

Dear Parents and Students,

Welcome to the Greenfield Elementary family and the “World’s Greatest School!” This student/parent folder is intended to better acquaint you with the policies and organization of our school. Please read through it with your child carefully and keep it in a handy location as a reference for any questions you may have in the future.

Our staff is dedicated to helping all children reach their fullest academic and social potential. The elementary grades are extremely important in building a strong foundation of learning to ensure your child’s future success. We encourage you to become actively involved in your child’s experience here at Greenfield Elementary.

If you have any questions regarding your child’s education, please feel free to stop by our office or contact me at 981-3241.

Bob Schumm, Principal
Lindsay McNeal, Asst. Principal

MISSION STATEMENT

Our Mission is to nurture and develop positive self-esteem, self-discipline, and responsible citizenship in all students **so they will attain their highest academic potential.** We will modify instructional strategies and incorporate community resources to help meet individual student needs. As educators, we will create a positive school environment that promotes parental involvement to foster a love of lifelong learning.

BELIEF STATEMENTS

WE BELIEVE:

1. Every child can learn when parents and the educational community work together to address individual needs according to his/her potential.
2. High expectations are set for our students, and we encourage all students to set goals to reach his/her fullest academic potential.
3. We create a positive learning environment where all students can learn.
4. We nurture and help develop self-esteem in our students.
5. Parents play an important role in their child’s development and we must promote their involvement.
6. Everyone must be treated with honesty, dignity, and respect.
7. Communication with parents and the community is essential for effective learning.
8. We must nurture, promote, encourage, and instill in each child to accept responsibility for his/her own actions, both academically and behaviorally.

GES MISSION STATEMENT

Greenfield Elementary School
Educates and prepares
Students to be productive citizens

GREENFIELD ELEMENTARY SCHOOL IS A POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) SCHOOL.

What is Positive Behavior Intervention and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBS at our school?

We have adopted a unified set of expectations. These expectations define our desired culture for our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first six weeks school. Our unified expectations, found in every classroom and non-classroom setting in the school, are as follows:

 GREENFIELD ELEMENTARY CAFETERIA VOICE LEVEL: 0-1 CLASSROOM VOICE LEVEL: 0-2 HALLWAYS/RR VOICE LEVEL: 0 PLAYGROUND VOICE LEVEL: 0-4				
P PRIDE	<ul style="list-style-type: none"> CLEAN UP AFTER YOURSELF GET ALL THINGS NEEDED THE FIRST TIME THROUGH THE LINE 	<ul style="list-style-type: none"> BE AN ACTIVE LISTENER STAY ON TASK 	<ul style="list-style-type: none"> RETURN TO CLASS QUICKLY BE RESPECTFUL OF OTHER'S WORK 	<ul style="list-style-type: none"> BE A PROBLEM SOLVER PLAY WITH EVERYONE
A ATTITUDE	<ul style="list-style-type: none"> USE GOOD TABLE MANNERS SITTING VOICE LEVEL: 0-1 STANDING VOICE LEVEL: 0 	<ul style="list-style-type: none"> WAIT TO BE CALLED ON TO SPEAK TREAT OTHERS THE WAY YOU WANT TO BE TREATED 	<ul style="list-style-type: none"> SMILES AND SILENT WAVES ALLOW FOR PRIVACY OF EACH PERSON 	<ul style="list-style-type: none"> USE POSITIVE AND APPROPRIATE LANGUAGE AGREE ON RULES BEFORE A GAME
W WISE CHOICES	<ul style="list-style-type: none"> MAKE HEALTHY CHOICES USE TIME TO EAT WISELY EAT YOUR OWN FOOD 	<ul style="list-style-type: none"> BE HONEST RESPECT OTHERS' THINGS FOLLOW DIRECTIONS 	<ul style="list-style-type: none"> WALK SILENTLY CLEAN UP AFTER YOURSELF USE WATER AND SUPPLIES WISELY 	<ul style="list-style-type: none"> LINE UP AT THE FIRST SIGNAL KEEP HANDS AND FEET TO YOURSELF
S SAFETY	<ul style="list-style-type: none"> WALK IN LINE STAY SEATED UNTIL DISMISSED 	<ul style="list-style-type: none"> MAINTAIN PERSONAL SPACE USE MATERIALS APPROPRIATELY WALK 	<ul style="list-style-type: none"> TRAVEL ON THE RIGHT KEEP HANDS & FEET TO YOURSELF MAINTAIN PERSONAL SPACE 	<ul style="list-style-type: none"> USE EQUIPMENT APPROPRIATELY REPORT ALL PROBLEMS TO THE NEAREST ADULT

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students following the expectations in a positive manner, we do the following when teaching academics and behavior:

Constantly teach and refer to our school-wide expectations.
Provide students with more praise than correction.
Talk to students with respect using positive voice tone.
Actively engage everyone in the class during instruction.
Use pre-correcting, prompting, and redirecting as we teach.
Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system of logical consequences that include (but are not limited to):

Reminder
Time out or walking ticket
Parent contact
Principal's office
Individualized instruction
Out-of-school suspension
Time out in office
Mediation
Other administrative decision

If you have questions about Positive Behavior Support, please feel free to contact your child's teacher.

ADMISSION

When entering a child into school, you must have his or her birth certificate, a current inoculation record, his/her social security card, and proof of residency. If you have custody, this proof of custody must be on file with us. If your child is enrolling from another school, the previous school address will be needed. You will then sign a "release of records" form so the previous school will release your child's records. Remember that all bills from the previous school must be paid.

ARRIVAL TO SCHOOL

All students in grades PS-5 are asked to arrive upon the school premises no earlier than 8:30 a.m. School starts promptly at 9:00 a.m. The school's responsibility begins at this time and ends when the child leaves the school property immediately after dismissal.

ATTENDANCE POLICY (District Policy)

Under the Ohio compulsory school attendance law (Ohio Revised Code 3321) children between the ages of six (6) and eighteen (18) must attend school. A child under six years of age who has been enrolled in kindergarten also shall be considered of compulsory school age per Ohio Revised Code. The Greenfield Exempted Village School District believes success in school is directly related to attendance and has

adopted policies to encourage and reward good attendance. Ensuring good attendance will require a strong partnership between the district and the parent(s). This policy spells out the district's student attendance expectation and procedures for absences.

Attendance is important to us:

The Greenfield Exempted Village School District requires that students enrolled in the District attend school in accordance with the laws of the State. The State of Ohio also ranks school districts on their attendance rate. One of the indicators of an excellent district is a 93% or higher attendance rate. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation to maximize its effectiveness.

Excused Absences

* Absences from school that may be excused are:

- Personal illness (parental note)
- Doctors, Dentists, etc. appointments (doctor's note)
- Death of a member of the immediate family (parental note)
- Observance of a religious holiday (parental note)
- Other circumstances as pre-approved by the principal or designee

Expectations from Parents:

Parents are expected to notify the school of their child's absence on the first day of the absence. The parent should call the child's school the day of the absence and send a signed and dated note stating the reason for the absence on the first day the child returns to school. Notes for excused absences will not be accepted if they are not submitted within three (3) school days of the child's return to school.

Actions Taken by the District For Excessive Absences (excused and unexcused):

We believe that school attendance is extremely important to the success of all children in this district.

Keep in mind the new attendance policies for Ohio that are required by law. A student is identified as "habitually truant" in the following scenarios:

- Absent 30 or more consecutive hours (equivalent to approximately 4 ½ days) **without** a legitimate excuse;
- Absent 42 or more hours (equivalent to approximately 6 ½ days) in one school month **without** a legitimate excuse; or
- Absent 72 or more hours (equivalent to approximately 11 days) in one school year **without** a legitimate excuse.

The new policy also identifies students as "excessively absent" in the following scenarios:

- Absent 38 or more hours (equivalent to approximately 6 days) in one school month **with or without** a legitimate excuse; or
- Absent 65 or more hours (equivalent to 10 days) in one school year **with or without** a legitimate excuse.

Students deemed “habitually truant” or “excessively absent” will initiate the formation of an Absence Intervention Team (AIT), which requires the parent’s attendance and participation to develop a plan for improving the student’s attendance.

Student Vacation Policy

Students are required to complete a vacation policy application if they are going to be out of school for three (3) or more days. This application must be picked up in the office, signed by the parent and student, and submitted to each of the student’s teachers for the listing of assignments. The completed form, with each teacher’s signature and assignments listed, must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. Be aware that vacation days are included in the total number of days absent. Students are discouraged from taking vacations during exam days. However, if it cannot be avoided, it is the student’s responsibility to set SPECIFIC alternate times, with each teacher, to take the exam. In no case will a student have more than three (3) school days to make-up the exam after returning from vacation.

Tardies

We ask parents to make punctuality a priority. The first few minutes of the school day are very important as tardiness disrupts classroom teaching and learning. Students are discouraged from leaving early as the last few minutes of the school day are devoted to instruction, review of homework assignments and announcements. If it is necessary for the child to arrive late or leave early they must report to the office to be signed in or out by the parent. A tardy will only be considered excused if a professional note is provided within 3 school days for the time missed. Students who are habitually tardy may have to make up class time during recesses.

ATTENDANCE PROCEDURES

Parents are asked to observe the following procedure.

1. If your child will be absent from school, please call the school on the day of absence to verify that the child will be absent from school on that day, or for a specified time.
2. Please make these calls to the Greenfield Elementary before 9:30 a.m. Our office is located in the General Duncan McArthur building (937-981-3241).
3. Your message may be left on voice mail prior to the start of school.
4. Parents who do not report student absences will be notified by telephone or mail.
5. All children arriving late to school must have their parent sign them in at the Greenfield Elementary office prior to going to classroom. Any child leaving the school premises prior to dismissal for an appointment, illness, or in an emergency must have a parent or guardian sign them out in the school office.

Students with perfect attendance and no tardies, partial absences, or early dismissals will receive a ribbon after each grading period and at the end of the year will receive a certificate and medallion for their accomplishment.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

No student shall harass, intimidate or bully (including by electronic means) another person. A student(s) that engages in this type of behavior will be subject to disciplinary probation (minimum of 30 days) and suspension (O.S.S.) from school.

The Board will not tolerate any gestures, comments, threats, or actions which cause bodily harm or personal degradation. This policy applies to all activities in the district including activities on school property, on a school bus and where students are under the schools control. These behaviors include but are not limited to the following:

- Using electronic means to harass another person,
- Making a false report regarding an incident or person,
- Persist in the effort to harass another person,
- Retaliation against another person for reporting a previous alleged incident.

The Greenfield Exempted Village School District staff will promptly investigate behavior that may violate District policy. You may view the complete Board Policy 5517.01 Bullying and Other Forms of Aggressive Behavior at www.greenfield.k12.oh.us

BUS TRANSPORTATION

The Greenfield Board of Education will provide transportation to all students (PS-12) who live more than one mile from the school. The distance must be measured from the school to which the pupil is assigned and to the residence of the pupil over the nearest possible highway or road as required by State Minimum Standards for Transportation.

The Greenfield Board of Education will provide transportation to all handicapped or crippled children who are unable to walk to the school to which they are assigned. In case of dispute whether the child is able to walk to school or not, the health commissioner shall be the judge of such ability. R.C. 3327.01.

Free transportation is a service provided by the Board of Education and should be regarded as a privilege by the student. Discipline on the school buses shall be the direct responsibility of the driver. Infractions of discipline or destruction of property will be reported to the elementary or high school administration for further action. Those who become behavior problems will be denied the privilege of riding.

PUPIL AND PARENT RESPONSIBILITIES

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
 2. Parents will be responsible for any damage to a bus by their children.
 3. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 4. Pupils must wait in a location clear of traffic and away from the bus stops.
5. Behavior at school bus stops must not threaten life, limb, or property of any individual.
 6. Pupils must go directly to an available or assigned seat.
 7. Pupils must remain seated keeping aisles and exits clear.
8. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 9. Pupils must not use profane language.
10. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 11. Pupils must not use tobacco on the bus.
12. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 13. Pupils must not throw or pass objects on, from, or into the bus.
14. Pupils may carry on the bus only objects that can be held in their laps (see Paragraph I of Rule 3301-83-20 of the Administrative Code).

15. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Pupils must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
18. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver's attention.
19. Immediately after dismissal students must board their bus and take their assigned seat. Students are not permitted to exit the bus until they arrive at their designation.

The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to authority of the driver shall be sufficient reason for refusing a pupil's transportation due to misconduct. The school administration shall notify the parent of such refusal with a full explanation for these actions. The bus driver then shall not permit the pupil to board the bus at his or her home until the parent gives assurance of future good conduct on the part of the pupil.

CELL PHONES

We understand students may need to use their cell phone for emergencies on the way to and from school. If your child has a cell phone, he/she may bring it to school; but, it must be kept turned off and put away in his/her book bag throughout the day. There should never be a reason to have phones on during the school day. Any phones that are out during the school day will be collected and can be picked up in the office at the end of the day.

DAILY SCHEDULE

8:30 – 9:00	Free breakfast is available
8:30	Morning Preschool goes to classroom
8:50	Students go to classrooms
9:00	School Begins
9:05	Tardy Begins
11:15 - 1:15	Lunch Grades K-5
12:00	Morning Preschool dismissal
12:30	Afternoon Preschool goes to classroom
2:30	Early dismissal if leaving
3:30	Afternoon Preschool dismissal through north playground door
3:35	Kindergarten dismissal through front door
3:40	Grade 1 dismissal through front door
3:40	Grade 2 dismissal through front door
3:45	Grades 3 and 4 dismissal through north playground door
3:50	Grade 5 dismissal through north playground door

It is necessary to have complete classes leave from the same door. Students will not be permitted to go out a different door from their class unless a note is sent from the parent. If you have more than one child to pick up, please make certain your children have a specific waiting spot.

Walkers are to leave the school grounds immediately upon dismissal. No student should be playing on the primary playground or Imagination Kingdom as there is no school staff supervision.

Anyone who leaves for an appointment, etc. and returns to school will be counted as a partial absence (left and returned) unless they are gone for one hour after which they will be counted as ½ day absent. Any tardy, partial absence, absence, or early dismissal will disqualify a student for perfect attendance.

EMERGENCY CARDS

Every child must have a completed emergency card on file in the principal's office. Please list all important telephone numbers so we will be able to contact you in case of an emergency. Please list all baby-sitters, grandparents, and any other person who might know how to locate you in an emergency. There should be **at least two** other telephone numbers available to us. If you move within the district, please give your child's teacher his/her new address.

FIELD TRIPS AND WALKING TRIPS

Field trips and walking trips are designed to enhance the classroom studies. Permission slips must be signed by the parents and are required by the school before a child participates in a field trip or walking trip.

FIRE DRILLS

Fire drills are held once a month to acquaint everyone with a system of clearing the building as safely and as quickly as possible.

The rules are:

1. The first student at the door must open door.
2. All students will move to the designated area.
3. No one is to speak at any time during the drill.
4. No one is to reenter the building until told to do so by a teacher, principal, or fireman.
5. If an exit is blocked, an alternate route should be taken.

GUIDANCE SERVICES

A school psychologist and guidance counselor are on staff and available to serve our students when needed. The school psychologist may be reached by calling 981-4856. The guidance counselor is located in the Middle School office and may be reached by calling 981-2197. Any parent having questions regarding their child should contact the principal to schedule a conference. Our support personnel are more than willing to help in all aspects of your child's development.

HEALTH

If a child becomes ill at school, he/she should tell his/her teacher, who will send him/her to the nurse. It is imperative that we have on file an emergency number to call if the parents cannot be reached.

If you suspect that your child has a contagious disease, please see your doctor immediately and keep the school informed of your visit with a doctor's note.

HONOR ROLL

Grading Scale for Fourth and Fifth Grades is:

99-100 – A+	89-91 – B+	79-81 – C+	70-72 – D+
94-98 – A	85-88 – B	75-78 – C	66-69 – D
92-93 – A-	82-84 – B-	73-74 – C-	64-65 – D-

Below 63 is failing.

Requirements for the Honor Roll are as follows:

Straight A's in academic subjects

A's and B's or B's in academic subjects (no C's)

LOST AND FOUND

Many lost items are turned into the principal's office each year. Any child finding a lost article should take it to the "Lost and Found" located near the first floor restrooms. Please call us if you have any questions about lost items and encourage your child to check the lost and found items when needed. Do not send any items to school that are not labeled. Toys and games are prohibited unless requested by the teacher. The school is **NOT** responsible for lost items.

LUNCH PROGRAM

Free and reduced lunches will be available to those who qualify. Please send your child's money in an envelope with his/her name, amount enclosed, and teacher's name. We encourage paying for lunches on a weekly or monthly basis. All money will be put toward your child's account. Students will not receive change. If you do not want your child to purchase extras, please send a note letting us know.

If your child happens to forget his/her lunch money, he/she may charge two days. Those charges must be paid before another charge will be approved. If you believe that your family may qualify for the free or reduced lunch program; then you will need to complete a lunch program form for each student. Make sure **all** family members are listed with their social security numbers and monthly income or I.D. number. Complete this form, sign, and return it to school as soon as possible.

MEDICATION

Administrative personnel and faculty of the Greenfield Schools are limited in administering medication to students. However, we realize there are times that it is necessary for a pupil to receive prescription medicine during school hours. In this case, parents or guardians have two choices. They may come to school and give the medicine themselves or give written authorization to specific school personnel to do this. This authorization covers prescription medicine only.

MONEY

All monies should be sent from home in an envelope with your child's name on it, the teacher's name, and the purpose for which the money is to be used. We cannot be responsible for loose change.

MONITORS

Lunchroom and playground monitors have been hired by the board to supervise these areas. Students must listen to and follow the directions of the monitors the same as they would a teacher. These monitors may refer children directly to the principal and will report offenses to the teachers.

NURSE

The school nurse's office is located beside the Greenfield Elementary office in the General Duncan McArthur building. Her telephone number is 981-3860. Please call her if you have any questions about the health of your child or any questions regarding immunizations. Any child sent to the nurse's office must obtain a pass from his/her teacher or monitor.

OFFICE HOURS

The office hours are from 8:30 A.M. to 4:30 P.M. If you would like a conference with the principal or your child's teacher, please call in advance and set an appointment if possible. We continue to have an "open door" policy and we welcome visitors, but they are required to check in at the office prior to a classroom visit.

PICTURES

School pictures with class composites will be taken in the fall and this will be handled on a pre-payment plan. All children will have their pictures taken, but only those who have pre-paid will receive the pictures. Be on the lookout for the school picture order form. Designer pictures may also be taken in the spring for your convenience and may be purchased as desired.

PHYSICAL EDUCATION

Physical Education is offered for all elementary students in grades K-5. If a student's participation has some limitation, it will be necessary to submit a written note to the teacher for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Tennis shoes must be worn during physical education days.

REPORTING ACADEMIC PROGRESS

Report cards are issued every nine weeks in grades kindergarten through four. Interim progress reports are sent home with every student half way between each grading period.

RULES

In order to guarantee your child and all the students in the Greenfield Elementary the type of climate they deserve, we will be using the following discipline plan. Parents and students are also required to familiarize themselves with the Board Adopted "Student Conduct Code: listed at the end of this folder.

OUR PHILOSOPHY

We believe all students can behave appropriately on the playground, in the lunchroom, and in the classroom. We will tolerate no student causing a disruption and/or causing harm to other students.

SCHOOL CLOSINGS

An automated telephone call system notifies parents of school closings, late starts, and early dismissals. It is imperative to keep your phone numbers up to date with our school office.

School closings will also be announced as early as possible on our local radio stations, WVNU Greenfield/Washington C.H. 97.5 FM and WSRW Hillsboro 1590 AM and 106.7 FM. If the weather becomes severe when school is in session, please listen to WVNU and WSRW for an early dismissal announcement. If the procedures will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

TELEPHONE

The Greenfield Elementary telephone number is 981-3241. Because of the number of calls received daily, this phone is for school business only. Necessary plans should be made with children before they leave home in the morning. Students may use the telephone only in an emergency. Every teacher has an extension and voicemail is also available.

TORNADO DRILL

Tornado drills are held during the tornado season. The children will be asked to take cover as directed by the principal and his or her teacher. There is absolutely no talking during the drill. It is for the protection of everyone.

VOLUNTEERS

Greenfield Elementary has established a Parent Volunteer Program designed to aid the students and teachers in preschool through fourth grade. This joint adventure between parents and teachers will hopefully create a greater understanding between home and school.

Mothers, fathers, grandparents, aunts, uncles, and neighbors are eligible to volunteer. A formal background check through the central office is required to volunteer. You can be a part of this program by volunteering just half a day per week.

WITHDRAWALS

If you are moving outside the school district, please inform your child's teacher. All bills must be paid in advance. When you enroll your child at his/her new school, you will sign a "Release of Records" form and we will release those records to his/her new school upon receipt of this form.

If you move within the district, please give your child's teacher his/her new address.

STUDENT CONDUCT CODE

This student conduct code is designed to help you know what we expect of you in regard to your conduct in school. In general, we expect your best: your full cooperation with teachers, administrators, and all other employees of the Board of Education.

Please keep in mind these important principles:

1. You are under the authority of the school system on your way to and from school, while you are in school and on field trips. You are also under the authority of the school if you are truant from school.
2. You are under the authority of the school while you are attending school events as well as while you are attending school.
3. You are to observe the student conduct code as well as special rules for bus riders at all times while you are riding, getting on the bus, getting off the bus, or waiting at the bus stop.

A violation of any rule may result in disciplinary action, including, removal of bus transportation privileges, removal from school activities, parent-teacher conferences, suspension, expulsion or referral to civil authorities, or a combination of these. Disciplinary action is to follow the school-wide discipline plan developed and established by the principal in your building.

Rule 1: Follow the directions of all school employees the first time.

1A: Act of Defiance: A student shall not commit an act of defiance, directly or indirectly, against a person in authority. This includes any adult employed by the Board of Education.

Rule 2: Respect all human beings associated with the school at all times.

2A: Disruption at School: A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction in the Greenfield School **System**.

2B: Bomb Threats: A student shall not create or cause someone to create a bomb threat or any other type of threat to the school system or any person involved in the school system.

2C: Abusive Language: A student shall not use abusive language in school at any time to other students or to any school authority.

2D: Tobacco, Narcotics, Alcoholic Beverages, Hallucinogens, and Drugs: No student is to carry on his or her person, nor store in his or her locker, any tobacco or tobacco product, nor use any tobacco or tobacco product in sight of the school buildings, on school property, or in any school building. A student shall not possess, use, transmit, conceal or be under the influence of any narcotics, alcoholic beverages, hallucinogens, and/or drugs.

2E: Clothing: Clothing worn by the students shall conform to requirements of good taste. Clothing and accessories shall not interfere with the orderly conduct of the classes or of the school. Please observe the following dress code:

Students are not to wear the following clothing items:

1. Bicycle shorts
2. Tank tops or muscle shirts
3. See through mesh clothing (must wear a shirt under a net shirt.)
4. Clothes exposing bare midriffs.
5. Shirts or shorts shorter than fingertip length.
6. Items of clothing and accessories, which promote, advertise, or name any drug, alcoholic beverage, tobacco, violence, or profanity.
7. No hats, scarves, or other head covering may be worn in the building.
8. No sun glasses shall be worn inside the building (unless the student has a doctor's note.)
9. No flip flops or open back shoes.

It is requested that the student come to school neat, clean, and dressed decently. Parents are encouraged to put their child's name on coats and sweaters.

Rule 3: Be where you are assigned to be at all times.

3A: Tardiness: A student shall not be tardy or cause others to be tardy to school or to individual classes during the school day.

3B: Hall Pass Violations: A student shall not be in the hall without a valid hall pass.

3C: Neglecting or Refusing Detention: A student shall not neglect or refuse to serve detention or cause others to neglect or refuse to serve detention. Each detention shall be served on the date for which it is assigned, normally on the date on which the infraction occurred.

3D: Class Truancy: A student shall not be truant from class or classes or cause others to be truant from class or classes.

3E: Truancy: A student shall not be truant or unexcused or cause others to be truant or unexcused.

3F: Leaving School: A student shall not leave the school grounds prior to dismissal unless authorized by principals.

Rule 4: Obey the rules of all teachers, bus drivers, cafeteria workers, custodians, administrators, and other employees of the school.

4A: Classroom Rules: No student shall disobey or cause others to disobey rules posted by the classroom teachers governing classroom conduct.

4B: Building Policies and Rules: No student shall disobey or cause others to disobey rules and/or policies established by the building principal, Superintendent or the Board of Education.

Rule 5: Keep your hands, feet, and the rest of your body to yourself.

5A: Assault: A student shall not assault or behave in such a way as could cause physical injury to anyone involved with the school system.

5B: Dangerous Weapons and Instruments: A student shall not possess, handle, or conceal any object that could cause injury to anyone.

5C: Fighting and Rowdiness: A student shall not fight or attempt to cause a fight or a rowdy scene while under the jurisdiction of the school system.

5D: Student Display of Affection: Students are to refrain from public displays of affection toward each other on school property.

Rule 6: Respect the property of others and that of the school.

6A: Tampering with Fire-Fighting Equipment or Fire Alarm System: A student shall not cause false alarms or in any way tamper with fire equipment on the school grounds.

6B: Theft: A student shall not steal anything which belongs to anyone else or the school system.

6C: Damage of School Property: A student shall not willfully attempt to cause any damage, defacing, or destruction of school property owned by the Board of Education.