

ELEMENTARY GENERAL CODE OF CONDUCT

I. Be Responsible

- A. Be considerate of personal and school property
- B. Be prepared for class and special activities
- C. Use bathrooms appropriately
- D. Graffiti is not acceptable
- E. Use materials appropriately and conservatively (supplies, equipment)

- F. Clean up after yourself.

II. Be Respectful

- A. Be polite to everyone
- B. Swearing, abusive language and name calling are inappropriate
- C. Walk quietly in the hall and use hallway manners
- D. Keep your hands to yourself
- E. Be respectful of substitute teachers, visitors and ALL staff
- F. Treat others the way you want to be treated

III. Be Safe

- A. Walk at all times
- B. Do not throw objects
- C. Fighting is not acceptable
- D. Dangerous objects are unacceptable
- E. School property is off limits during unsupervised times
- F. Dress appropriately; do not create a distraction or safety hazard; sneakers **MUST** be worn on the playground

IV. Be Honest

- A. Admit mistakes
- B. Do your own work; copying is cheating
- C. Turn in found property to a staff member

- D. Tell the truth

GUIDELINES FOR ELEMENTARY PROMOTION AND RETENTION

It sometimes becomes necessary to retain a student an additional year at the same grade level in the student's best educational interests. This is often a difficult and unwelcome decision, no matter how sure the teach is that it will be the most beneficial course of action for the student.

The basic philosophy in the elementary grades is that promotion or retention is based on the

abilities of the individual child. However, there are certain aspects that can and must remain constant throughout the elementary grades. Among these are:

1. A child shall not be retained more than one year in one grade.
2. A child shall not be retained two grade levels in succession.
3. A child shall not be retained more than twice in grades K-6.
4. The mental ability and maturity of the child will play an important part in the determination of retention or promotion of a child.
5. The greatest number of retentions should occur at grade K, 1, 2, or 3.
6. Lights Retention Scale will be used to guide the recommendation.
7. A child normally will not be retained in the same teacher's room unless the teacher, parent and administration agree.

Specific Guidelines:

1. Child Study Team will act as a consulting team to provide additional professional opinions in the placement of students. This team will consist of an administrator, school psychologist, elementary teachers, elementary guidance counselor.
2. In order to provide time for adequate consideration, teachers should refer any possible retentions by February 1st . During this time the team will meet regularly once a month to discuss referrals. The Child Study Team will notify the parent by letter that their child's progress is being evaluated by February.
3. During the months of February and March, parent-teacher conferences will be scheduled. The teacher will be responsible for compiling a file consisting of work samples, tests, performance, and pertinent behavioral performances in anecdotal form. Records of parent-teacher conferences will also be kept.
4. By April 1st, a team conference will be held and tentative recommendations be made. At this conference a meeting involving the administrator, the classroom teacher, and the parents will be arranged.
5. By May 15th the meeting with the parents will take place. Parents will be encouraged to participate and offer any suggestions or criticisms. At the end of this conference, a tentative conclusion will be made by parents and evaluation team.
6. A satisfactory agreement may be reached at any time during the process. Should any extraordinary improvements develop in the child's attitude or performance the Child Study Team may review the Case.

MARKING SYSTEM

Grades 1-3

O - Outstanding

S+ - Above Average

S - Satisfactory

S- - Below Satisfactory

N - Needs Improvement

I - Improving

U - Unsatisfactory

Written teacher comments are included as part of the reporting system.

Grades 4-6

Honor Roll

90 - 100

Grades 5-6 Average of 6 basic subject areas

80 - 89

70 - 79

85 -89 Honor Roll

65 - 69

90 - up Principal's List

Below 65 is a failing grade

Reporting to Parents

Reporting to parents is handled through a formal report card, letters and/or telephone calls from teachers, and by parent-teacher conferences.

1. Elementary

Parent-Teacher conferences are held at the end of the first marking periods. Report cards are issued at ten week intervals. Kindergarten report cards are issued 2 times per year, one at the end of the second marking period and one at the end of the fourth marking period.

2. Secondary

Report cards are issued at ten (10) week intervals.

Progress reports are sent at five (5) week intervals or at any time that the teacher deems necessary.

Parent-Teacher Conferences are held at the end of the first marking period.

ELEMENTARY PARTIES

Elementary parties may be held at the discretion of the teacher. These parties may be held for the following days:

Halloween
Thanksgiving
Christmas
Valentine's Day
Easter
End of the Year

The length and day of the party should not interfere with other classes in session.

Elementary Recess

The following policy is to be followed for elementary recess:

1. All children will participate in outside recess unless directed by a faculty member to remain inside or has a valid doctor excuse.
2. The class will go out upon the teacher's discretion, temperature, and wind chill permitting.
3. Sneakers **MUST** be worn for outdoor recess.
4. Clothing must be appropriate for the weather.

FIELD TRIPS

1. Teachers should obtain permission from the administration for all field trips.
2. When transportation is required, request for such must be filled on the proper form four(4) weeks prior to the trip.
3. Students going on field trips **MUST** have a permission slips (available in the main office) signed by parent or guardian. These are to be turned in to the Main Office before the trip.
4. Field trips should have a sufficient number of chaperones (dependent on type of trip). Parents should be urged to act as chaperones.
5. The Administration should be notified when group returns to school.
6. Field trips should be posted on Main Office calendar as soon as they are confirmed.