire alarm signal, stop work, form the line for your room and pass quickly and quietly from the building by the route designated for your room. Windows should be closed, lights should be shut off and doors are to be closed. Teachers are to take attendance sheets with them.
2. Walk fast, but do not run. Take the stairs one step at a time. Keep lines straight and don't crowd.
3. Students should continue from the building and walk to the area designated by those in charge. Teachers will take attendance.
4. Students may not return to the building unless they have been given permission from those in charge.

Bus Procedures

The right of all students to ride on the school bus is conditional on their good behavior. Any student who violates any of these will be reported to the principal and shall be subject to disciplinary consequences.

1. The bus driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
2. Elementary students will have an assigned seat. They must stay in that seat at all times, unless requested by the bus driver to move. Students may not change their seat once they are seated on the bus.
3. Students must be at the bus stop five minutes before the scheduled arrival time of the bus.
4. Students are to wait on the sidewalk or side of the road, out of the way of traffic while waiting for the bus.
5. Students may not go ahead of others or push while on line.
6. Students may not open windows without permission. Students may not throw or place objects out of the bus windows/doors.
7. There will be no eating or drinking on the bus.
8. Students who write or make any marks on the bus, windows, or seats will be referred to the principal's office. Students are responsible for damages they directly or indirectly cause.
9. In winter, students should remove as much snow as possible from their clothing before boarding the bus. Throwing snowballs at buses or at any time is absolutely forbidden.
10. Students must obey all other rules and regulations of the Tuxedo Union Free School District. Failure to do so will result in disciplinary consequences.

No Smoking Policy

In accordance with Federal and State regulations, our school district is smoke-free. Smoking will not be tolerated anywhere on school grounds or in any school building by children or adults.

Harassment/Threatening Comments

All students should understand that they are responsible for his/her words and actions. To the extent that all forms of harassment (verbal as well as physical) are not conducive to a safe learning environment, harassment is strictly prohibited. Similarly, any comments or gestures (direct or implied) that can be reasonably understood to be threatening are strictly prohibited (and may be illegal).

Students who engage in harassment or threatening behaviors will be subject to disciplinary consequences and possible referral to police and/or other outside agencies. Those who feel that they have been the victim of harassment or threatening behaviors are encouraged to report any incidents to a building administrator for proper referral and/or disciplinary actions.

Fighting

Fighting is strictly prohibited anywhere within the school, on school grounds, at school related activities, and on school transportation. All students have an obligation to avoid physical confrontations. If it is determined that one of the students in a fight made every attempt to avoid it, the full burden of the disciplinary action will fall only on the student determined to be the aggressor. If neither student makes an effort to avoid the fight, both students shall be subject to discipline.

Hats and Other Head Attire

No hats, hoods, bandanas, sweatbands, do-rags or like attire are to be worn to school or worn during any part of the school day with the exception of headwear designed to keep the head warm on cold days and hats worn for religious/medical purposes.

DISCIPLINE PROCEDURES

It is the district's belief that students should be treated as people who can reasonably be expected to be responsible for their own behavior. The school administration will assist each student in this program of personal responsibility with rules of conduct, focusing on safety and respect for the rights and property of others, consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties.

An essential focus of the school is to educate students about their roles in society and to produce responsible, respectful, and caring citizens. To this end, we have compiled a list of school rules which enable our students to learn about acceptable and appropriate behaviors. Additionally, these rules help to prepare students for high school and beyond where rules and laws become more rigid and the social responsibilities of citizenship become more demanding.

Our focus on these school rules will change as each student moves onto the higher grades and is expected to accept greater responsibilities. From kindergarten through grade two emphasis is on the importance of school rules and also to learn about the consequences for not following them. At this level the emphasis is on educating students and nurturing them so that good behavior becomes routine.

By the time students reach the third grade, they are expected to understand what our basic School Rules are and abide by them. As students go through the third, fourth, fifth, sixth, seventh and eighth grades, they are held to high standards of behavior.

Teacher Disciplinary Measures:

- Warning/Referral to support services
- Time Out/Reflective Time
- Conference with student
- Loss of lunch and/or recess privileges*
 - For example:
 - Repeated missed homework assignments
 - Incomplete homework assignments
 - Inappropriate behavior
- Parent contact/conference

* Students who lose lunch privileges will eat lunch under the supervision of their classroom teacher.

District Code of Conduct

The following pages contain the District Code of Conduct. Please read through the information carefully so that you understand its expectations.