

Dear Parents and Students:

Welcome back to another great year at Caldwell Elementary School! We are excited to work with the staff and students this upcoming year. We know that this is a community that is supportive of their schools and we look forward to working with all of you to best educate your student(s). The staff here is also ready to start a new year and help our students be successful academically and grow into responsible citizens through classes, clubs, sports and events.

We wish to thank our recently retired staff: Mrs. Crum and Mrs. Brown for their many years of dedicated service. A couple staff members are moving on to new positions outside of the district. Good luck and well wishes to Mrs. Bowland and Mrs. Erb. Welcome our new staff in the building as of this publication: Ms. Watson- 5/6 Science, Mr. Svercek- 5th ELA, Ms. Hannon- Elementary Art and Ms. Niswonger- Intervention Specialist.

To be successful, students and families will need to be familiar with the expectations of each teacher and with the student handbook. Please read the handbook carefully, sign the agreement, and return the form to school. We hope to bring as much dedication and hard work to the district as the community, staff, students, and families have brought forth. If you have questions or concerns, please call us at 740-732-4614. Thank you and we wish you much success this year.

Sincerely,

Rebecca Johnson & Tiffany Speck
CES Principals

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2016-2017 School Calendar

August 18.....	Teacher Work Day
August 19.....	Teacher Inservice Day/Staff Work
Day August 22.....	Students First Day
August 31	Professional Development Day (Students Not in Session)*
August 31 thru September 2.....	Students Not In Session
September 5.....	Labor Day (Holiday)
September 6.....	Students Resume
September 23.....	Professional Development Day (2 hour early dismissal)
October 28.....	Professional Development Day (2 hour early dismissal)
November 3.....	Parent-Teacher Conferences 4:30-7:30 pm*
November 9.....	Parent-Teacher Conferences 4:30-7:30pm*
November 11.....	Veterans Day (Holiday)
November 18	Professional Development Day (2 hour early dismissal)
November 23.....	One hour early dismissal
November 24 thru November 28.....	Thanksgiving Break
November 29.....	Students Return
December 22.....	One hour early dismissal
December 23 thru January 2.....	Christmas Vacation
January 3.....	Students Return
January 16.....	Martin Luther King Day
(Holiday) January	Professional Development Day (2 hour early dismissal)
February 16.....	Parent-Teacher Conferences 4:30 – 7:30pm*
February 17.....	Parent-Teacher Conferences 9:00am – 12:00pm (Students Not In Session)*
February 20.....	Presidents Day (Students Not In Session)
February 24	Professional Development Day (Students Not in Session)*
March 31.....	Professional Development Day (2 hour early dismissal)
April 12.....	One hour early dismissal
April 13 thru April 18.....	Spring Break
April 19.....	Students Return
May 25.....	Students Last Day
May 26.....	Teachers Last Day
May 28.....	Graduation

Grading Period	Nine-Week	Period Days	
1	Aug. 22 – Oct. 21	41	
2	Oct. 24 – Dec. 22	40	
3	Jan. 3 – Mar. 10	45	
4	Mar. 13 – May 25	50	176 Days Total

Parent-Teacher Conference Days = Nov. 3, Nov. 9, Feb.16, Feb. 17 (half days)	2 Days
Professional Development Days = Aug. 31, Feb. 24	2 Days
Teacher Inservice Days = Aug. 18 & Aug. 19	2 Days
Teacher Records Day (Last Day) May 26	1 Day
Total Contract Days	183 Days

Days marked with * count towards Instructional Hours

180 Instructional Days X 6 hours per day = 1080 Total Instructional Hours (79 Hours over minimum)

Subtract 13 hours of predetermined early dismissal time: 1080 - 13 = 1067 Instructional Hours (66 hours over minimum)

66 hours = 11 days over minimum for calamity use

Should calamity days exceed the minimum number of hours required by the State for the 2016-2017 school term, make-up days will be used in the following order as needed: February 20, May 26, May 30, May 31, June 1.

This calendar is subject to change at, or with, any Caldwell Board of Education, State Department of Education, gubernatorial or legislative direction of the Ohio General Assembly.

Adopted 4/14/16

GENERAL RULES

1. **Visitors:** All visitors must report to office.
2. **Medication:** All medication will be kept and dispensed through the clinic with proper paperwork. It is against the law for students to distribute medicine. Written authorization from parent/guardian AND written prescription from the child's physician must be kept on file in the clinic. Only medicine in its original prescription bottle, labeled with date, student's name, and exact dosage will be administered and only in the presence of an adult. A release / consent form must be completed by parent or guardian for any medication dispensed at school. Forms are available from the school nurse.
3. **Handbook:** Parents and students must sign and return the handbook agreement form.
4. **Office:** Office is for school business. If you have a problem, please see the secretary and she will assist you. The telephone is for official business. The office telephone is not for student use except in cases of illness or emergency and with permission of school secretary.

Restricted Items:

5. **Personal invitations** are not to be passed out at school.
6. **Electronic and cellular items** are not for personal use at school. With prior teacher consent, electronic devices may be used at school for projects with teacher supervision. The school is not responsible for damage, loss, or theft of these personal items.
7. **Trading / playing cards** are not to be brought to school.
8. **Backpacks and jackets** must be stored in student locker or classroom during the day.

Fees:

9. All students will be assessed an **academic fee of \$20.00**. All academic fees must be paid in full by the end of the first semester. Failure to pay fees will result in the student's report card being held after the second nine weeks and loss of Progress Book access.
10. Academic fees will be waived for students approved for free lunch as long as they fill out the required form.
11. Payment is to be made through the office. Each student will receive a receipt following payment. All checks are to be made payable to Caldwell Elementary School.
12. Parents and students are financially responsible for **books** issued to them by the school.
13. Parents and students are financially responsible for any **damage** to school property.

ATTENDANCE POLICIES & PROCEDURES

Arrival

- Students should arrive at school **by 8:17, but no earlier than 7:50**. We cannot be held liable for the safety of your child prior to that time.
- Students who do not ride the school bus must be dropped off at the **gym doorway between 7:50 and 8:17**. Please drive behind the school and turn around so that your child may exit your vehicle directly onto the sidewalk. Dropping your child off in front of the school is prohibited for safety reasons.
- Breakfast is available to all students for free before school from 7:50 to 8:20.
- Any student who arrives after 8:18 must be accompanied to the main office by the parent to sign in. Students who are signed in after 1st period will be counted as absent for ½ day.
- Students are expected to attend school on time to maximize their education. Every 5 tardies equals 1 day unexcused absence. Students with excessive tardies will be considered truant and will be treated accordingly. Parents will be reported to Children's Services and/or the Noble County Prosecuting Attorney.
- Students providing an excuse from a health care professional will be excused and will not be considered truant.

Absences

- Call the school at 740-732-4614 by 10:00 if you know your child will be absent, and send a follow-up note upon his/her return. (Please include the date of absence, your child's full name, the reason for the absence, and your signature.)
- Students will be allowed 2 days for every day absent to turn in makeup work. We strongly suggest that your child contact a classmate to obtain assignments, but if this is not possible, please call the office before 9:00 to request that we gather this information for you.
- Students must be present for at least ½ day in order to participate in after-school activities.
- "Habitual Truant" means a child has been absent unexcused for 5 or more consecutive days, 7 or more days in a month, or 12 or more days in a school year. "Chronic Truant" means a child has been absent unexcused for 7 or more consecutive days, 10 or more days in a month, or 15 or more days in a school year.
- Parents will be notified in writing after a child's 5th day and 10th day of absence without a doctor's excuse or similar notification. On the 12th day of absence, we will initiate a formal investigation leading to possible truancy charges.
- Students may be excused from school at the discretion of the principal for the following reasons:
 1. Personal illness.
 2. Appointments with mental and physical health care professionals.
 3. Family circumstances that require a child's presence.

4. Death of a relative.
 5. Quarantine as directed by a health care professional.
 6. Observance of a religious holiday.
 7. A project at the Noble County Fair that requires missing school.
 8. Deer hunting, with prior office permission.
 9. Office and staff should be notified of family vacation that cannot be scheduled during school vacation.
- Homework for pre-arranged absences will be due upon return to school as well as projects that have been assigned in advance.

Dismissal

- Students who ride the bus will be dismissed prior to those who will be picked up. **Parents are not permitted to wait by the buses to pick up their children.**
- Parents who are picking up their children must park behind the school and wait in the designated area. Students will only be released to those people who have been pre-approved by the parent or guardian.
- Students should not be signed out of school early unless they have a scheduled appointment with a health care professional that cannot be scheduled during off-school hours, or for any of the approved reasons listed under “absences.” Students who are signed out early during the last period must be signed out in the main office and will be counted as “tardy.” Prior to that time, an early dismissal will count as a ½ day absence.

GRADING POLICIES

Promotion and Retention

Our school policy requires that students must receive an average final grade of no lower than a D in at least 4 of the 5 core subjects for the year in order to be promoted to the next grade level. The core classes consist of: Reading, Language Arts, Mathematics, Social Studies, and Science. In addition, The Ohio Revised Code prohibits school districts from promoting any student to the next grade level who is truant for more than 10 percent of a school year and has failed 2 or more core subject areas. Parents are encouraged to contact our principals and teachers at any time with concerns, but are also encouraged to utilize the following methods of monitoring academic progress:

- **Parent-Teacher conferences** will be held twice a year. See calendar for dates. Our school telephone notification system will be activated to remind parents to set up an appointment, and how to do so.
- At the beginning of the school year, your child will be bringing home a personal password and instructions for utilizing our **Progress Book program**. You will be able to access your child's grades and missing assignments through our school website.
- **Progress reports** will be sent home with students at the mid-point of each grading period, and a grade card approximately one week after the end of each 9 weeks. Our school telephone notification system will be activated to let parents know when to expect these items.
- **Our attendance monitor** will send concerns about attendance directly to parents.

Homework

Homework assignments are designed to help students remember what they are learning in school, prepare them for upcoming lessons, and to enable them to put their new skills to use. It is also an opportunity for parents to become involved in their children's education.

Academic Honors

Students earning at least a 3.0 grade point average each nine week grading period with no grade lower than a B will be included on our academic honors list. Students receiving an “I” (incomplete) in any course will not be included.

- **Principals List** – The highest academic honor which includes only those students earning a 4.0 grade point average.
- **High Honors** – Includes those students earning a grade point average of 3.5 to 3.99.
- **Honor Roll** – Includes those students earning a grade point average of 3.0 to 3.49.

Make-Up Work and Incomplete Grades

- Students have the right to make up all work missed.
- Students will be given two days per each day absent to turn in missed assignments and homework.
- Long term projects that were assigned prior to an absence will be due on the original due date.
- Work assigned for pre-arranged absences is due upon return to school or may result in zeros.
- It is the student's responsibility to approach the teacher to make arrangements to make up assignments, tests, and quizzes.
- Homework assignments should be obtained from classmates when possible to avoid interrupting instructional time.
- All incomplete grades must be made up within two weeks of the end of the grading period or the incomplete work will be given a grade of zero.
- Make up work completed while serving a suspension may or may not be counted, and will be left to the discretion of the building principals.

GRADING SCALE AND QUALITY POINTS

The following scale will be used to determine letter grades and cumulative averages for academic honors:

Letter	Percentage	Quality Points
A	92 – 100	4.00 (3.61 - 4.00)
B	83 – 91	3.00 (2.61 - 3.60)
C	74 – 82	2.00 (1.61 - 2.60)
D	65 – 73	1.00 (0.61 – 1.60)
F	0 – 64	0.00

Report Cards:

- Students are issued report cards at the end of each nine week grading period.
- Progress reports are sent home four and a half weeks into the grading period.
- Report cards may be held for the following reasons:
 1. Money owed for bills or fines.
 2. Overdue or lost library books or materials.
 3. Money owed for activity sales.
 4. Failure to pay academic fees by the end of the first semester.

REDSKIN CARDS INCENTIVE PROGRAM

Dear Parents/Guardians,

Students this year will be eligible to earn Redskin Cards for each grading period. Cards will be distributed to the students who qualify based upon attendance, behavior, and academics. Each card will have similar privileges based on the student's performance. Listed below are the requirements for receiving the cards as well as the privileges that go along with each card.

Just a quick reminder that these cards are issued *each nine weeks* and there is *no carry-over of privileges* to the next nine weeks. Lost or damaged cards will cost \$1.00 to be replaced, loss of all HW passes & replaced at the White Card level. This money goes into our token fund. All cards will be turned in at the end of the nine weeks for prize drawings.

Criteria:

<u>Red</u>	<u>Black</u>	<u>White</u>
4.0 g.p.a.	3.5-3.99 g.p.a.	3.0-3.49 g.p.a.
3 or less absences	3 or less absences	4 or less absences
0 afterschool detentions/ISS or behavior problems	0 afterschool detentions/ISS or behavior problems	0 afterschool detentions/ISS or behavior problems

White card by recommendation:

- Students who have a 2.99-2.0 g.p.a.
- 4 –teacher referrals
- 4 or less absences
- No afterschool detentions/ ISS or behavior problems

Recommendations are from teachers whose class they are **currently** enrolled and demonstrate working to their potential, being respectful, hardworking, good attitude & being responsible. Two of the recommendations must be from core subject teachers who see the student *every day*.

- Students who meet all the criteria for a red or black card but have missed 3.5 - 4 days will receive a white card.
- Please note that when calculating absences, 2 tardies = ½ day absence.
- Card must be presented to buy tokens for pop, enter Jr. High games, participate in activities for Redskin Cards
- Extenuating Circumstances – if there are extenuating circumstances the committee will meet to determine eligibility for the card.

Below is a list of each card's privileges:

- **During each grading period**, we will offer an opportunity for students who are **current** card holders to participate in an extra activity, such as: movie/popcorn at school, dance/pizza, or any other such event that we feel contributes in a positive manner to this program.
- **ONCE each SEMESTER** we will plan an activity such as *movie at local theater, bowling trip, roller skating etc.* for those who have earned **TWO cards that semester.**

***Please note that if a student exhibits inappropriate behavior it may constitute in the loss of the 9 week activity. Any questions about the program please contact your child's homeroom teacher.

RED CARD

Token Fri. for .50
4 homework passes
Front of lunch line each day.
Free Entry to JH Games
(Must present Cards)

BLACK CARD

Token Fri. for .75
3 homework passes
Front of Lunch line on Thursday.
Free Entry to JH Games.
(Must present Cards)

WHITE CARD

Token Fri. for 1.00
2 homework passes
Front of Lunch line on Friday.
Free Entry to JH Games.
(Must present Cards)

***Students may only use the card for a homework pass (at the teacher's discretion) ONE time in EACH subject during the grading period.

SCHOOL TRANSPORTATION

- Students are not permitted to go home any other way than on the bus without special permission from office.
- Bus drivers may assign seats.
- Driver is in charge and is responsible for order.
- Some CEVSD buses have a surveillance camera. Cameras may be in use while students are on the bus. Cameras are for administrative use only and, due to confidentiality issues, are **available for viewing only by school administrative personnel**.

Bus Passes:

Students may not ride any other bus than their route without special permission from the office. Students are to bring notes to the office to get a bus pass signed by office personnel:

- If a student is to ride a bus different from their assigned bus, the student must bring a note from home that states the reason for the change.
- If the student is going home with a friend, the friend must also bring a note from home stating that the student is permitted to come to their house.
- Any changes for busses or pick-ups **MUST** be made **prior to 2:00pm**.

Rules

1. Follow the rules in the Student Code of Conduct.
2. Follow bus driver directions.
3. Be on time at the bus stop.
4. Load and unload bus in an orderly manner.
5. Be quiet at railroad crossings and other places of danger.
6. Use quiet voices.
7. Sit only in seat assigned by driver.
8. Stay seated while bus is moving.
9. Do not throw anything.
10. Students are not to hang any object or body part outside the bus window.
11. Go directly to the cafeteria for Breakfast.
12. Go directly to the bus when dismissed from school.
13. Go directly home from the bus stop.

Discipline

- Any student who is reported for misconduct on a school bus may be suspended from riding a CEVSD bus for a period of time and/or receive a school suspension.
- **Severe violations of bus rules may result in the immediate suspension of bus riding privileges and/or a school suspension with a possible recommendation for expulsion. (Example: Possession of drugs or a weapon.)**
- When a student is suspended from riding a school bus, it is the **responsibility of the parent/guardian to transport** the student.
- Any student who damages a school bus in any way will be denied bus transportation and will be required to reimburse the district for the damage.

When a student does not follow bus rules creating a threat to the safety of self, other riders, or the driver (example: standing while bus is moving, yelling, sticking body parts outside of window), the disciplinary process will begin with a verbal warning from the driver.

Warning, lunch detention, call home – Written by the driver through building administrator responsible for bus discipline.

- Incident 2: 1 day suspended bus riding privileges.
- Incident 3: 3 days suspended bus riding privileges.
- Incident 4: 5 days suspended bus riding privileges.
- Incident 5: 10 days suspended bus riding privileges.
- Incident 6+: Suspension greater than 10 days up to suspension for the remainder of the school year.

CODE OF CONDUCT MATRIX

The Disciplinary consequences, which accompany the Student Code of Conduct matrix, are a general guideline for dealing with Code of Conduct violations which are referred to the principal's office. The severity of the offense may/will determine the severity of the consequences, based on the principal or designee's judgment.

The Caldwell Elementary School is a **"Threat-free" zone**. Substantiated threats will result in emergency removal of the student and a meeting with school officials to determine consequences that could include suspension and expulsion.

It is important to note that any suspension results in the student NOT attending school sponsored activities including field trips.

** "Zero Tolerance" - CES promotes a safe and secure educational environment. Any behavior labeled Zero Tolerance will be dealt with harshly and swiftly. We will follow section 3319.321 of ORC & FERPA Act of 1974.

Violations	Grades K-3	Grades 4-8
1. Disruption	1 st Warning 2 nd Loss of Recess 3 rd #2 & Behavior Improvement Plan 4 th Send to Principal	1 st Warning 2 nd Lunch Detention 3 rd #2 & Behavior Improvement Plan 4 th Send to Principal
2. Vandalism	1 st Restitution, restore facility, apology 2 nd Restitution, restore facility, apology, and 1-3 days suspension 3 rd Restitution, restore facility, apology, and 2-5 days suspension	1 st Restitution, restore facility, apology 2 nd Restitution, restore facility, apology, and 1-3 days suspension 3 rd 3-5 day suspension and charges may be filed.
3. Theft	1 st Restitution, apology, loss of recess 2 nd Restitution, apology, loss of recess, and Behavior Improvement Plan 3 rd Suspension, Charges may be filed	1 st Restitution, apology, after school detention 2 nd Restitution, apology, 1-3 day suspension, Behavior Improvement Plan 3 rd 2-5 day suspension and charges may be filed
4. Fighting	1 st Loss of recess 2 nd 1-3 days suspension, Behavior Improvement Plan 3 rd 2-5 days suspension	1 st 1-3 Suspension 2 nd #1 and Behavior Improvement Plan 3 rd 2-5 days suspension 4 th 3-10 days suspension
5. Inappropriate Touching	1 st Loss of recess 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st 1-3 Days Suspension 2 nd #1 and Behavior Improvement Plan 3 rd 2-5 days suspension 4 th 3-10 days suspension and charges filed
6. Assault/Physical Attack (Severity may increase discipline)	1 st 1-3 days suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension	1 st 1-3 day suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension with possible Expulsion
7. Weapons/Look Alike **"ZERO TOLERANCE"	1 st 1-10 days suspension with possible Expulsion	1 st 1-10 days suspension with possible Expulsion
8. Controlled Substances/Look Alike	1 st 1-3 days suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension	1 st 1-3 day suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension with possible Expulsion
9. Tardiness to class (after 3 rd incident)	1 st Letter or phone call to parents 2 nd Behavior Improvement Plan / Truancy officer 3 rd Send to Principal	1 st Letter or phone call to parents 2 nd After School Detention 3 rd Behavior Improvement Plan 4 th Send to Principal
10. Unexcused Absences	Follow Attendance Policy in Student Handbook	Follow Attendance Policy in Student Handbook

Violations	Grades K-3	Grades 4-8
11. Profanity & Offensive Behavior (<i>Blatant profanity & offensive behavior toward staff & others will be treated as Offense #4.</i>)	1 st Warning 2 nd Loss of Recess 3 rd #2 & Behavior Improvement Plan 4 th Send to Principal- 1-2 days suspension	1 st After School Detention 2 nd #1 & Behavior Improvement Plan 3 rd Send to Principal- 1-2 days suspension
12. Failure to Follow School Regulations including internet usage	1 st Loss of recess 2 nd Loss of Internet &/or network access 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st After School Detention or possible suspension 2 nd Loss of Internet &/or network access 3 rd 1-3 day suspension 4 th 2-5 days suspension
13. Unsafe Behavior	1 st Loss of recess 2 nd Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st After School Detention 2 nd Saturday School or Suspension 3 rd Behavior Improvement Plan 4 th 1-5 day suspension
14. Cheating/Plagiarism: May result in a zero grade on the assignment.	1 st Loss of recess 2 nd 1-3 days suspension 3 rd 2-5 days suspension	1 st After School Detention 2 nd 1-3 days suspension 3 rd 2-5 day suspension
15. Falsification (lying, forgery)	1 st Loss of recess 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st After School Detention 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension
16. Disrespectful/ Insubordination	1 st Loss of recess 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st After School Detention 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension
17. Fire/Arson	1 st 2-10 days suspension, possible Expulsion 2 nd Suspension, recommend expulsion and charges filed	1 st 2-10 days suspension, possible Expulsion 2 nd Suspension, recommend expulsion and charges filed
18. Bullying/Hazing/ Harassment/Threatening ***"ZERO TOLERANCE"	1 st Loss of recess 2 nd #1 & Behavior Improvement Plan 3 rd 1-3 days suspension 4 th 2-5 days suspension	1 st Detention or Suspension 2 nd #1 & Behavior Improvement Plan 3 rd 1-10 days suspension, possible expulsion depending on severity
19. Tobacco/ Abuse of Drugs ***"ZERO TOLERANCE"	1 st 1-3 days suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension, possible expulsion	1 st 1-3 days suspension 2 nd 2-5 days suspension 3 rd 3-10 days suspension, possible expulsion
20. Excessive Rough Play/Pushing Unsuitable Conduct	1 st Loss of recess 2 nd 1-3 days suspension, & Behavior Improvement Plan 3 rd 2-5 days suspension	1 st After School Detention 2 nd 1-3 days suspension, & Behavior Improvement Plan 3 rd 2-5 days suspension
21. Cell Phones, Communication Devices, and other Electronics	1 st device taken and parents called, returned end of day 2 nd Send to Principal, device taken and parents must pick up 3 rd Send to Principal, device taken and parents must pick up, and possible detention or suspension	1 st device taken and parents called, returned end of day 2 nd Send to Principal, device taken and parents must pick up, and possible suspension 3 rd Send to Principal, device taken and parents must pick up, and possible suspension

All other consequences for violations not mentioned above will depend on the circumstances of the situation, which may include but are not limited to the following: **After School Detention, Saturday School, Suspension, Denied Participation in School Sponsored Activities, Isolated/Restricted Privileges, Behavior Improvement Plans**

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

"Harassment, Intimidation or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidation or Bullying" also means cyber-bullying through electronically transmitted acts i.e. Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

"electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Types of Conduct:

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-Bullying"), such as the following:
 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 2. sending abusive or threatening instant messages;
 3. using camera phones to take embarrassing photographs of students and posting them on-line /or otherwise distributing them;
 4. using web sites to circulate gossip and rumors to other students; and,
 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
 6. Violence with a dating relationship.

Building principals and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels s/he has been a victim of aggressive behavior and/or bullying in violation of this policy shall immediately report his/her concerns.

IN-SCHOOL SUSPENSION REGULATIONS

Failure to serve in-school suspensions and follow the regulations and behavioral guidelines may result in an out of school suspension or referral to juvenile court.

Student Behavior in In-School Suspension

1. Students must report with materials to read or study.
2. Students are expected to be working the entire time.
3. Sleeping, staring out windows, use of electronic equipment for non-educational purposes, or any other non-study items will not be permitted.
4. Students will follow directions of In-School Suspension supervisor at all times.
5. Students are expected to complete all work assigned for in-school suspension. Failure to satisfactorily complete all work assigned will result in another in-school suspension or out-of-school suspension. The teacher assigning the work given will determine if work is properly completed.
6. Violation of any of these rules will result in student being assigned an out-of-school suspension.

After School Detention

Students may be assigned after school detention.

1. Students will report to detention room by 2:50.
2. Students will be dismissed from detention at 3:30.
3. Parent/Guardian is responsible to pick up student at 3:30.
4. Bring work to do while in detention or work will be given.
5. Stay in your seat and be quiet during detention.
6. Misbehavior in detention may result in another detention being assigned or a Suspension.
7. Three unserved detentions will result in a Suspension.
8. If unable to attend a detention on the day assigned, prior arrangements must be made with the principal or detention supervisor.

Lunch Detention

Students may be assigned lunch detention.

1. Stay quiet during lunch detention.
2. Students are not permitted to participate in free time during last 15 minutes of lunch period.
3. Students who do not serve lunch detention will be assigned after school detention.
4. 4 lunch detentions will result in an after school detention.

DRESS CODE

The purpose of this dress code is to:

1. Ensure an education atmosphere that will be conducive to learning.
2. To ensure the health, safety, and welfare of all students
3. To reinforce the importance of proper dress and grooming for the attainment of life goals and career success.

General Guidelines:

1. All clothing needs to be neat and clean.
2. No article of clothing shall be worn which defames any person, the school, the community or the nation.
3. Clothing that advertises alcohol, tobacco, or drugs is prohibited. Also, clothing with language, patterns and images that are vulgar, profane or suggestive is inappropriate and unacceptable for the school environment.
4. Tops, shirts and dresses must be at least three fingers wide at the shoulder, should not be revealing and no part of the side torso should be exposed. Top garment must overlap bottom garment.
5. Pants, skirts and dresses must be of modest length and not too tight. Shorts must be at least mid-thigh length. Pants with holes or slashes above the knee are also prohibited. Drooping or sagging pants will not be permitted. Pants must be worn in normal fashion at or above the belt line and may not be excessively large as to cause them to droop or excessively tight such that undergarments show.
6. Shoes must be worn at all times. For the safety of our students, roller blades/skates and shoes with wheels are prohibited. Wearing open toe shoes is strongly discouraged. Shoes with laces are to be tied at all times. Tie shoes (sneakers) are required for physical education.
7. Hats, visors, scarves/bandanas are not to be worn in school except on special occasions planned by the school or for documented medical reasons.
8. Sunglasses may not be worn in the school building except for documented medical reasons.
9. Extremes in grooming/appearance that disrupt the educational process will not be permitted. This includes hairstyles, hair color, piercings, etc.

Consequences for failing to comply with the dress code include

- Student will be asked to correct the inappropriate appearance. This can include changing into appropriate clothing available at school or calling parents to bring in appropriate clothing.
- Refusal to correct the infraction may result in detention, Suspension, or other consequences deemed appropriate by the principal.

School Wide Rules -Management Plan- We Are Family!!

Caldwell Elementary School Mission Statement:

Our goal as a CES family is to be responsible, respectful, motivated life-long learners so that we can meet high academic standards.

Behavior Program: Responsible Educated Driven Successful

Vision:

We envision Caldwell Elementary as a school that provides a happy, caring and stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to society.

Guiding Beliefs:

- Literacy is the foundation of all learning.
- The curriculum will be child centered and meaningful; we will build on the strengths of each student.
- Students will demonstrate respect for themselves, others and their environment.
- Staff and students will be self-motivated and lifelong learners.

- Staff and students will model and promote the core virtues of respect, responsibility, honesty, self-discipline, perseverance, kindness and giving.

School Rules: All students at Caldwell Elementary have a basic set of observable rules that are to be followed. Additional rules have also been established for the playground, cafeteria, restrooms, and hallways.

School-wide Goals: To promote student self-discipline and motivated lifelong learners through good citizenship and acceptance of individual responsibilities.

Rules:

1. Show respect for ourselves, others and our environment.
2. Keep our hands, feet and other objects to ourselves.
3. Use acceptable language: no harassment, put-downs, teasing, foul language, etc.
4. Follow directions of **ALL** staff members.
5. Allow the teacher to teach and other students to learn.

AM Gym Goal: To provide a safe and clean environment for students to wait for the school day to begin.

Rules:

1. Sit quietly in designated section.
2. Get permission before leaving the gym.
3. Food, drinks, toys and all powered off electronic devices stay in backpacks.
4. 7th and 8th grade hallway is off limits before 8:17 am.

Playground Goal: To provide students a safe area to play with their peers.

Rules:

1. Stop playing and line up quietly when the whistle blows or signal is given.
2. Leave dangerous objects such as rocks, bark, snow, and sticks on the ground.
3. Leave all food and drinks in the cafeteria.
4. Stay within the designated areas.
5. Take turns playing on equipment and with other items.
6. Enter and exit the building using the proper hallway behavior.
7. Use equipment for its intended use only.

Cafeteria Goal: To provide students with a safe and clean environment to eat and talk with their peers.

Rules:

1. Stand quietly in the line.
2. Eat quietly and use good manners.
3. Use quiet voices.
4. Stay in our seats and raise our hand to be dismissed.
5. Walk in the cafeteria.

Restroom Goal: To provide clean and safe restrooms for student use.

Rules:

1. Have a pass to use the restroom outside of classroom breaks.
2. Use all restroom equipment appropriately.
3. Put toilet paper in the toilet and all other paper in the trash can.
4. Flush the toilet after use.
5. Wash our hands with soap and water.
6. Leave the restroom as soon as we are finished.

Hallway Goal: To provide quiet, safe hallways for travel throughout the school building.

Rules:

1. Walk at all times, facing the direction we are traveling.
2. Keep hands in pockets, at our sides, or clasped behind our backs.
3. Mouths and bodies should be silent.
4. Groups of students should walk in line on the right side.

Personal Technology Goal: To allow personal use of technology **ONLY** when permitted by a teacher or staff member.

Rules:

1. Phones will be stored in classrooms in a box or tote. Teachers can give students permission to access phones for academic purposes. Students are not to call or text home- they are to come to the office.
2. Not allowed to capture image, audio, or video of any student, staff member, or other person.
3. Nothing is confidential on devices which are on school property.
4. Social media sites are not permitted during school hours.

School Technology Goal: To provide a responsible and safe online environment in which learning can be achieved.

Rules:

1. Treat devices with responsibility, safety, and respect at **ALL** times.
2. Only be on school approved websites and those assigned for instruction.
3. Not allowed to capture image, audio, or video of any student, staff member, or other person.

Locker Area: To provide a safe area for students to store their belongings.

Rules:

1. Close lockers carefully and keep them locked.
2. Keep area clean, appropriate & removable decorations only. Damage to a student's locker will be charged to the student.
3. Get needed items and get going. No Loitering!
4. Respect other people's property and space.
5. Lockers are assigned at the beginning of the school year. A non-refundable rental fee (\$1.00) must be paid.
6. Locks are provided for by the student and may be removed by the school if no key or combination is available.
7. Lockers are the property of Caldwell Board of Education and may be inspected or searched by authorized school personnel at any time.
8. Do not share lockers and do not share keys or combinations.
9. Items left in lockers at the end of the school year will be discarded.

Assembly: To provide enrichment activities in large group settings where all students can participate.

Rules:

1. Sit quietly in assigned areas.
2. Listen to directions quietly, respond appropriately.

Library: To Support and supplement the curriculum.

Rules:

1. Sign in and out of the library if there from another classroom.
2. Books may be signed out for a period of 2 weeks.
3. Lost, stolen, or damaged books will be assessed for a fine.
4. Overdue books will result in a fine.
5. Work quietly, and no food / drink.

Consequences for choosing inappropriate behavior

When students choose inappropriate behavior, we expect them to accept the responsibility for their actions and we will provide opportunities for self-correction. The system outlined allows children to make mistakes, yet accept appropriate consequences. All consequences are based upon frequency and severity. At any time a student can self-correct to avoid more serious consequences. Each day provides the student with a "fresh start" and a chance to make good choices.

Each grade will have a set behavior management plan for their grade level. More information on specific grade levels will be sent home in a different document.

Severe Clause: Severe disruptions will be dealt with immediately by the principals according to the Code of Conduct Matrix. Possible consequences for severe behavior may include a phone call to parents, detention, in-school suspension, emergency removal, and out-of-school suspension. These decisions will be determined by the principal based on the severity of the offense.

Teaching Practices and Recognitions for Good Behavior: It is our belief that teachers need to help students learn appropriate behaviors. We will teach and encourage students to follow the rules outlined above. When students choose to follow the school rules, they will be recognized with special class or individual rewards for good behavior. Five specific programs we will use to reward students are:

1. **Nine Week Behavior Celebration** where students who have demonstrated Excellent Homework Completion and Excellent Behavior will have a special activity with other students from their grade level.
2. **Redskin Card Incentive Celebration** (grades 4-8) where students will receive either a red, white, or gray card which will entitle them to homework passes, soda at lunch, and reward trip at the end of the school year.
3. **Yellow tickets** in which students are given a yellow ticket when they have been "caught being good" by a staff member. These cards go into a drawing for various prizes and/or rewards.
4. **The Golden Shoes** which is given to a class for Positive Public Behavior. A pair of gold shoes is hung on the classroom door and the students receive an extra recess.
5. **The Golden Spatula** which is given to a class with outstanding behavior in the cafeteria during lunch. This spatula would entitle special cafeteria privileges.

Additional incentives and rewards may be used by individual classroom teachers.

ATHLETIC PARTICIPATION

Students are encouraged to participate in a number of extracurricular activities.

- Students must have a doctor's physical, signed copy of the Athletic Code of Conduct, and proof of insurance filed before they can practice or participate. Physicals are valid for one year only.
- Any student absent from school for more than half a day because of illness or an unexcused absence WILL NOT participate in a practice or a game on the day of absence.
- Each participant will observe and obey the school training rules as presented by the coach.
- Display good sportsmanship at all times. Failure to do so may result in loss of privilege to participate in future games.

Athletic Eligibility

Scholarship standards for students in grades 7-8 will be required to **pass a minimum of five courses of all subjects taken** in the preceding grading period.

1. A student enrolled in the first grading period after advancement from 8th grades must have passed a **minimum of five of all** subjects carried the preceding grading period in which the student was enrolled.
2. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and receiving passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

District Compliance Officers

In compliance with state mandates we have appointed state compliance officers Carey Block and Justin Seebach for contact in the following areas:

1. Civil Rights
2. Section 504/ADA Compliance
3. Anti-Harassment (Sexual or Otherwise)
4. Title IX
5. Non-Discrimination and access to Equal Educational Opportunity.

Please read over handbook with your child. Sign and return this form:

PARENT / STUDENT AGREEMENT

I have read and understand this handbook. I agree to the terms of this handbook.

Print Parent Name _____

Print Student Name(s)

_____ Grade Level _____

_____ Grade Level _____

_____ Grade Level _____

Student Signature(s)

Parent Signature _____ Date _____