



Grandville Public Schools

EAST ELEMENTARY

2014-2015



PARENT & STUDENT INFORMATION HANDBOOK

PHONE: 254-6081

FAX: 254-6083

3413 30th St SW

GRANDVILLE, MI 49418

<http://ee.gpsbulldogs.edlioschool.com>

WELCOME

Dear Parents,

Welcome to East Elementary School! We are looking forward to working with you and your children this year. We extend a special welcome to our new students and their families.

This handbook is designed for parents and students with information about school policies and procedures. We ask that you read and discuss this booklet with your children.

Each family will receive one copy of the Parent Handbook. Please keep it near by and refer to it as needed. The newsletter sent home each month will also contain important information.

I encourage you to become actively involved in your child's education this year. If you have any questions or concerns, please call or stop in the school office. By working together, we can make this a wonderful year for your children.

Sincerely,
Troy Reehl
Principal

MISSION STATEMENT

We, the staff at East Elementary, are committed to TEACHING the academic and social skills that will enable all students to reach their potential as life-long learners. We believe optimal LEARNING occurs when challenging skill-based lessons are presented in a CARING environment. With our focus on TEACHING, LEARNING and CARING, we will form a partnership with our parents and community to provide educational opportunities for all.

EAST PARENT TEACHER COMMITTEE (P.T.C.)

The PTC is a coordinated effort between parents and teaching staff at East. Our goal is to enhance student experiences at East Elementary. The number one resource of this group is PEOPLE; people willing to give a little of themselves for the enrichment of our students and our school.

Reasons for being a part of the PTC will vary. Some will have time to donate. Some will have talents to donate, Some will have treasure to donate. All are needed to have a successful year at East Elementary. All ideas are valuable and the larger the group, the more diverse idea base we will have.

Being a part of the PTC is like having your finger on the pulse of the school. If you want to be a part of the decision – making process at East, if you want to see what can happen when dedicated parents come together to enrich the curriculum and support a safe and pleasant learning environment, please come in and sit with us. We want you here!

DAILY TIME SCHEDULE

8:25 Entry Bell
8:30 Tardy Bell
3:38 School Dismissal



ABSENCES

Aside from the fact that school attendance is compulsory by Michigan Law, at East we believe that regular school attendance is an asset to the learning process. On the day your child is absent from school, you **must** call the school office by 9 a.m., giving the reason for the student being absent. In the event you forget to call, one of the secretaries will attempt to contact you. Mornings are an especially busy time in the office. If you do not talk directly to a secretary, leave a message on the attendance line voice mail (**254-6118**) and they will retrieve it. The attendance line is available 24 hours, 7 days a week. Students arriving after the 8:30 starting time will be considered tardy, unless students are tardy due to a late bus.



Extended absences will require a doctor's note. Absences due to family vacations are discouraged, however, parents requesting "make up school work" for vacations must request the work at least 3 days before the student leaves. The teacher has the option of giving the "make up" work before or after the child's vacation. The student will have the length of time he/she was gone to complete the assignments. Example: A student is gone for 5 school days, so he/she has 5 school days after

he/she returns to make up the work. The teacher can use his/her discretion to make other accommodations in a particular situation. Excessive absences or tardies are referred to KISD for truancy proceedings.

Any communicable disease, such as head lice or chicken pox, must be reported to the school. Grandville has a “No Nit Policy” in relation to head lice. This means that children are not allowed in school with eggs in their hair and children are sent home if eggs are found on periodic class checks.

Please do not send your child to school if he or she has sniffles, a cough, a fever, stomachaches or headaches. Please be sure your child is “fever free” without medication for 24 hours before they return to school. Children are in close contact with each other and as a result do pass colds, viruses, etc. back and forth. A good rule to follow is: if your child is well enough to play outdoors and take part in normal school activities, he or she is well enough to come to school. Your cooperation in this matter is greatly appreciated.

ACTIVITIES

Students will be involved in field trips, fun nights, assemblies, school parties, etc. It is our intention to keep the parents notified of these activities and the requirements for participation in such activities well in advance of the scheduled date.

ARRIVAL PROCEDURES

To ensure the safety of all our students the following entrance procedures should be followed:

1. Students should arrive at school **AFTER 8:10A.M. and BEFORE 8:25A.M.**
2. Please use the student drop off zones located along the drive west of the school. (see map page 22)
3. All students should go directly to the playground where they can enjoy supervised play or stand in line quietly at their grade level entrance. **Students should not enter the building before school starts.**
4. The school will be open to students for breakfast in the gym at 8:10 am. Enter through the gym doors after permission from the playground supervisor.
5. At the sound of the entry bell, students will line up; K-3 at the door near the gym, grades 4-6 at the door near the 6th grade classes. They will enter the building and proceed to their classrooms at the direction of the playground supervisor.

In case of rain, students will enter through the gym doors and stand/sit quietly with their grade level peers in the gym until the entry bell rings. They will then be dismissed to class by grade level.

BICYCLE GUIDELINES

Students may ride their bicycles to school on good weather days. Bicycles must be placed in designated racks during school hours. For



security reasons, we recommend that bicycles be locked at all times. The school cannot assume responsibility for loss or damage to bicycles ridden to school. It is recommended that students always wear a helmet when riding a bicycle.

BREAKFAST PROGRAM

Breakfast is offered at East beginning at 8:10 am in the gym. It can be paid in cash or charged to your child's hot lunch account.

BULLYING AND VIOLENCE PREVENTION POLICY

The East Elementary staff have all been trained in a research based approach to bully, aggression and violence prevention. In our ongoing attempt to address and eliminate bullying and aggressive behavior in our school, we have created the following definition of bullying and aggression:

Any behavior witnessed by staff or reported by students and verified by teacher/administrator investigation will be handled according to our school building rubric – which is located at the back of this handbook.

BIRTHDAY TREATS AND INVITATIONS

Children often bring “treats” for the room when it is their birthday. It is the policy of the school district that no food prepared at home may be consumed by the students at school parties, picnics, etc. during school hours. Wrapped candies and baked goods purchased from a commercial establishment are permitted. Students are discouraged from passing out private birthday party invitations at school unless they are inviting the entire class.

BUS CONCERNS

Any concerns or problems with the busses can be addressed by contacting the Transportation Department. The phone number is 254-6530. Those students who ride the bus will be expected to ride it in the morning and at the end of the day. Students may NOT ride any bus other than their assigned bus. Requests for friends to ride home on different busses will not be honored. We ask parents to instruct their children of the following rules in addition to those that they would receive from the bus driver:

1. Be on time and board the bus in an orderly manner.
2. Students must share seats, remain in them and face forward.
3. Keep voices quiet. No shouting, screaming, singing or whistling can be allowed.
4. No fighting, arguing, pushing, hitting or kicking.
5. Keep all parts of your body, and all objects, inside the bus.
6. No profanity, smoking, spitting or throwing of objects.
7. Keep the aisle clear at all times. Band instruments and book bags are to be held on lap.
8. No food, candy or drinks should be consumed while on the bus.



9. Follow driver's instructions for crossing after leaving the bus.
10. No harmful or illegal objects on the bus.
11. Do not litter, write on, or damage the bus in any way.
12. The emergency door is to be used for emergencies only.
13. Students ARE NOT ALLOWED to ride any bus except their assigned bus.
14. All school rules apply on the bus.

CHAIN OF COMMUNICATION

If you have any concerns about your child, please talk with the teacher. Issues which are not satisfactorily resolved with a teacher may then be addressed with the principal.

CODE OF CONDUCT

Grandville Public Schools Code of Conduct is available as a separate link off of our school's website. The Code of Conduct contains detailed information on school discipline policies, expectations, and consequences. Please take a moment to read it carefully.

At East Elementary the Code of Conduct for student's behavior is summarized below:

The Code of Conduct should be followed at all times throughout the school day. School rules are written to assist students in following the Code of Conduct and to ensure the safety of everyone. Students who do not follow these guidelines will have a consequence as outlined on pages at the end of this handbook.

COMPUTER/ACCEPTABLE USE POLICY

The Grandville Public Schools strongly encourages the use of technology among the students and staff at East Elementary School. The use of technology supports and enhances the curriculum. Such use, however, is a conditional privilege. Students in Grandville Public Schools are provided access to the district's electronic communication system, which includes internet usage. An *Acceptable Use Policy* agreement form is distributed annually. Before a student is granted permission to use school technology, parents/guardians and the student must sign and return this form, agreeing to adhere to district policies. Students violating acceptable use policy are subject to disciplinary measures and may lose computer access and privileges.

DISMISSAL PROCEDURES

To ensure the safety of all of our students the following dismissal procedures should be followed. Each class will line up in their classroom.

1. When the dismissal bell rings, students that ride a bus will be escorted to the front door of school by a teacher. Students who are car riders will be escorted to either the north exit (grades 4-6) or the west door near the gym (grades 1-3).
2. Older brothers or sisters picking up younger siblings will meet them at the designated area after dismissal . For their safety, children who walk or ride bikes home from school are to leave the school grounds promptly and go directly home.
3. Our expectation is that a student will take his/her normal mode of transportation (ie. Bus, parent pick-up) home each day unless we have received written parent permission.
4. Those picking up a student before school is dismissed for an appointment or to go out to lunch **must sign them out in the school office and wait there while the secretary contacts the child's classroom.**

DRESS AND APPEARANCE

All students are expected to be dressed neatly and appropriately. Label all personal items such as lunch boxes, school bags, backpacks, sweatshirts, jackets, boots and mittens/gloves. The following items serve as a minimum guide to acceptable dress for Grandville Schools' students.

Skirts and shorts must be appropriate in length (mid-thigh on down).

1. Pants worn too low that expose undergarments (sagging) or excessively large clothing is not permitted. Pants must be worn at the waist and belts must be fastened at the waist.
2. Shirts and shoes must be worn at all times.
3. Any top which exposes a midriff/belly or undergarments on persons of either gender is unacceptable. Other shirts or tops not allowed include tube tops, halter tops, or shirts with "spaghetti straps."
4. Any clothing which makes reference to drugs, alcohol, cigarettes or sex is not permitted.
5. Clothing which contains any sign, symbol or logo which has become synonymous with any gang or cult is not permitted. This includes messages that are offensive to others or use vulgar or inappropriate language.
6. Headgear (hats, caps, scarves, sweatband, etc.) may not be worn in the school building except on specifically designated days.
7. Clothing, forms of dress, hairstyle or adornment (including make-up, perfume or cologne) that interferes with the normal operation of the school, or draws attention to oneself in a manner that may be disruptive or negative to the educational process, are not allowed.

Parents will be contacted if students need a change of clothes.

DRILLS

Fire, severe weather and lock-down drills will occur throughout the school year. The drill practice is necessary to ensure the safety of everyone in the event that a real emergency occurs. Teachers and administrators will explain drill procedures to students and directions for the drills will be carefully worked out through repetition.

ELECTRONIC DEVICES

Students should NOT bring electronic games, MP3 players, BlackBerry's, i-pods, radios, DVD, CD, tape players or cell phones to school unless authorized on designated days by the teacher. The school is not responsible for any lost, stolen, or damaged personal items.

EMERGENCY SCHOOL CLOSING

In the event that school is not going to be in session due to an unexpected emergency or inclement weather, announcements will be made on the following radio stations: WOOD, WCUZ, WTWN, WGRD and TV stations WZZM AND WOTV by 6:45 a.m. If there is ever any question, please tune to one of these stations.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent believes are inaccurate.
Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
On exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or

support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. This includes a student's disciplinary record including any suspension or expulsion action against the student.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

FIELD TRIPS

Field trips are taken by classrooms throughout the year and are intended to be an extension of a classroom activity. Field trips are partially funded through PTC fund raisers and the building budget. For some field trips, students are asked to pay a portion of the cost. No student will be denied the opportunity to participate in a field trip because they are unable to pay the requested fee. Permission slips will be sent home prior to the trip along with information as to the date, time and destination. You may be asked to help supervise on some of these trips. We will make every effort to give as many different parents as possible a chance to chaperone the various field trips.



FRIDAY FOLDERS

We will try to send all notes, lunch menus and teacher newsletters home on Friday in your child's Friday Folder. The classroom teacher will notify parents if these folders will be sent home on a day other than Friday. The schools' newsletter will go home near the last Friday of each month.

HEARING AND VISION TESTING

Kindergarten students are required to have hearing and vision testing done before starting school. Hearing tests are done during the school year for grades Kdg, 2 and 4. Vision testing is done for grades 1, 3 and 5.

ILLNESS/INJURY AT SCHOOL



In the event your child should become ill or injured at school, every effort will be made to contact you or the emergency number indicated on your enrollment forms. For minor bumps, bruises, skinned knees & elbows, etc., we will administer lots of TLC (tender loving care). However, we do not administer aspirin or any other medications unless we have a doctor's note to do so. If your son or daughter has any health problems (allergies, asthma, etc.) that we should be aware of, please let us know as soon as school begins and make sure this information is on emergency forms each year.

If your child is sent home early with a fever over 100°, he/she should not return to school until they have been fever-free for 24 hours without the help of medicine.

INSURANCE

The school does not have health or accident insurance to cover injuries at school. Payments for any injuries would have to be paid for through the parent's health insurance, or the health insurance plan that is offered by the school district to parents at the beginning of the school year. This health insurance plan must be purchased when school starts. Forms will be sent home.

The school district does not have insurance to cover the loss of personal equipment such as band instruments, clothing, athletic equipment, radios, or anything of a personal nature that an individual may bring to school. Students who bring these items should take precautions to see that these items are properly cared for and do so with the understanding that any loss of such equipment would have to be covered by the parent's homeowner's insurance.

LEGAL ISSUES

Be aware of the following legislation:

1. Students are prohibited from bringing any weapons or other dangerous items onto school property. (Firearm, dagger, knife with blade over 3 inches, pocket knife opened by a mechanical device, iron bar, brass knuckles,...)
2. Verbal assault will not be tolerated. Verbal assault is any statement or act, oral or written, which can reasonably be expected to induce in another person a fear of danger of bodily injury or harm.
3. Sexual harassment is prohibited by school employees and pupils.
4. Use of school computers and other electronic media is a privilege. No expectation of privacy exists for users of such media.



LIBRARY

Students will have the opportunity to check books out with the librarian to assist the student. We ask for parent cooperation to have the students return the books in one week. A child may check another book out when each book is returned. If a book is lost or damaged, the student is responsible for the cost of the replacement.

LOST AND FOUND

Lost and found boxes are located in the lobby. Your child may check for any lost articles.



Parents may also come in and check for missing items. All items including coats, hats, boots, and gloves, lunch boxes, etc. should be labeled with your child's name.

LUNCHROOM RULES AND PROCEDURES

1. Students must be quiet and polite at all times. General noise must be kept to an acceptable minimum.
2. Students are not to leave their seats for any reason unless authorized by an adult. They should raise their hand if they have a question or problem.
3. Students are responsible for taking care of and properly disposing of all materials before they are excused.
4. Students must always demonstrate proper respect for the lunch supervisors and hallway monitors.
5. All food and drinks must be consumed in the lunchroom.

MEDICATIONS

Elementary school students may not self-administer medications at school. If a child is to receive any medication during the school day, the parent or guardian should bring the medication and the doctor's signed instructions to the school office. Never send medication with your child.

1. Prescription medication containers will carry the pharmacy label with the patient's name, doctor's name, name of medication, dosage and instructions.
2. All medications will be accompanied by a letter of instruction and authorization signed by the parent. Forms are available from the school office. A letter written by the parent is acceptable provided the necessary information is included. Written instructions from a physician are required in cases of long term medication, i.e.: Ritalin. The instructions will contain, as a minimum:
 - a. Name of medication
 - b. Dosage and time to be taken
 - c. Estimated time for administration
 - d. Possible side effects



3. The above instructions will be kept by the person responsible for giving the medication with a copy in the school office.
4. The medication will be kept in a safe place in the school office which is convenient to the adult administering the medication but not accessible to students.
5. The school principal may designate an adult employee to administer the medication. The medication will be administered in the school office. The designated adult may be a teacher, school secretary, or aide. The designated adult will insure that the medication is taken in accordance with the written instructions and pharmacy label. Such designated adult, when acting within the scope of his/her instructions, will be considered an agent of the principal for purposes of legal authority and responsibility.

MONEY

If money is being sent to school, an envelope needs to be marked with the child's name, what the money is for, and teacher's name and grade.

PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are held in the fall and in February of each school year. These conferences are held by appointment and you will be notified well in advance of your appointment time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and hopefully to you as well. Please make appointments with a teacher for any special conference in advance by calling or writing a note to the teacher.

PARKING

Parking is available in the lot west of the school and playground during the school day. Please do not park along 30th St in the areas designated for bus pick-up and drop-off. Student pick-up and drop-off by car is located west of the school building by the playground. **Please do not park on the west (left) side of the driveway.**

PARTIES/TREATS

Traditionally, there are three room parties each year: Halloween, Christmas, and Valentine's Day. The PTC collects \$3.00 per student (\$1 for each party) for activities and refreshments. Please remember that it is the policy of the school district that **no food prepared at home** may be consumed by the students at school parties, picnics, etc. during school hours. Wrapped candies and baked goods purchased from a commercial establishment are permitted.

PLAYGROUND GUIDELINES

Students at East Elementary are expected to be positive role models for others to follow at all times. With regard to behavior at school, students should know and practice keeping hands and feet to themselves, listening carefully, following directions, working quietly, walking (not running in hallways), being kind, being polite, being helpful and honest, and taking care of school property. We take the issue of a productive, safe learning environment very seriously. School rules as well as playground, lunchroom, and individual room rules will be discussed at length with students at the beginning of the school year.

Rules on the playground are consistent with our Code of Conduct. Students will:

Get their things and go directly outside when dismissed for recess.



1. Enter and exit specified doors closest to classroom.
2. Enter school only with permission from the supervisor during noon recess.
3. Report any problems to the supervisors.
4. Show respect for others and follow directions of supervisors.
5. Leave dangerous objects alone.
6. Show pride in school by keeping the grounds free of litter.

7. Eat indoors - **no food** on playground.
8. Settle differences peacefully.
9. Have a written note from a parent/guardian before leaving school grounds at recess.
10. Please have proper clothing for conditions. (snow pants and boots are required for being in the snow)
11. Help put playground equipment away at the end of recess.

For safety reasons parents/guardians are asked to check into the office before coming onto the playground.

The following is **not allowed** on the playground:

“King of the Mountain”

Cherry drops or “chicken” on monkey bars

Use of ropes (except for jump-roping)

Throwing snowballs, stones, sticks, etc.

More than one person on a swing

Riding bikes on school property

Radios, skate boards, roller skates, roller blades

Electronic devices, cell phones



Playing around cars

Tackle football

Use of baseballs

Scoters

Trading Cards

Climbing trees/poles

“Heelies”

RECESS

Our policy is that all students go outside for recess. It is assumed that the students who are too sick to go outside at recess time would benefit by staying home. If there are extenuating circumstances, a doctor’s note will be required for a child to stay indoors. On days when weather is extremely cold or rainy, recess breaks are shortened or held indoors. When temperature is -10° or below recess will be held indoors. Please make sure that your child is dressed appropriately to play outside in all weather.

REPORT CARDS

Report cards are distributed each trimester – three times a year.

Trimester end dates for this year are: November 22, March 2, and June 6.

STUDENT SUPPORT TEAM (SST)

Should the teacher or parent have academic or other concerns about a student, we will bring that student to a SST. This is a meeting of building professionals (such as teacher, administrators, psychologist, speech & language pathologist, resource room teacher, previous teacher, social worker, occupational therapist) who work together to address the concerns and develop a plan to meet the needs of the child. This may or may not include testing for special education services.

TAKE THE CHALLENGE

East Elementary is participating in the media awareness and screen turn-off program called ***Take the Challenge – Take Charge*** in 2011-12. Originally developed by Stanford University, this program includes lessons in reading, writing, social studies, and mathematics that will help students understand the issues that arise from spending too much time watching TV and playing computer / video games. Our students will participate in several activities to help them be aware of their electronic media habits and to make better choices. The main objective of the program is to reduce the amount of time children spend watching television and playing computer / video games and to replace that time with positive, healthy, family friendly alternatives.

TARDIES

Another important component to attendance is being on time. Please make every effort to have your child to school by 8:30 a.m.. If your child arrives after 8:30 a.m., they must report to the office to pick up a tardy slip before they will be allowed into class.

TELEPHONE/ADDRESS CHANGE

Please notify the school immediately if there is a change in your telephone number, address, child care, or person to contact in an emergency. This information is very important in case your child becomes ill or injured and we need to contact you. Please contact the school by phone or by note when or if you move from the area. The teacher and school secretaries need to be notified of your new address, school to be attended and date of leaving so our records can be accurate and forwarded to the new school.



TELEPHONE CALLS

A secretary is on duty from 8:00 to 4:30. Calls for teachers should be made to the teacher's direct line. During school hours messages will be taken for students (unless it is an emergency) and forwarded at a convenient time. Students are discouraged from using the telephone except for emergencies.

VISITORS

ALL visitors **MUST** report to the office when they arrive at the building. We have a binder in the office where you are asked to sign in if you are attending a meeting or volunteering. Please pick up a visitor's sticker to wear while in the building.

VOLUNTEERS

In an effort to do our best to insure the safety of our students at East, we require a criminal background check on all adults volunteering for an event or activity. The teacher will send the form home at the beginning of the year or provide a form when necessary.

WEATHER

In the event of a tornado/severe weather warning we will keep all students in school, away from windows and near an inside wall, even if the warning is in effect at dismissal time. It is a Board of Education policy that dispersal of pupils by bus or foot would be too dangerous.

At any time, parents may pick up their OWN children. We must have written authorization from parents if other adults will pick them up. Please **DO NOT** call the school during a tornado watch or warning except in a most serious emergency. It is a time when the teachers, principals and building secretaries are already fully occupied.

EAST ELEMENTARY SCHOOL RULES

"Where Teachers Teach, Children Learn and Everyone Cares"

In order to comply with guidelines established by recent court cases because of accidents before, during and after school hours the following school rules have been written. These rules have been read to the children by their classroom teachers and posted in each of the classrooms.

The purpose of this notice is to inform each parent and ask for your cooperation in encouraging your child to follow our school rules. In doing so everyone will have a safe and happy school year.

1. Students who do not ride the bus should not come to school until 8:20 a.m. when safeties go on duty. Once they arrive at school they should go directly to their classroom. (Whether they go to the playground will be left to the discretion of their teachers)
2. Students must not throw any type of projectiles (stones, sticks, snowballs, ice, sand, dirt, etc.) except softballs, volleyballs, basketballs and playground balls.

3. It is against the law to bring weapons such as guns or knives to school. Students that do so will be expelled from school. IT'S OUR STATE LAW.
4. Students must not play rough, trip, knock down, jump on or fight with others. Walking away from a fight and helping friends not to fight should be encouraged for the safety of our students.
5. Students must always obey playground supervisors, teachers, bus drivers and other school personnel.
6. Students should not leave the school during the day unless the teacher or school secretary has authorized them to do so.
7. Students should never push technology equipment that is mounted on carts in the hallways or classrooms.
8. Once school is dismissed students who walk home should leave school immediately. Bus riders that wait for their bus should obey school rules and be cautious while waiting near the road.

Our experience has been that the safety of our children is greatly enhanced when the home and school work together. Will you please go over the rules with your children because it is important that they understand and follow each of them.

Thank you for your cooperation.

Troy Reehl
Principal

EAST ELEMENTARY BEHAVIOR REPORT

Student Name:	Date:	Time:
Referring Adult:		Grade/Teacher:
Where The Behavior Occurred:		
Classroom	Hallway	Bathroom
		Playground
		Lunchroom
Bus	Arrival/Departure	Other _____
Please check appropriate box and circle all concerning behaviors:		
Level 1:		
“Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power.		
Level 2:		
Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, spitting or other behavior that would hurt others’ feelings, written or spoken.		
Level 3:		
<input type="checkbox"/> Physical contact – intimidation, pushing, shoving, grabbing, tripping, etc. <input type="checkbox"/> Verbal or other intimidation – threats of physical or emotional aggression, planned exclusion, etc. <input type="checkbox"/> Personal/school property – disrespect of personal/school property <input type="checkbox"/> Refusal/defiant behavior directed toward an adult – arguing, backtalk, refusing to follow directions, name calling, walking away while staff is talking to student		
Level 4:		
<input type="checkbox"/> Physical contact intending to or resulting in injury – hitting, kicking, fighting, and similar behavior that risks injury to others <input type="checkbox"/> Intimidation – ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. <input type="checkbox"/> Personal/school property – stealing or destruction of personal/school property		
Comments (please be specific)		

FOR CLASSROOM TEACHER USE ONLY

	1 st Offense	2 nd Offense	3 rd Offense
Consequences: <ul style="list-style-type: none"> <input type="checkbox"/> 15 second intervention (warning) <input type="checkbox"/> Student/principal contact parent <input type="checkbox"/> Reflection form completed <input type="checkbox"/> Opportunity for apology/to make it right <input type="checkbox"/> Detention at recess ___ 1 day ___ 2 days ___ 3 days ___ 4 days <input type="checkbox"/> Conference with parent(s) <input type="checkbox"/> In School Suspension ___ ½ day ___ 1 day ___ 2 days ___ 3 days <input type="checkbox"/> Out of School Suspension Date(s): _____ <input type="checkbox"/> Police Notification ___ possible ___ probable ___ definite 			Teacher Signature _____ Principal Signature _____ Parent Signature(s) _____ _____

Behavior	1 st	2 nd	3 rd
<p>Level 1</p> <ul style="list-style-type: none"> “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power. 	<ul style="list-style-type: none"> 15 second intervention Staff Documentation Warning 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Possible parent contact 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Student/admin contact parent Detention at recess Reflection form completed
<p>Level 2</p> <ul style="list-style-type: none"> Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, spitting or other behavior that would hurt others’ feelings, written or spoken. 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Possible parent contact Possible detention at recess Opportunity for apology/make it right 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Student/admin contact parent Detention at recess Reflection form completed Opportunity for apology/make it right 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Student/admin contact parent 2 detentions at recess Reflection form completed Opportunity for apology/make it right
<p>Level 3</p> <ul style="list-style-type: none"> Physical contact – intimidation: pushing, shoving, grabbing, tripping, etc. Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. Personal/school property: disrespect of personal/school property. Refusal or defiant behavior directed toward an adult: arguing, backtalk, refusing to follow directions, name calling, walking away while staff is talking to student. 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Detention at recess Student/admin contact parent Reflection form completed Opportunity for apology/make it right 	<ul style="list-style-type: none"> 15 second intervention Staff documentation 2 detentions at recess Student/administrator contact parent Reflection form completed Opportunity for apology/make it right 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Student/administrator contact parent Reflection form completed In-school suspension for remainder of the day or parent called to pick up student Possible 1 – 3 day OSS
<p>Level 4</p> <ul style="list-style-type: none"> Physical contact intending to or resulting in injury: hitting, kicking, fighting, and similar behavior that risks injury to others. Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. Personal/school property: stealing or destruction of personal/school property. 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Student/administrator contact parent ISS or OSS for the remainder of the day, possible 1 – 3 additional days Parent/administrator conference Possible police contact 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Parent/administrator conference Behavioral Intervention Plan 1 – 5 day OSS Possible police contact 	<ul style="list-style-type: none"> 15 second intervention Staff documentation Parent/administrator conference Up to 10 day OSS Possible referral for long term suspension/expulsion Possible police contact

ISS = In School Suspension
OSS = Out of School Suspension

Note: Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include any above category based on the circumstances, severity, and/or previous disciplinary profile. Students violating behavior offenses may be placed on an individual plan with additional consequences.

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