

ATTENDANCE POLICY: BOARD OF EDUCATION

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):

1. A letter is sent (with a list of absences) to the parent following the 5th (32.5 hours), 10th (65 hours) and 15th (87.5 hours) day of total absences. An additional letter from the truancy officer from the Southern Ohio Educational Service Center will also be sent at the 10th (65 hours) unexcused day of absence.
2. Habitual Truant is defined as 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year without a legitimate excuse.
3. Parents of habitual truant students will be contacted to participate in an Absence Intervention Team to develop absence intervention plans. Failure of student attendance improvement within 60 days will result in a referral to the district's designated truancy officer, which may result in an appearance in municipal and/or juvenile court.
4. Only professional notes will be accepted for an excused absence after the 10th (65 hours) day absent.
5. Ohio Revised Code (3321.13) requires the school administration to report any student who is absent 60+ unexcused hours in a month or 90+ unexcused hours of in a school year to the Bureau of Motor Vehicles to deny or suspend an Ohio driver's license or instructional permit.

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. As a reminder, any absence over ten days can only be excused through a professional note (doctor's note, for example), and any vacation days will accrue as UNEXCUSED absences. 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 arriving to school up to sixty (60) minutes late or leaving sixty (60) minutes early will be counted as tardy. Students who come to school more than sixty (60) minutes late or leave more than sixty (60) minutes early will be counted one half (1/2) day absent. Student's leaving early is discouraged 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.

Three (3) unexcused tardies will be equal to one (1) unexcused absence. Students with more than three (3) tardies may also be subject to other school disciplinary actions.

ADMISSIONS

New kindergarten students must be five years old on or before August 1st of the school year in which they are enrolling. State law requires that a student has attended kindergarten before admittance to a first grade program. Ages must be verified by a birth certificate and immunization records must be complete (Ohio Revised Code 3313.67 and 3313.671). A kindergarten screening is held in April to assess school readiness, which is in the best interest of your child.

ADMISSIONS – RESIDENCY REQUIREMENTS

The Ohio Revised Code 3313.64 establishes school residency and admission requirements. The requirements are:

1. "Parents" shall be defined to mean either parent, in which case "parent" means the parent with legal custody. "Parent" also means the person or governmental agency with legal custody or permanent custody when neither of the legal parents has custody.
2. School residents are all children whose parents are actual residents of the school district.
3. A child may be accepted as a school resident by a board of education for a period of up to sixty days on the sworn statement of an adult resident of the district that he/she has initiated legal proceedings for custody of the child.

ARRIVAL AND DISMISSAL

The playground will not be open to students prior to the start of school. Buses will unload at 8:45 a.m. and students will go directly to their classrooms. Children who walk or are dropped off must not arrive prior to 8:45 a.m. **There will be no supervision prior to 8:45 a.m.** School will begin promptly at 9:05 a.m. Students will be dismissed at 3:40 p.m. Buses will leave Buckskin at 3:50 p.m.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assemblies may include cultural presentations, athletics, or selected speakers. Special attention and good citizenship is expected of all students.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, improved performance, and various aspects of good citizenship.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

No student shall harass, intimidate or bully (including by electronic means) another person. A student 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 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

Bullying, harassment, or intimidation means:

Any intentional written, verbal or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Deliberately making false reports about bullying, harassment, and bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action. Retaliation against anyone who reports or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated.

To view the complete Board Policy go to the Greenfield Exempted Village School District website at Greenfield.k12.oh.us

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies.

BUS RULES

The Greenfield Board of Education will provide transportation to all students (High School, Middle School, and Elementary) who live more than one mile from school. The distance must be measured from the school to which the pupil is assigned 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 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 (RC 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. Infraction of discipline or destruction of property will be reported to the building administration for further action. Those who become behavior problems will be denied the privilege of riding.

PUPIL AND PARENT BUS RESPONSIBILITIES

1. Parent 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 stop.
5. Behavior at the school bus stop 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.
15. Pupils must not leave or board the bus at location to which they have been assigned unless they have parental or administrative authorization to do otherwise.
16. Pupils must not put head or arms out of the bus window.
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 require driver attention.
19. The driver has the authority to enforce the above regulation. The pupil 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 transportation service to any pupil. When it becomes necessary to refuse a pupil transportation due to misconduct, the school administration shall notify the parent of such refusal with an explanation of 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.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administration are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Anytime we have a cancellation or a delay, you should receive a phone call from our automated call system. You can also listen to the following stations concerning cancellations – WCHO, WVNU, and WSRW. If school is to be dismissed early it is important that you work out with your child where he/she should go and what to do in case he/she is ever sent home early.

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.

CHANGE OF ADDRESS OR TELEPHONE

Due to emergency situations, it is very important that every student maintain up-to-date address and telephone records at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHANGE OF CUSTODY

It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. Copies of legal papers attesting to the change must be presented to the school.

CLASSROOM PARTIES

The four major theme classroom parties are the Harvest/Halloween, Christmas, Valentine's, and Easter parties. Treats may be brought in for a child's birthday after the date and time are cleared with the classroom teacher.

CONFERENCES

Parent-teacher conferences are held twice a year. These conferences are very valuable to the overall educational program. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. This year's schedule for conferences are as follows:

November 19th – 5:00 – 8:30

November 20th – 4:00 – 7:30

February 14th – 5:00 – 8:30

February 15th – 4:00 – 7:30

DOCTOR AND DENTIST APPOINTMENTS

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will need to bring a note from the doctor's office upon returning to school.

EMERGENCY DRILLS

Fire drills are conducted each month and tornado drills are conducted during the year. Procedural plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe, quiet, and orderly manner.

EMERGENCY INFORMATION

In case of emergency each child is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information.

GUIDANCE SERVICES

A guidance counselor is on staff and available to serve students, parents, or teachers when needed. The counselor may be reached by calling 981-2673. Parents may request the counselor speak with their child or set up an appointment by calling the above mentioned number.

HEALTH

If your 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 family doctor as soon as possible, and keep the school informed of your visit with a doctor's note.

HONOR ROLL

The honor roll is special recognition for academic achievement. Buckskin Elementary shall publish the straight A and A/B honor roll after each grading period for grades 3-5. Students in grades K-2 will not receive letter grades, but will be given progress check lists.

INJURIES

All injuries to students must be reported to the principal immediately. In case of serious injury or illness, the school will render first aid and contact parents as soon as possible. Should there be an illness or injury of a serious nature, and the parents cannot be located, the school will make every effort to secure medical aid and emergency medical care. A written report describing all aspects of an accident must be turned in to the principal within 24 hours.

INSURANCE

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care, and parents are encouraged to take advantage of this service.

LIBRARY

Buckskin Elementary is extremely fortunate to have the Ross County Library located in our building. Each class will visit the library thirty minutes per week. Students have the privilege of checking out library books, and audio CD's. It is your child's responsibility to take good care of these books and return them on time. The library is also open to the public after school hours. **Lost or stolen books are the responsibility of the parents.**

LOCKER SEARCHES

Locker searches: Under Ohio Law, school principals are given the right to search a student's locker and the contents of any locker of any pupil if an emergency situation exists or appears to exist that immediately threatens property under the control of the board of education and if a search of lockers is reasonably necessary to avert that threat or apparent threat. R.C. 3313.20.

LOST AND FOUND

All clothing found is placed in the lost and found. Money, jewelry, or any other articles of value are turned into the office.

LUNCH PROGRAM

Nutritious school lunches are available. If your child forgets their money they may charge their lunch for the day. If you feel that your family may qualify for free or reduced lunch, please complete an application which lists all family members, with their social security numbers and income. Breakfast is also served at Buckskin. Please pay lunch charges in a timely manner. **No charges as of May 1st.** We also offer free breakfast to all elementary students.

MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the students' return to school. If dates of a student's absence are known, the teacher should be notified and planned assignments may be given. Please call the office in the morning so the teacher might have the necessary time to gather all materials.

MEDICATIONS

If a student needs medication at school, the following apply:
Prescription Medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. The permission to administer medication form must be filled out.
6. Refrigeration is available.
7. Medication will be given by school personnel in the office and a record noting the date and time shall be kept.

PHONE CALLS INTO THE CLASSROOMS

In order to create a positive learning environment in our classrooms, we ask that all phone calls to teachers be made between 8:30 a.m. – 9:00 a.m. or 3:40 p.m. – 4:00 p.m. Teachers also have a thirty minute planning period each day and they will inform parents when that is so phone calls can be accepted without disrupting their teaching. If you need to get a message to your child, we will make certain that the message reaches them.

PHYSICAL EDUCATION

Physical education is offered to all students. If a student has some limitation, it will be necessary to submit a written note to the teacher for an excuse from physical education activities. Continual limitation will require a medical excuse from the physician which will be kept on file. Tennis shoes must be worn during physical education days.

PICTURES

School pictures with class composites will be taken in October 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. Picture order forms will be passed out approximately one week before pictures. There will also be spring pictures taken sometime in March.

PLAYGROUND RULES

1. The students must follow directions.
2. The students must stay in assigned areas and keep the playground clean.
3. The children must use equipment correctly. Students must not go up the slides, must not be on top of the bars.
4. The students must play in a considerate manner, respecting the rights of others.
5. No fighting.
6. The students must not have any dangerous objects.
7. At the assigned time, students will line up and walk quietly to their respective classrooms.

8. The students may not go back into the building without the playground supervisor's permission.
9. For safety, no rocks, sticks or snowballs may be thrown.

If you observe any puddles on the playground from previous rainy days, stay out of any puddles. Weather permitting students will have outdoor recess. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. The children will be brought inside if the following conditions exist:

1. It rains.
2. There is a heavy snow.
3. There are icy conditions.
4. Poor playground conditions.

PROMOTIONS AND RETENTIONS

Promotion

A student who has acquired sufficient skills to successfully accept the responsibility of the next grade level.

Retention

A student who has been unsuccessful in acquiring the skills necessary for accepting the responsibilities of the following grade level, as designed in the guidelines.

Assigned

A student who seems to be working academically in a manner which is commensurate with his/her ability, but has not acquired the sufficient skills to be promoted. This could be a primary student who has been retained once or an immediate student who has been retained twice and has inadequate skills for promotion. This student would be a candidate for intervention assistance and/or multi-factored evaluation.

PROPERTY RESPONSIBILITIES OF STUDENTS

You are expected to do your part in taking care of school property. If you break, damage, or lose school property, you will be disciplined and your parents might possibly be billed for the damages and/or replacement costs.

P.T.O.

The Buckskin P.T.O. has been actively involved in the improvement of our school. All parents are urged to become members and to actively participate. Each year the P.T.O. sponsors several moneymaking projects. With the help of all parents, these projects can be very successful. They allow the P.T.O. to fund many very important activities at the school. The P.T.O. meets the first Monday of the month at 7:00 p.m. in the Art Room.

REPORTING ACADEMIC PROGRESS

Report cards are issued every nine weeks in grades K through five. Interim progress reports are sent home halfway between each grading period.

SPEECH THERAPIST

The speech therapist tests, evaluates, and then recommends which children need to be served. If any parent feels their child may need help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT CONDUCT CODE

This student 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 outside of school hours. You are to be guided by the student conduct code while attending those 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, in-school suspensions, Saturday school, suspensions, 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.

1B: Falsification. A student shall not provide false information to a school employee.

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 or profane language in school at any time to other students or to any school authority.

2D: Abusive Behavior. A student shall not act in a way which is abusive, offensive, or harasses another. Each student shall treat all others with respect.

2E: Use or possession of narcotics, alcoholic beverages, hallucinogens, drugs or look-alike substance and/or drug paraphernalia. A student shall not possess, use, transmit, conceal or be under

the influence of any narcotics, alcoholic beverages, hallucinogens, drugs or any look alike substance and/or drug paraphernalia.

2F: Use or possession of tobacco product or look alike substance and/or tobacco paraphernalia. No student is to carry on his or her person, nor store in his or her locker, any tobacco, tobacco product, look-alike substance, or tobacco paraphernalia, nor use any tobacco, tobacco product, or look-alike substance in sight of the school building, on school property, or in any school building.

2G: 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. **Students are not to wear the following clothing items:** bicycle shorts, tank tops, muscle shirts, see through mesh clothing (must wear a shirt under a net shirt), clothes exposing bare midriffs, skirts or shorts shorter than fingertip length, and items of clothing and/or accessories which promote, advertise, or name any drug, alcoholic beverages, tobacco, violence, profanity, or vulgar innuendoes. Due to mulch on the playground and the number of stairs in the building, flip-flops are not to be worn. Hats, caps, scarves, and/or other head covers are not to be worn inside any of the school buildings. Sunglasses are not to be worn inside any building unless the student has a doctor's excuse. Students shall not have in their possession or in a locker any electronic paging device or portable telephone.

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: 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 day after the infraction occurred.

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

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

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

3F: Saturday school. A student shall not fail to serve Saturday school when assigned.

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 teacher 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.

4C: In-school restriction policies and rules. No student shall disobey any rules established for the operation and orderly environment of in-school suspension.

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

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, transmit, 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 display 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 or attempt to cause a false alarm or in any way tamper with fire fighting equipment or the fire alarm system.

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.

6D: Damage of private property. A student shall not cause damage to private property on the school premises during regular school hours, during a school activity, function or event off school grounds, or in the process of coming to school or going from school to home.

Adopted by the Greenfield Exempted Village Board of Education, August 10, 1982.

Violation of any of the above rules may result in one of the following forms of discipline.

LUNCH DETENTION

Teachers may place students in lunch detention for minor infractions. Students will report to the designated area with classroom work. Once there is no lunch line, detention students will get their lunch and eat at the designated area. After eating, they will resume doing their class work until the end of lunch recess. There will be no talking.

SATURDAY SCHOOL

It is the principal's discretion to place a student in Saturday school, another major disciplinary action. A student assigned to Saturday school must arrive five to seven minutes before 8:00 a.m. After 8:00 a.m. the doors will be locked and no students will be admitted, and will be considered absent. It is the student's responsibility to bring work to do. No communication is allowed with other students, and no sleeping will be permitted. Saturday school is from 8:00 a.m. to 12:00 p.m. with no lunch break. Absence from or removal from Saturday school will result in an out of school suspension. Saturday school is held at Greenfield Middle School. Students meet at the front door nearest McClain High School.

IN-SCHOOL RESTRICTION

A student may be assigned in-school restriction (ISR) in lieu of out of school suspension. Students are not counted absent during ISR. Their teacher will provide all classwork. ISR is generally held in the principal's office or at Greenfield Middle School for older students.

OUT OF SCHOOL SUSPENSION

The assignment of out of school suspension (OSS) is also a major disciplinary action which may be assigned by the principal. A copy of this suspension will be placed in the permanent record. In most cases this type of suspension will have a significantly detrimental effect on a student's grades. An out of school suspension will be from 3 days up to 10 days. Parents will be notified of an out of school suspension by a phone call and/or written notice by mail. During the period of suspension the student is not permitted to attend classes or extra curricular activities including sporting events. Further, if the student enters school grounds during the period of suspension he or she is subject to arrest and trespassing charges.

EXPULSION

The most severe form of disciplinary action is removing a student from the school premises for a period of time. Only the Superintendent can expel a student from school.

STUDENTS OF THE MONTH

Each month, one student is selected by each classroom teacher as the student of the month. They are selected for outstanding citizenship, effort, and academic progress. These students are treated to lunch with Mr. Shumate. Their pictures are also displayed in the cafeteria and remain on the wall the entire year.

VISITORS

Buckskin Elementary is very happy to have parents or other interested citizens visit our school any time. Visitors must get a special visitor's pass from the office.

Visitors are welcome at all times. Should you want to speak to a particular teacher, please call in advance so an appointment can be made for a time a teacher is not in class.

Student visitors are not permitted to visit Buckskin Elementary unless special permission is granted in advance by the principal. If the student is from another school district, he or she is not welcome in our school when his or her school is in session.

VOLUNTEERS

Buckskin Elementary encourages parents, grandparents, aunts, uncles, neighbors, and friends to volunteer their time at school. They may assist teachers, secretaries, or students during this time. This sometimes enables volunteers to better understand the complexities of a typical school day.

IMPORTANT DATES TO REMEMBER

HOLIDAYS & SCHOOL CLOSING DAYS

September 3rd – Labor Day
September 4th -7th – Highland County Fair
October 19th – Central Day – NO STUDENTS
November 21st-23rd – Thanksgiving Break
December 24th- January 3rd – Christmas Break
January 4th – Teacher In-Service – NO STUDENTS
January 21st – Martin Luther King Day
February 18th – President’s Day
April 17th-22nd – Spring Break
May 24th – Students Last Day

PARENT-TEACHER CONFERENCES

Wednesday	November 19 th	5:00 – 8:30
Thursday	November 20 th	4:00 – 7:30
Wednesday	February 14 th	5:00 – 8:30
Thursday	February 15 th	4:00 – 7:30