

ARNOLD ELEMENTARY STUDENT HANDBOOK



Michigan Center Schools

Where Success Begins

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Arnold Elementary Student Handbook

School Begins

8:20 a.m.

School Ends

3:13 p.m.

Arrival and Departure

1. School begins at 8:20 each morning. Students who walk or are driven by car **should not arrive before 8:00 a.m.** All students are to be dropped off on the East side, at the playground.
2. **Parents are reminded that there is no adult supervision in the parking lot or the playground before 8:00 am.** Students arriving prior to 8:00 a.m. are not allowed in the building.
3. Dismissal begins at 3:13 p.m., when students are released to the pick-up or bus zones. When students do not follow their usual after-school routine, notes should be sent to the classroom teacher in order to verify the changes. When plans change and a note has not been sent please call the school by 2:45 p.m.
4. **Students are to be picked-up no later than 3:30 p.m.**
5. The school office closes at 3:45 p.m.

Building Security

1. The building is locked at all times.
2. When visiting, please use the front door. Entry into the building is through an intercom system located to the left of the door.
3. All visitors are to proceed directly to the office.
4. Visitors are not to walk the hallways, unless authorized by the office and given a visitor badge.
5. ***Video cameras are in use at all times throughout the building, parking lot and play areas.***

Attendance

To ensure the academic success of our elementary students, the following attendance policy has been established:

1. The attendance policy is based on ten (10) days of unexcused absence per year. The ten (10) days in the policy are for the following:
 - a. Personal illness not documented by a doctor or hospital.
 - b. Serious personal or family problems, including bereavement.

2. The following policy procedures will be used. **It is the responsibility of every parent and student to read and follow these procedures.**
 - a. **EXCUSED ABSENCES** - An absence will be excused only if the student brings in a written and signed physician's excuse with the date of the appointment. Court appointments, court appearances, and funerals may also be excused with written documentation.
Documentation must be presented on the day the student returns to school. These excused absences will not count toward the ten (10) days referred to above.
 - b. **UNEXCUSED ABSENCES** - Absences not covered by a physician's excuse or proper court documentation will be considered unexcused and will count toward the ten (10) days referred to above. Vacations are considered unexcused absences and may count towards the ten allowed absences.

Tardy

Arrival after 8:20 am

Absent AM

Arrival after 10 am

Absent PM

Students are marked absent
If departure before 1:30 pm

Valid/Lawful Absences

Sickness with doctor note
Lice (max of 3 days)
Doctor appointment
Religious holiday
Extreme family emergency
Funeral (2 days)
Homelessness

UNEXCUSED ABSENCE

Too Tired
Child not immunized
Travel
Weather
Missed or kicked off the bus
Overslept
Sickness (no doctor's note)

Parents are encouraged to call the school office to report absences whether excused or unexcused.

3. Notices to parents/guardians: After the fourth and eighth absence, parents will receive a letter warning them of their child's excessive absences. After the tenth absence, the student will be

referred to the Intermediate School District Attendance Office. Excessive tardiness of ten or more will result in a truancy referral to the Jackson County ISD Truant Office.

School of Choice Student Attendance

1. School of choice students are defined as students living outside of Michigan Center School District boundaries.
2. Parents/guardians are responsible for transportation to and from school. Students are expected to arrive on time and leave at the dismissal time.
3. School of choice students missing 10 consecutive unexcused days of school, may be transferred out of school by administration due excessive absences. In this situation, the parent/guardian will be notified by the school. The parent/guardian is then responsible for enrolling the student in the school district of residence.

Late Arrival and Early Dismissal

Students coming to school after the day has started must check in at the office before going to class. It is important that each child attend a full day of school. We will use the following procedure if it is necessary for you to pick up your student early:

1. Parents or other individuals should check in at the office when entering the building. Do not interrupt the learning process by going to the classroom during the school day.
2. Parent/guardian will sign student in/out at the office.
3. **The child will be released from the school office, not the classroom.**
4. Please be sure to send a note stating the time and who will be picking up your child. You may also call the Arnold office at (517) 764-5700.

Students arriving after 8:20 and before 10:00 are marked tardy unexcused. Students arriving at 10:00 or later and leaving before 1:30 are marked absent unexcused. If arrival or departure due to an appointment, please present written documentation to the office for an excused absence.

Emergency Procedures

Fire and Safety Drills

Necessary fire, tornado, lockdown, and evacuation drills will help ensure the safety of everyone in the event of an actual emergency. Teachers will practice drill procedures with students. **In the event of a tornado watch or warning, students will remain in school and will be moved to areas designated as safe zones.**

Emergency School Closing

There may be situations where school may be dismissed during the school day. Snow, ice, power failure, lack of heat, or water problems may necessitate the dismissal of students. Such a closing would be announced on local television, radio stations, the district website, social media and a phone call through the District Global Connect System. **(Please make sure you keep any phone number changes up to date).** It is recommended that you have arrangements worked out with your child concerning what he/she should do if such an occasion arises and you are unavailable. (Please note that school administration will do everything in their power to keep students at school).

Weather Related School Closing

The cancellation of school due to inclement weather is made by the Superintendent. The decision to close school is usually made before 6:30 a.m. and will be announced on local television, radio stations, the district website, social media and a phone call through the District Global Connect System.

If school is cancelled, all regularly scheduled after school activities, including those involving building rentals will also be suspended. Scheduled and contracted athletic events may be held at the discretion of the Superintendent and Athletic Director.

Recess

Daily outdoor recess opportunities are scheduled as a part of the regular school day. These times are often a valuable factor promoting healthy classroom conditions. Students are expected to participate in recess activities. Adequate and appropriate clothing should be worn. Students will go outside for recess

unless the temperature or wind chill factor is 0 degrees Fahrenheit, whether or not they have appropriate clothing.

Our policy is that all students go outside for recess. We do, however, understand that on occasion there exist extenuating circumstances. The following guidelines will be recognized when it is necessary for a child to remain inside:

1. Student will be allowed to stay in from recess for up to two (2) days with a note signed by a parent or guardian. Abuse of this consideration will result in administrative contact with parents/guardians.
2. Periods beyond two (2) days, will **require a note from a physician.**
3. Chronic health problems should be discussed with office personnel and the teacher at the beginning of the school year or at the time of diagnosis. Documentation for exemption from recess must be in writing from the student's physician.

It is also policy that if students who are not able to participate in physical education class will also not be able to participate during recess. The student will spend their recess sitting on a bench outside.

Playground Rules

Students are expected to:

1. Stay in full view of playground monitors.
2. Respect fellow school mates as well as school property.
3. Stay in designated playground areas.
4. Use playground equipment properly and safely.
5. Line up immediately when called at the conclusion of recess.

Students are not allowed to:

1. Throw or kick dirt, mud, rocks, wood chips, snowballs, or other objects.
2. Tackle, pinch, punch, slap, wrestle, trip, or grab clothes or bodies.
3. Use vulgar language or make obscene gestures.
4. Re-enter the building until recess has ended. (Unless permitted to do so by a recess supervisor).
5. Have food or gum on the playground.

Curriculum

All curriculum at Arnold Elementary School is aligned to the State of Michigan Curriculum. In addition to the core academic subjects of Math, Science, Social Studies, and Language Arts, students are able to enjoy several supplemental courses. They include:

Music

All students in grades young five through second grade receive one session of vocal music instruction each week. Emphasis is based upon generating musical appreciation and experiences.

Computers

All elementary students receive weekly computer instruction from a media teacher.

Library

Students are taken to the library by their classroom teachers. They have the opportunity to sign out or exchange books. Please help your child return library books on time and in good shape. A charge will be assessed for lost library books. If a book is returned during the same school year, then a refund will be given.

Physical Education and Health

All elementary students participate in physical education each week. Developing a health body as well as a positive attitude toward physical activity are key goals of our physical education program. Students need to wear appropriate shoes and clothing to physical education. To ensure these goals, students who do not participate in gym **will not** be able to partake in recess.

A student may only be excused from gym with a doctor's note.

Student Placement

Michigan Center Schools, in an effort to provide students with the best possible education, uses the following procedures and guidelines for student classroom placement. Grade level teachers meet annually and use the following criteria for student placement in the next school year classroom:

1. Special needs students

2. Academic grouping of students
3. Balance of boy/girl ratio
4. Personality combinations
5. Behavioral concerns
6. Parent/Guardian requests

Teacher Requests

Each spring, parents who wish to request a particular teacher for their child are required to submit a teacher request form (can be requested from the office). These requests are due no later than April 30th. This information will be used when considering your child's placement. Please be aware, there are no guarantees.

Retention

Retention is rare and based on a student's academic, social and emotional growth. If a teacher believes a student is a candidate for retention, the teacher will contact the student's parent/guardian to schedule a meeting to discuss the topic. If retention recommendation is rejected by the parent/guardian, a retention letter is required to be signed by the parent/guardian and the letter is placed in the student educational file. The building principal has the authority to override the parent objection and retain the student.

Placed and Promoted Students

A student that is placed is defined as a student who has not successfully mastered grade level objectives in several academic areas. A promoted student is defined as one who has successfully mastered most or all grade level objectives.

Lost and Found

The lost and found collection is located near the cafeteria doors. Items not claimed are donated to local charities.

Field Trips

Field trips are extensions of the classrooms and the curriculum that is taught. If a class trip involves leaving the area, permission slips must be signed by the parent/guardian in order for students to participate. Students who fail to return signed permission slips will remain at school for the day. For liability reasons, only children who are students may participate in field trip activities. (All students involved in field trip activities are expected to ride the bus to and from the activity).

Students who are unable to follow school rules or whose past behavior on field trips has been poor may be excluded from field trips. In such instances, parents will be notified by the school.

Before accompanying a student on a field trip, volunteers or parents need to complete a basic background check. Volunteer applications can be requested from the office. A completed volunteer application with a copy of the driver's license is required to be returned to the office. The district superintendent's office will complete the background check.

Chaperone Guidelines/Responsibilities

The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
2. You must be 19 years or older.
3. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities and choices. Help them to be good listeners and to follow directions.
6. Be on time for designated meeting places and departure.

7. School district policies apply to district sponsored, off-site activities.

As a volunteer chaperone you:

- a. May not smoke, use tobacco (including electronic cigarettes) or look-a-likes in any form, no use of controlled substances or alcohol.
- b. May not possess articles that can be used as weapons.
- c. May not administer medications to students.

8. Keep your assigned group of students with you throughout the field trip, including time on the bus.

9. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences or using physical restraint rest with the school staff. Please report any major and/or continued infractions to the teacher as soon as possible.

10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.

11. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.

12. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media. If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge.

Parent/Community Volunteers

Parents and community members are encouraged to participate in school activities. Both parents and community members may get involved by volunteering in classrooms, participating in district and/or building school improvement committees, supervising field trips, etc. We understand the importance of working together with parents to provide a balanced educational program, and welcome those who wish to be an active part of our school community. Please set up an appropriate time with your student's teacher.

Before working in a classroom or at Arnold school volunteers need to complete a basic background check. Volunteer applications can be requested from the office. A completed volunteer application with a copy of the driver's license is required to be returned to the office. The district superintendent's office will complete the background check.

Homework

Homework assignments will vary from grade to grade and from teacher to teacher. Parents/guardians are urged to hold students accountable for completing their homework.

Students have been furnished take home folders in all grades. Students can keep track of daily assignments and other important school information, etc. by using their folders on a daily basis. One pocket on the inside of the folder is for "take home" and the other pocket is for "return to school". **It is very important to go through your student's folder each night as important information and homework will be sent home in the folder.** Each student should bring a back pack to school each day with his/her take home folder in it. Please hold your child accountable for his/her folder on a daily basis and contact your child's teacher if you have a question regarding daily folders.

Make Up Work

When arranging to pick up work for your child, please give the classroom teacher at least 24 hours notice. This will give the teacher adequate time to collect and organize assignments.

Communications

Arnold Elementary School provides a newsletter twice a month. The newsletter is sent home, emailed and posted on the webpage mccardinals.org under the Arnold School tab.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled for each child in the fall to discuss academic as well as behavioral progress. The spring conference date is based on teacher requests only. While these are the

only “official” conference dates on the school calendar, we urge parents to contact the school if they wish to schedule additional conferences.

Student Information Sheets

Each student is required to have emergency information on file in the school office. This information allows the school to contact family members quickly in the event of an emergency or illness. **It is very important that the emergency information is kept up to date.** Please call the office if any of the information changes during the school year. If there is not a phone in the home, the school must have a number where parents/guardians can be reached.

Transfer Information

If you are moving out of the Michigan Center School District, please contact the school office. We will help you to make a smooth transition to your child’s new school. Upon registration in the new school district, a request for your child’s records will be sent from that office. We will release records to the new school only after a request has been received.

Bus Transportation

Please contact transportation at 517-867-5713 for any bussing issues, questions regarding stops, or to change your student’s stop/pick up routine. Transportation must approve all changes. Riding the bus is a privilege, not a right. Student activity on the bus may be videotaped.

To ensure the safety of all student who are bus riders, it is important that students understand and follow bus safety rules. We encourage parents to discuss these rules with their student.

During winter months, buses may occasionally run late due to poor driving conditions. Bus riders will not be counted tardy if their bus arrives late at school.

Please note that all discipline will be handled by the driver and/or the transportation supervisor. Numerous infractions will result in the loss of riding privileges.

Bus Rider Rules

1. It is necessary to obey the driver promptly and willingly.
2. Elementary students (K-6) can expect to walk up to one mile to a bus stop, if necessary.
3. To maintain regular schedules, pupils must be at their designated stop at least five minutes before the scheduled pickup time. Buses will not wait or honk horn.
4. Pupils are expected to remain in their designated seats at all times and to keep the aisles clear of feet, books, etc.
5. No body parts or other objects are to be extended outside bus windows. Permission is required to open windows.
6. Students are not allowed to operate any of the controls on a bus, including door handles.
7. The rear bus door is to be used in case of **emergencies only**.
8. Eating, drinking, smoking, lighting matches, using lighters, chewing tobacco, gambling, or possession of intoxicants or illegal substances is prohibited.
9. Animals, pets, weapons, fireworks and radios are not permitted on or around buses.
10. Talk quietly. Shouting, whistling, fighting, harassing others, spitting, and using profane or foul language will not be tolerated.
11. Students who must cross a road to board a bus are expected to stay on the side of the road where they live or at their designated bus stop until the bus arrives. Students must cross in front of the bus only after traffic has stopped for the alternating red flashers, the driver has issued the district's crossing signal, and the student has checked for traffic in both directions. Students are required to cross 10 feet in front of the bus.
12. Be on time to bus stops and arrive 5 minutes prior to pick up time
13. **No pictures or videos taken on the bus with cell phones, etc. of any person(s) on board the bus.**
14. When listening to music on a personal device, ear phones/buds must be used.
15. Any write ups must be signed by parent and returned with student to be able to get back on the bus.
16. If a student is going to be off the bus for any reason for longer than (3) days i.e. vacation, temporary living situation, etc. The transportation office must be called so the driver can be notified.

17. Pre-school & K through 2 grade must have an adult at the bus stop to receive students off the bus.
18. A written request from a parent and approval of the principal is required before a student may be admitted or discharged at a bus stop other than his/her assigned bus stop.
19. Prior approval from the Transportation Supervisor is required before a student will be allowed to ride a bus other than his/her assigned bus, or get off with another student.
20. Do not throw anything on the bus.
21. Toys must remain in tote bags or pockets.
22. In general, all riders are expected to conduct themselves in such a way that injury to others or property is unlikely.

Fever and Vomiting Policy

Students will be sent home if they have a fever of 100 degrees or higher. If a student is running a fever, they are considered contagious. Students should be fever free for 24 hours, prior to returning to school. The office does not provide Tylenol or Advil for fevers.

Students are sent home if they are vomiting. We do not have an area for sick students to recover, so please pick up students promptly after receiving a call from the school office.

Medical Limitation Statement

If your child has physical limitations and should be excused from certain activities, the school must have written documentation from the doctor.

First Aid

School personnel may perform minor first aid duties involving ice or bandages. More serious injuries or illnesses will be reported to a parent/guardian in as timely manner as possible. For injuries that require more advanced medical attention, 911 may be contacted. If the school cannot reach a parent or guardian, decisions will be made by the school and emergency personnel.

Administration of Medicine to Students

1. Non-prescription medicine will be dispensed by the office, if provided by the parent.
2. ALL Medication should be taken to the school office by the parent/guardian.
3. All prescription medicine must be accompanied by proper medical authorization forms signed by a parent/guardian as well as the family doctor. Forms are available in the school office.
4. All medication should be in a bottle/vial from the pharmacy with the student's name, what the medicine is, and dosage. The bottle/vial must have a current date.
5. All medication will be administered to students by office personnel.
6. No medicine will be administered without the expressed consent of a parent/guardian, and the doctor's orders.

Blood Borne Pathogens

The Michigan Center Schools are subject to regulations of the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency Virus (HIV). The regulations are designed to protect employees and students of the district who are, or could be, exposed to blood or other contaminated bodily fluids.

Head Lice Policy

Periodic head checks are made by school personnel. Whenever a student is found to be infested with live head lice, she/he will be sent home. The child will be sent home if nits (eggs) are found within 1/4 inch of the scalp. Any student with nits (farther than 1/4 inch from scalp), are allowed to remain, however a phone call will be placed to the parent. Parents should actively treat or comb the hair with a special nit comb until all nits are removed.

Pesticide Application Control Act

Each school year, school officials shall notify parents and guardians of student attending school of the right to be informed prior to any application of a pesticide at school.

Michigan Center Food and Nutrition Service

Food Service Supervisor 517-867-5711

Families with qualifying income are eligible to receive school meals at free or reduced cost. Federal guidelines are very clear that students may only receive a free or reduced price for a complete meal. Students choosing partial meals or snacks will be charged full price. We are happy to assist you and your family with any questions you may have regarding a complete meal.

Any student with special diet needs will need to have a medical statement on file. This form can be obtained from the schools website: www.mccardinals.org, with the doctor's completion of this, their needs will be met.

Free and reduced meal applications are available in the office. Applications for the upcoming school year will not be processed until after August 1st. There is a 10 day grace period for processing applications. Please send money with your student daily until you receive confirmation of your application status.

Online lunch accounts can be created using sendmoneytoschool.com. You will need your students ID number which can be obtained from the school office. Here you can view your child's account information on a daily basis, and make deposits online if you so choose.

As of May 1st of any school year we no longer allow students to charge lunch, and ask that any monies owed be paid back by the close of that school year. Students not having money in their account will be offered the fruit, vegetable, and milk of the day. This meal is not charged back to their account. Any balances not paid back by the end of the school year will be handed over to a collection's department.

Sending Money to School

Any money sent to school should be placed in an envelope with the teacher's and student's name on the outside. A note stating the reason for the money being sent is helpful.

Class Snacks or Party Treats

Students may celebrate their birthdays at school. Treats should be healthy and nutritious and be easily divided and distributed to the class members. We highly discourage sugary treats. Please arrange in advance with the classroom teacher if you are planning to bring in a special treat for your child.

Each class will make its own plans for these special occasion parties. Please watch for special notes or announcements as these times draw near.

Learning time is very important. We try to keep classroom interruptions to a minimum. Please keep that in mind when dropping off items for the classroom. The office will hold the items and make sure the teacher or student is notified to pick them up.

Balloons and flowers are not taken to the classrooms, as they are distractions from learning.

These items are also not allowed on the bus. We ask that you save these special surprises for after school.

Dress and Grooming

Students should be neat, clean, and comfortable. The weather dictates the need for coats, jackets, boots, mittens, etc. Dress which is disruptive to the educational process is prohibited. Shoes are required. Neither hats nor sunglasses should be worn inside the building. The Michigan Center Board of Education policy prohibits students from wearing halter shirts, bike shorts, or t-shirts with alcohol, tobacco, or other inappropriate messages or logos.

When students wear winter boots to school, they must also have shoes to wear in the classroom. This is for safety and health reasons. Your child can leave an extra pair of shoes at school during the winter months. These shoes, if appropriate may be used for gym. Furthermore, it is important to **label** boots, mittens, hats, clothing, etc. Many boots and coats look alike so labeling them will help minimize confusion during the winter months. This also makes finding lost items much easier.

Toys, Technology and Personal Possessions

Students are **NOT** allowed to bring any items to school that are considered dangerous, distracting, or unnecessary. Due to theft problems, students may not bring spinners, trading cards, or game equipment to school. **Michigan Center School District is not responsible for lost or stolen items.**

If a cell phone or electronic device is brought to school, it must be turned off and remain in the student's locker. If a student is found to be using an electronic device, it may be taken to the office and the parent called to pick it up later.

Registration

The following information is required upon enrollment: the child's birth certificate (must have raised seal), immunization record, proof of residency (utility/telephone/cable bill, lease agreement). The proof of residency must show your name and address. If the address is within Michigan Center School District boundaries, this is considered an in district address. If the address is outside of the Michigan Center School District boundaries, this is considered school of choice. School of choice applications may be requested from the office.

We also request updated medical information before school entrance is permitted. Michigan law requires that we have documentation for the following:

1. A minimum of four (4) DTP, with the fourth shot on or after the child's fourth birthday.
2. A minimum of three (3) polio, with the third dose on or after the child's fourth birthday.
3. Two measles, mumps, rubella (MMR) administered after a child is 12 months of age, on or after his/her fourth birthday.)
4. Hepatitis B three (3) vaccinations.
5. Varicella two (2) doses of vaccination or proof of chicken pox disease.
6. Vision screening.

Students not properly immunized will be excluded from school until all requirements are met.

Philosophy of Discipline

Arnold Elementary School is obligated to the community and students to provide an environment conducive to learning. The primary objective of student discipline and control is to create an educational climate in which complete attention can be devoted to the teaching-learning process. Good discipline should guide unacceptable behavior into acceptable conduct. It should be a learning experience. Respect for individual rights are basic to sound discipline.

The discipline and control of students must be treated as an individual matter, taking into consideration the age, maturity, experience, abilities, interests, and values of each pupil. Discipline and control of students will be handled and enforced in a uniform way.

Parents, teachers, administrators, and students must work cooperatively and utilize all available means and resources to direct students toward positive attitudes and behavior in school.

Student Responsibilities

As a student, you have the following responsibilities:

1. Protect the rights of all to study and learn.
2. Attend school daily.
3. Be on time for school and class.
4. Come to class prepared.
5. Obey school rules.
6. Complete all school work.
7. Respect for school and personal property.
8. Practice courtesy and tolerance.
9. Use appropriate language.
10. Respect diversity.

The following actions may be subject to in school suspension or suspension from school:

1. Assault
2. Possession of a weapon

3. Possession of tobacco and/or other controlled substances
4. Insubordination
5. Harassment

Disciplinary Consequences

Arnold Elementary teachers in grades young 5's to second grade have adopted the Positive Behavioral Interventions and Supports (PBIS) philosophy for addressing student behavior. It is a positive discipline program designed to help student's correct poor behavior and make better choices toward success.

The PBIS philosophy reinforces students' successes and school rules in order to uphold two main principles:

1. **Students have the right to learn.**
2. **Teachers have the right to teach.**

This social curriculum is designed to empower students by giving opportunities to recognize how they are behaving, and opportunities to correct their behavior and return to succeeding in the future. When a student chooses to engage in negative behavior, returning to successful behavior consists of three steps:

STEP 1: The teacher may implement a number of discipline strategies including PBIS and support students in stopping what they are doing by giving them a verbal warning (reset / chill).

STEP 2: If a student continues to engage in the negative behavior (not taking the verbal warning), they have now chosen to do a written 'reset' or 'chill' form in the classroom, in order focus on what happened and how they may change the behavior.

STEP 3: If a student continues to engage in the negative behavior, (or if the classroom written form is not accepted) the student will receive an In School Success Session. This consists of a blend of care, positive discipline and instruction focusing on mending any damage that has occurred (restore), and creating a plan for success upon returning to the classroom (reconnect).

The In School Success Session is served in the Cardinal Nest (an area monitored by trained staff).

Behavior Definitions

Minor Behavior = Low-intensity infractions that do not cause extended disturbances to the learning environment.

1. Defiance: low-intensity failure to follow directions or talk back.
2. Disrespect: low-intensity, rude or dismissive messages to adults or peers.
3. Disruption: low-intensity, but inappropriate disruption.
4. Inappropriate language: low-intensity instances of inappropriate language.
5. Physical aggression: non-serious, but inappropriate physical contact (tag, horseplay, bumping into, etc.).
6. Property misuse: low-intensity use of property (drawing on, misuse of technology, etc.).
7. Lying/cheating: tells a lie and shows remorse (actions that cause harm to the learning environment, self, or others).

Major Behavior = High-intensity actions that cause harm to the learning environment, self, or others.

1. Physical aggression: actions involving serious physical contact where injury may occur (hitting, punching, kicking, throwing an object, pulling hair, biting, etc.).
2. Defiance: high-intensity refusal to follow directions or talks back.
3. Disrespectful: high-intensity rude or dismissive messages to adults or peers.
4. Disruption: behavior causing an interruption in class or activity (loud talking, yelling, screaming, sustained out of seat behavior).
5. Property Damage/Vandalism: destruction or disfigurement of property.

Action Plan for Behavior (to be determined by administration)

1. Loss of privilege
2. Think sheet
3. Restorative conversation
4. Community service
5. Calming area

6. Conference with adult or student
7. Lunch success session
8. In-school suspension
9. Out of school suspension

Sending a Student Home for Behavior

The school may contact a parent or guardian to pick up a student due to behavior. If the student is not picked up within _____ the school has the option of requesting an officer from Blackman Leoni Township to escort the student home.