

ELEMENTARY STUDENT GUIDE

DISCIPLINARY ACTION (see Corporation Policy)

VISITOR POLICY

All visitors must report to the school office upon arrival. You must check in with the school secretary and sign in at the office. We do this to provide a safe and secure environment for all students and staff.

CAFETERIA AND LUNCH HOUR

Students eating their lunch at school may either buy it or bring it, but it must be eaten in the cafeteria. East Gibson Elementary Schools shall maintain a closed campus during the lunch period. If parents want their child to leave school during the lunch period, they must notify the office and return their child to the office before school resumes for afternoon class. A student violating this policy will be considered truant and will be subject to disciplinary action.

Students may bring candy or canned pop in their lunches but this must be consumed in the cafeteria during lunch period. No chewing gum is permitted in the school building at any time during school hours.

FIELD TRIPS – PROGRAMS

Written permission from parents must be presented to school officials for a student to be eligible to go on a field trip. Students who are participating in a school authorized trip are directly responsible to the teacher in charge. A student must return with the same group on a school sponsored trip except when a parent contacts the school prior to departure from the event and assures the sponsor that the parent will be responsible for the student.

EXTRA-CURRICULAR ACTIVITIES

Coaches and supervisors of extracurricular activities (ECA) have the authority to suspend students who do not comply with their training rules, instructions, etc. All ECA shall be cancelled or postponed on days school is not in session because of the weather, or other emergency situations.

A student receiving two “F’s” in any subjects for a nine-week grading period will be ineligible for athletic events the following nine-week grading period. If two teachers or one teacher and the principal give a student “U’s” (which indicates a serious behavior problem), that student is disqualified from the honor roll and extracurricular activities. At the end of the first four weeks of the grading period, the principal will check with the two staff members who gave the “U’s” to see if there is improvement by the student. If both agree that there is sufficient improvement then the principal may remove the probation and restore the student to extracurricular activities, but not honor roll. If there is not a substantial improvement in the student’s conduct then the penalty will stand for the balance of the grading period. An “H” will offset one “U” but not two “U’s”. ECA are those which receive no credit toward graduation and include athletics, newspaper staff, yearbook staff, chorus, speech and drama activities, student council, class officers, student librarians, teacher’s aides or any other non-scholastic activity.

ELEMENTARY CITIZENSHIP

- (1) Conduct grades will be given as H (honors), S (satisfactory) and U (unsatisfactory).
- (2) Grades for conduct are to be placed on a sheet in the principal’s office. (Only if the grade is an H or U with one conduct grade being given per teacher per student.) Conduct grades are not to be recorded on the permanent record cards or in the register.

ELEMENTARY HONOR ROLL

In order to be on the Honor Roll, a student must receive a grade of “B” or above in all subject areas. If two teachers or one teacher and the principal give a student “U’s” (which indicates a serious behavior problem), that student is disqualified from the honor roll and extracurricular activities for grades 4 – 6.

ATTENDANCE POLICY

- (1) If a student has accumulated twenty (20) absences in a year that are not **MEDICALLY VERIFIED**, the student **MAY BE RETAINED** for the year.
- (2) At seven (7) absences, the parent(s)/guardian(s) will be notified in writing that the child has excessive absenteeism.
- (3) At twelve (12) absences, another warning will be issued with a request for a parent(s)/guardian(s) – principal conference. The Attendance Officer will also be notified.
- (4) At seventeen (17) absences, another warning will be issued and the Child Welfare Office will be notified.
- (5) Tardy and/or leaving early when a student accumulates seven (7) tardies in a year, they will be considered habitual. The student will be referred to the Attendance Officer. The Welfare Department may also be contacted.

PERFECT ATTENDANCE

The Perfect Attendance Award will be presented at the close of the school year to those students who were neither tardy nor absent from any class for any reason during the school day. **YOU MUST HAVE PERFECT ATTENDANCE IN EACH CLASS** to receive this honor.

STUDENT EVALUATION POLICIES

- (1) With normal classes, the normal curve of distribution of marks shall be considered when awarding marks. Teachers shall not use “Pass or Fail”, “A or F”, or “credit or no credit” grading systems unless written approval is given by the school board.
- (2) Passing or failing a student should be determined by the pupil’s educational achievement/accomplishment. However, consideration must be given such factors as chronological age, and the mental, social and physical development of the pupil. In almost all cases any pupil who works up to their capacity should be passed in the required subjects, but in the specialized subjects standards of proficiency should be set and students should be rigidly required to meet these for satisfactory completion of the course.
- (3) Grades of both “A” and “F” should be rather difficult to earn. To assign “A’s” indiscriminately is to give a student an unrealistic picture of ability and be cause for later disappointment and/or failure. To be too free with “F” grades is to encourage a tolerance for failure on the part of those constantly receiving such grades.
- (4) A uniform system of grading will be used in all subjects. The following letter and corresponding numerical percentage should be used by all teachers. Teachers may use a “plus” or “negative” on the report card; however, they will not be recorded on the student’s permanent record (semester grade or year grade).
- (5) In order to encourage students to show academic improvement throughout the school year, the elementary (K-6) teacher may add or subtract one-tenth (.1) point from the final grade point average.
- (6) That 1st through 2nd grade use “S’s” and “U’s” for Social Studies, Science and Health.
- (7) That a Handwriting Grade is given in 1st and 2nd grade and that a Handwriting Grade for grades 3 through 6 will be given as “S” or “U”.
- (8) That grade 3 through 6 will be given letter grades in Social Studies, Science and Health.

- (9) The following standards are submitted as a guide to the faculty in the determination of grades. This will allow for more uniformity in grading by the faculty and make it possible to provide better interpretation of grades to students, parents, and any other person having the need to know.
- (10) Letter grades given in 5th and 6th grade for Physical Education, Art, Band & Music; "S" & "U" for grades K-4.

A – Excellent

The grade "A" is given to students:

- (a) who consistently show superior knowledge of the subject matter
- (b) who are consistently thorough in their preparation
- (c) whose work is always done promptly, neatly and, to a large degree, independently
- (d) who take a constructive part in class discussion
- (e) who are regular in attendance

B – Above Average

The grade "B" is given to students:

- (a) who indicate that they have a good knowledge of the subject matter
- (b) who usually are thorough in their preparation
- (c) who are prompt, neat and, to some extent, independent in their work
- (d) who enter actively into class discussions, making fairly accurate and complete recitations
- (e) who are regular in attendance

C – Average

The grade "C" is given to students:

- (a) who indicate that they have an average knowledge of the subject matter
- (b) who do an average amount of preparation
- (c) who are reasonably prompt and neat in their work
- (d) who are usually able to and do enter into the class discussion
- (e) who are regular in attendance

D – Below Average

The grade "D" is given to students:

- (a) who indicate that they have a fair to poor knowledge of the subject matter
- (b) who are careless in the preparation of the assignment
- (c) whose work is late and irregular
- (d) who do not take an active part in class discussion
- (e) who are irregular in attendance

F – Failing

The grade "F" is given to students:

- (a) who cannot, or will not, do their work
- (b) who consistently fail to meet the above requirements

I – Incomplete

A semester grade of "Incomplete" may be given only to the student who has been absent a prolonged, consecutive length of time due to hospitalization, personal illness, or illness of a member of the immediate family requiring the student's presence at home, or other related circumstances. In no case will an "Incomplete" be issued to a student who neglects to turn in required work when it is due, not accompanied by the illness factor above. "Incomplete" must be removed by the end of the following grading period. No incomplete can stand as a final grade. Any incomplete not removed automatically becomes an "F" grade and should be changed by the teacher in the grade book. Notification of this change must be given to the principal's office. "Incomplete" given the last grading period of the school year should be removed within a reasonable length of time.

VIDEO GAMES, DVD PLAYERS, IPODS, CD PLAYERS, CELL PHONES & OTHER ELECTRONIC DEVICES

The above-referenced items may not be brought to school, with the exception being a cell phone. School officials wish to prohibit students from bringing these items to school and accept no responsibility for the loss or damage of such items. However, as a parent, if you wish to allow your child to bring a cell phone to school, the following restrictions shall apply.

- Possessing or using on school grounds during school hours, (8:00 A.M. to 3:00 P.M.) an electronic paging device or a handheld portable or cell telephone is not permitted.
- Portable or cell phones must be turned in to the designated person before 8:00 A.M. each day or secured in the student's locker. The parent(s) and/or student is responsible for placing label with the student's name on the cell phone. The phone will be returned to the student at the end of the day.
- Cell phones and portable cameras are not allowed in school restrooms or dressing rooms at any time.
- Using any of the above-referenced items must not interfere with school purposes or disrupt the educational process.

PARENTS REQUESTS FOR SPECIFIC CLASSROOM TEACHERS FOR THEIR CHILDREN

- (1) Parental requests for a specific classroom teacher for their children will be permitted only in extreme cases, such as:
 - (a) Child abuse cases in which a social worker or child specialist makes a special request;
 - (b) If there is a lawsuit pending against a teacher, that teacher should not have other children from the family in his/her class room, and;
 - (c) If a family medical doctor makes a request for a specific teacher on behalf of the parents, the doctor (conference call), the principal, the parents, the teacher and the student must meet simultaneously to discuss the situation before the request will be granted.
 - (2) Classroom teachers will rank students, using the scale below.
 1. High Achiever
 2. Average Achiever
 3. Low Achiever
 4. Discipline Problem
 - (3) The above information is confidential.
 - (4) Equitable class assignments will be made by the administration, using this scale and the information reported by the teacher.
- * This policy is with the stipulation that no documentation pertaining to labeling of students exists within the students records.