

Pattonville **HEIGHTS**  
middle school



Developing Learners and Leaders

Student Handbook

2024-2025

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# WELCOME

Welcome to Pattonville Heights Middle School. You are a student in one of the best middle schools in the nation! At Pattonville Heights we encourage you to do your best and always strive toward excellence.

## Heights Mission:

Developing Learners and Leaders

## We Value:

Respect, Responsibility, Involvement

## Vision:

Connecting to build relationships, Educating to expand knowledge, Challenging to overcome obstacles and Empowering to achieve life success

## Contact Heights:

Main Office (314) 213-8033

Attendance Office (314) 213-8333 *\*The attendance line is active 24 hours a day\**

Nurse (314) 213-8300

Library (314) 213-8340

FAX (314) 213-8633

## BELL SCHEDULE:

6th	7th	8th
1st 8:10-8:59	1st 8:10-8:59	1st 8:10-8:59
2nd 9:03-9:51	2nd 9:03-9:51	2nd 9:03-9:51
3rd 9:55-10:43	3rd 9:55-10:43	3rd 9:55-10:43
<b>L 10:43-11:08</b>	4th 10:47-11:35	4th 10:47-11:35
4th 11:12-12:00	<b>L 11:35-12:00</b>	5th 11:39-12:27
5th 12:04-12:52	5th 12:04-12:52	<b>L 12:27-12:52</b>
6th 12:56-1:18	6th 12:56-1:18	6th 12:56-1:18
7th 1:22-2:10	7th 1:22-2:10	7th 1:22-2:10
8th 2:14-3:03	8th 2:14-3:03	8th 2:14-3:03

## WHO'S WHO AT THE HEIGHTS

Dr. Houston	Principal	Ms. Burns	Secretary
Ms. Beyer	Assistant Principal	Ms. Moore	Secretary
Dr. Buschman	Assistant Principal	Ms. Stewart	Secretary
TBD	Attendance Clerk	Nurse McMillan	Nurse
Mr. Harnetz	Counselors' Secretary	Officer Morton	SRO

<u>6th Grade</u>	-	<u>Subject</u>	<u>Room</u>
Ms. Bowles	-	English Language Arts	- 203
Ms. Hilker	-	English Language Arts/Social Studies	- 204
Ms. Zona	-	English Language Arts	- 231
Ms. Greaney	-	Science	- 233
Ms. Hartsock	-	Science	- 206
Ms. Strobel	-	Science	- 209
Mr. Hutson	-	Social Studies	- 234
Ms. Marren	-	Social Studies	- 201

### 6<sup>th</sup> GRADE COUNSELOR – Ms. Meyers

<u>7th Grade</u>	-	Subject	Room
Ms. Wetzel	-	English Language Arts	- 325
Ms. Mayberry	-	English Language Arts	- 338
Mr. Kiehne	-	Science	- 114
Mr. Drew	-	Science	- 312
Ms. Sharp	-	Science	- 226
Mr. Caldwell	-	Social Studies	- 333
Mr. Sammelmann	-	Social Studies	- 103

### 7<sup>th</sup> GRADE COUNSELOR – Ms. Crocker

<u>8th Grade</u>	-	Subject	Room
Ms. Strubhar	-	English Language Arts	- 311
Ms. Zoltanski	-	English Language Arts	- 304
Mr. Kiehne	-	Science	- 114
Mr. Drew	-	Science	- 312
Ms. Weber	-	Science	- 306
Mr. Johnson	-	Social Studies	- 303
Mr. Sammelmann	-	Social Studies	- 103
Mr. Seibert	-	Social Studies	- 301

### 8<sup>th</sup> GRADE COUNSELOR - Ms. Trautman

<u>Math</u>	-	Subject	Room
Ms. Brown	-	Math	- 236
Mr. Golfo	-	Math	- 101
Ms. Mathis	-	Math	- 309
Ms. Steimel	-	Math	- 211
Ms. Thorpe	-	Math	- 302
Ms. Walton	-	Math	- 327
Ms. Yates	-	Math	- 331

### Pirate Academy

Mr. Kennedy	-	Social Studies	- 336
Ms. Slane	-	English Language Arts	- 334
Ms. Huber	-	Math	- 328
Mr. Winship	-	Science	- 326

## SPECIAL SCHOOL DISTRICT

Ms. Richelman	-	SSD Area Coordinator	-220B
Ms. Benbenek	-	Speech & Language	- 224
Ms. Bruner	-	SSD Resource	- 308
Ms. Barber	-	Teen Connect	- 143
Ms. Clark	-	SSD Resource	- 146
Ms. Fox	-	SSD Self-Contained	- 142
Ms. Sauerwein	-	SSD/Math	- 310
Ms. Christadore	-	SSD/English Language Arts	- 144
Ms. Forst	-	SSD Resource	- 144
Ms. Vogel	-	SSD Resource	- 141
Ms. Edwards	-	SSD Para	
Mr. O'Keefe	-	SSD Para	
Mr. Jones	-	SSD Para	
Mr. Best	-	SSD Para	
Ms. Richee	-	SSD Para	
Ms. Needham	-	SSD Para	
Ms. Witcher	-	SSD School Psychologist	- 142

## ADDITIONAL FACULTY

Ms. Hall	-	Band	- 152/242
Ms. Pace	-	Band	- 152/242
Mr. Heinrich	-	Choir	- 241
Ms. Feeney	-	Orchestra	- 151
Ms. Brown	-	Orchestra	- 151
Ms. Benbow	-	ELL	- 202
Ms. Fazzino	-	ELL Para	- 202
Coach Bezzole	-	PE	- Gym
Coach Dixon	-	PE	- Gym
Coach Hahn	-	PE	- Gym
Coach Puller	-	PE	- Gym
Coach Williams	-	PE	- Gym
Ms. Harper	-	Reading	- 133
Ms. Robin	-	Reading	- 323
Ms. Russo	-	Reading	- 131
Ms. Graneto	-	Sigma	- 109
Ms. Logue	-	Sigma	- 111
Ms. Lockett	-	French	- 212
Ms. Godina	-	Spanish	- 214
Ms. Mitchell	-	Project Lead the Way (PLTW)	- 111
Mr. Smith	-	Computer Technology/PLTW	- 230
Ms. Sepanski	-	Industrial Technology /PLTW	- 128/134
Ms. Stockmann	-	Family & Consumer Science/PLTW	- 102
Mr. Ianiri	-	Family & Consumer Science/PLTW	- 108
Ms. Van Ryn	-	Art	- 112
Ms. Reese	-	iLearn Technology Aide	- 238
Mr. Payne	-	IT Specialist	- 238
Mr. Jefferson	-	Permanent Substitute	
Ms. Austin	-	Permanent Substitute	
Ms. Wallace	-	Para	
Ms. Draper	-	ISS	- 228
Mr. Sher	-	Social Worker	- 225
Ms. Woodson	-	Librarian	-Library
Ms. McClain	-	Library Clerk	-Library
Ms. Miller	-	Cafeteria Manager	
Mr. Spann	-	Custodial Supervisor	

# The ABCs of Heights for Students

## ACADEMICS

### GRADING SCALE

The grading scale and equivalent percentages are as follows:

A = 90 – 100

B = 89 – 80

C = 79 - 70

D = 69 - 60

F = 59 and lower

### Grading Report Cycle 2024-2025

#### FIRST SEMESTER

1st grading period begins 8-19-24

1st grading period ends 9-27-24

2nd grading period begins 9-30-24

(P.T. Conferences 10/15 and 10/16)

2nd grading period ends 11-8-24

3rd grading period begins 11-11-24

3rd grading period ends 12-20-24

#### SECOND SEMESTER

4th grading period begins 1-6-25

4th grading period ends 2-13-25

5th grading period begins 2-18-25

(P.T. Conferences 3/12 and 3/13)

5th grading period ends 4-11-25

6th grading period begins 4-14-25

6th grading period begins 5-28-25

(Depending on last day of school)

### ACADEMIC HELP

Additional resources are available for those students seeking extra academic help during the school year. Some examples include after-school tutoring, teacher help sessions, and Homework Club.

**Contact your grade-level counselor for more information.**

### HOMEWORK

Students will have regularly scheduled homework in all subjects to reinforce the learning they receive in class. Students should record their homework assignments on a daily basis. This is an effort to help students learn organizational and time-management skills. Please check assignments on your child's Canvas page.

## AFTER SCHOOL ACTIVITIES

Pattonville Heights offers a wide variety of after-school activities in which students can participate. The activity period (3:10 p.m. - 4:10 p.m. Tuesday, Wednesday, and Thursday) enriches the curriculum of the school and provides opportunities for all students to find an area of interest to explore and participate in.

Some examples of after-school activities include: band & percussion, intramurals (matball, floor hockey, soccer, etc.), yearbook, Dungeons and Dragons, and many others. New clubs may be formed by student request if there is enough student interest, and if there is a faculty member available to sponsor the club.

Students must be in attendance at least half of the school day (3.5 hours) to be able to attend any after-school or evening activity. Any exceptions need to be pre-approved through the administration office at least 24 hours in advance. If a student arrives at an after-school activity or event after being absent that day, he/she will be denied admission and the parents will be called to transport the student home.

The school provides activity bus transportation on Tuesdays, Wednesdays, and Thursdays for students staying for after-school activities. The activity bus departs from school at approximately 4:20 p.m.

## **ATTENDANCE:**

If a student is not attending school on a particular day, it is necessary for a parent/guardian to call the 24-hour attendance line to report the absence each day the student is absent. If the student is absent 3 or more days, a request for homework can be made from the attendance office. Please check the team's website for daily work at <http://ht.psd3.org/>.

If a student is late to school due to an appointment or other reason, please call the school to inform us. If it is necessary for a student to leave school early, a student must be signed out by the parent/guardian at the attendance desk. Students are never to be released to anyone waiting in the parking lot.

## **TARDY TO SCHOOL/CLASS POLICY**

If a student is tardy to school, he/she must report to the attendance office upon arrival to school. Tardies accumulate for the semester per each late arrival **and** per class period. The following consequences apply for tardiness to school/class:

Up to 3 tardies:	Warning
4 <sup>th</sup> tardy:	1-hour detention
5 <sup>th</sup> tardy:	1-hour detention
6 <sup>th</sup> tardy:	2-hour detention
7 <sup>th</sup> tardy:	2-hour detention
8 <sup>th</sup> tardy:	4-hour detention
9 <sup>th</sup> tardy:	4-hour detention
10 or more tardies:	In-school suspension

## **BEGINNING AND ENDING THE SCHOOL DAY**

Students are allowed on campus (waiting outside) beginning at 7:50 a.m. and can enter the building after the 7:55 a.m. bell. After arriving on the school grounds, students are not to leave campus without permission from the office. When the 3:03 p.m. bell rings, students are allowed to remain in the building only if they are participating in a supervised after-school activity. After school, students **may not** go outside to the buses and then return to the school building.

## **DAILY ANNOUNCEMENTS**

The daily announcements are available on the school website and run throughout the day on our

closed circuit TV system notifying students of upcoming events and activities.

## **BEHAVIOR**

Please refer to the Pattonville School District Middle School Behavior Guide for a complete list of behavior expectations and consequences. In general, Heights' students are expected to follow the Pirate Code of being responsible, respectful, and involved.

### **Pirate Code:**

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Respect personal space</li> <li>● Appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>● Prepared &amp; ready</li> <li>● Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Active participant</li> <li>● Report concerns to staff</li> <li>● Protect school property</li> </ul>

0=No Talking	1="Spy Talk"	2=Partner, Small Group	3=Normal Voice	4=Presenter	5=Outside
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## **BUS BEHAVIOR**

All buses are equipped with video cameras to ensure the safety and welfare of each student riding the bus. Students are expected to:

1. Recognize and obey all school rules while riding the bus.
2. Board the bus promptly and carefully.
3. Respect the driver and other students at all times.
4. Remain seated in your seat for the entire bus ride.
5. Use windows for viewing only and never place any object or part of your body out of the window.
6. Use polite, quiet voices (Level 2) when talking on the bus.
7. Report problems to the driver.

**Remember - bus transportation is a privilege; failure to observe district rules may result in denial of bus transportation. Disciplinary action will result in the event that the bus rules are violated.**

## **CAFETERIA BEHAVIOR**

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Listen to &amp; follow adult requests</li> <li>● Control voice level</li> <li>● If allowed, use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>● Clean-up and push in chairs</li> <li>● Put trash in appropriate bins</li> </ul>

## **Cafeteria Supervisor – Ms. Miller**

The school cafeteria is maintained as a vital part of the health program in the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

**Breakfast** No charge  
**Lunch** \$3.10



## HALLWAY BEHAVIOR

During each passing period, there will be a large number of students going from one room to another. Students should behave appropriately in the hall, walking in an orderly and timely manner.

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"><li>● Be nice</li><li>● Respect personal space</li><li>● Voice level 0- 3</li><li>● Polite language</li><li>● Carry school device in zipped case at all times</li></ul>	<ul style="list-style-type: none"><li>● Walk &amp; talk</li><li>● Stay to the right on the stairs &amp; hallway</li><li>● Use own locker with lock</li><li>● Take the most direct path</li><li>● If you find something &amp; it is not yours, take it to lost and found</li></ul>	<ul style="list-style-type: none"><li>● Be on time</li><li>● Report concerns</li></ul>

## RESTROOM BEHAVIOR

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"><li>● Give others privacy &amp; remain in own stall</li><li>● Take care of your own business</li><li>● Respond appropriately to conflict situations</li></ul>	<ul style="list-style-type: none"><li>● Keep surfaces &amp; walls clean</li><li>● Flush toilet</li><li>● Wash hands with soap</li><li>● Use the restroom quickly</li><li>● Return to class quietly &amp; promptly</li></ul>	<ul style="list-style-type: none"><li>● Report any problems to staff</li><li>● Keep restroom tidy</li></ul>

## CONFERENCES

Parent/Teacher conferences are designed to aid student progress and are encouraged by the staff. These conferences may be by phone, virtual (Zoom) or in person with individual teachers or groups of staff members.

Parent/teacher conferences are scheduled after the first and fourth grading periods. However, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at any time.

### **Parent/Teacher Conference Dates:**

Tuesday, October 15, 2024

Wednesday, October 16, 2024

Wednesday, March 12, 2025

Thursday, March 13, 2025

## COUNSELING DEPARTMENT

The counseling department exists to serve the needs of the students. We are here to help celebrate successes, discuss personal, peer, and academic problems, and help students grow and develop in a positive way. Each student will have the same counselor for all three grades of middle school.

Appointments to see counselors may be made in the counseling office before and after school, at lunch, or during class with the teacher's permission. Teachers may ask students to reschedule

appointments if they feel it would be unwise for the students to be absent from class at a particular time.

**Counseling assignments for 2024-2025 year:**

6th Grade counselor	Ms. Meyers
7th Grade counselor	Ms. Crocker
8th Grade counselor	Ms. Trautman

**DRESS CODE**

Students are expected to dress and be groomed in such a way as to not disrupt or distract from the instructional procedures of the school day. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the Pattonville community.

- The following items should not be worn during the school day. Doing so will result in the item being confiscated.
  - Apparel worn on head that is disruptive to the learning environment
  - Sunglasses/dark glasses unless prescribed
  - Chains used with wallets, keys, etc. or as a belt or decoration
  - Shoes with wheels; Proper shoes must be worn at all times
  - Blankets
- Students could be given other clothing, asked to change or sent home for the following:
  - Clothing deemed distracting, revealing, overly suggestive or that inappropriately exposes body parts.
  - Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products.
  - Clothing, coloring, insignia, or other symbol/combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (on school grounds or at school-sponsored activities).
  - Clothing or accessories that could pose a safety threat to oneself or others.
  - Pants worn below the waist level. Students shall not expose undergarments.
  - Pajama pants, unless a part of an approved school activity.
- In the event a student’s dress is determined to be inappropriate for school in accordance with this policy, the parents/guardians will be contacted regarding the policy violation. Depending on the seriousness and/or prior history, consequences (including suspension) may be assigned.

**LIBRARY/MEDIA CENTER**

**Librarian – Ms. Woodson**

The library is located in the center of the building on the third floor. In addition to enjoying our beautiful view out the windows, students are welcome in the library to browse our books and magazines, do research, download an eBook or audiobook, or just sit and read.

Visit <https://sites.google.com/psdr3.org/pattonvilleheightslibrary> to learn about library programs.

**LOST AND FOUND**

The Lost and Found is located by the cafeteria underneath the west steps. Items not claimed by one week after the end of the school year will be donated to charity.

## MIDDLE SCHOOL AWARDS

### **THE PATTONVILLE HEIGHTS MIDDLE SCHOOL AWARD**

Students begin working toward earning their Middle School Award at the **beginning** of each year. They earn points for participation in school activities, scholarship, citizenship, and service. This award is given out at the annual awards ceremony.

### **CITIZENSHIP AWARD**

Students who maintain excellent citizenship throughout the year are recognized in this category. (3.0 GPA average or higher, no 1 or 2 in behavior or effort, no ISS, OSS, or bus suspensions.)

### **CORE SUBJECT AWARDS**

Teachers recognize exemplary students who exhibit academic excellence in each core subject area. Student who receive this award as follows: Sixth grade students with an A in Math, Science, Social Studies, and/or ELA semester one and grading period 5; Seventh grade students with an A in a subject 2 years in a row; Eighth grade students with an A in a subject 3 years in a row.

### **SCHOLASTIC AWARD**

Students who have earned a 3.75 GPA or higher qualify for this award.

### **STUDENT OF CHARACTER AWARD**

Students who exhibit a universal of our Pirate Code: Responsibility, Respect, or Involvement.

### **PRESIDENTIAL ACADEMIC AWARD**

This award is given to eighth grade students who earn a cumulative grade point average of 3.5 for five semesters at Pattonville Heights and score proficient or advanced in Math and ELA on state tests.

### **PRINCIPAL'S AWARD**

This is the most prestigious middle school award. The student(s) selected must have outstanding grades, citizenship, effort, and participation during the middle school years. A rubric is used to determine that criteria is met.

## Outside Food and Drinks

Food and drink brought to school must remain **unopened** until lunch. No open containers are to be brought into school (i.e. gas station beverages). Food and drink are not allowed outside of the cafeteria except during approved activities. Drink and food containers must be deposited in trash cans or recycling upon leaving the cafeteria. **No glass containers of any kind are permitted on the school grounds.** Clear, resealable, plastic water bottles containing **water only** may be permitted in some classrooms with prior teacher approval.

Furthermore, we request that edible birthday treats are not brought in to share with classmates.

Students are NOT allowed to bring any items to sell at school (example: chips, soda, candy, etc.).

Students are NOT allowed to order food to school such as UberEats, DoorDash, etc.

## **NURSE - MEDICATION**

**School Nurse – Ms. McMillan 213-8300**

Pattonville Heights has a full-time school nurse who attends to student illness, medical emergencies, and medication administration. The nurse CANNOT dispense over-the-counter medication without a doctor's order. Prescription medications should be in the original bottle and placed in an envelope with the number of pills and student name written on the envelope. Students are allowed to carry a daily dose of prescription or nonprescription medication (in the original bottle) accompanied by a note from the parent. All asthma medication must be accompanied by an asthma action plan on file with the school nurse. All controlled substances must be kept in the nurse's office with doctor and parent permission.

**All students must have an emergency sheet on file** and keep us informed of any phone number/address changes as quickly as possible.

## **PERSONAL BELONGINGS**

**Please, do not bring valuables to school. The school is not responsible for lost or stolen items, this includes cell phones, AirPods, Earbuds, money, etc. Students are encouraged to bring a lock to secure personal items during PE.**

## **PHYSICAL EDUCATION DRESS REQUIREMENTS**

A change of clothing is optional during gym class. A white or gray t-shirt, black shorts, white socks and tennis shoes are recommended. Shorts may not have pockets, zippers, snaps or buttons. Clothes are to be neat and clean, and marked with the student's name. PE uniforms are available to purchase at a reasonable cost.

A note from a parent or guardian must be presented to the teacher if for some reason the student cannot participate in one physical education class. An alternative assignment will be given for PE participation points.

## **RENAISSANCE**

The mission of the Renaissance program is to connect students to school and their community by emphasizing academics, as well as after-school activities and community service. Students qualify for special events, activities, field trips, and incentives by earning Green or Gold Level each grading period.

Renaissance levels are calculated after each grading period ends. It is the intent that participation in Renaissance events act as a motivational tool to achieve success in the classroom.

Some examples of Involvement activities:

- Participation in clubs and intramurals after school
- Participation in band/orchestra/choir events after school
- Homework club does NOT count as a Renaissance activity

All community service hours must be done without pay. Renaissance Forms must be signed by the activity sponsor, not a parent.

**Renaissance Forms are available in the main office.**

## Pattonville Heights Renaissance Levels

Category	GREEN	GOLD
Grades	2.75 GPA (No Ds or Fs)	3.5 GPA (No Ds or Fs)
Citizenship	<ul style="list-style-type: none"> <li>● No 1s or 2s in Behavior and Effort</li> <li>● No suspensions</li> <li>● No more than 2 hours of detention</li> <li>● <u>Pirate Academy:</u> <ul style="list-style-type: none"> <li>○ Must have all 3s in behavior and effort (in core classes)</li> <li>○ Same requirements for all electives</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No 1s or 2s in Behavior and Effort</li> <li>● No suspensions</li> <li>● No more than 2 hours of detention</li> <li>● <u>Pirate Academy:</u> <ul style="list-style-type: none"> <li>○ At least two 4s in effort (in core classes)</li> <li>○ Same requirements for all electives</li> </ul> </li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● 90% Attendance rate unless medical documentation has been provided (or 90% cumulative for year)</li> </ul>	<ul style="list-style-type: none"> <li>● 90% Attendance rate unless medical documentation has been provided (or 90% cumulative for year)</li> </ul>
Community Service/Activity	<ul style="list-style-type: none"> <li>● 3 Involvement Hours (2 for GP1)</li> </ul>	<ul style="list-style-type: none"> <li>● 3 Involvement Hours <b>AND</b> (2 for GP1)</li> <li>● 2 Community Service Hours (1 for GP1)</li> </ul>
	Students are able to qualify every grading period.	Students are able to qualify every grading period.

### SCHOOL CLOSINGS

In-person classes may be canceled due to inclement weather or other emergencies. Pattonville may hold a virtual learning day on inclement weather days. In this case, students will experience a combination of independent work with virtual support via Zoom from their classroom teachers. Students should log into Canvas or Seesaw to view instructions from their teachers and to find out when their teachers are available for support.

Any decision to close schools due to weather will be announced using Pattonville’s automated messaging system (email, texts and/or phone calls). Announcements will also be made on local television stations, the district website and Pattonville’s Facebook, Instagram and Twitter accounts. When possible, announcements regarding inclement weather days will be made before 10 p.m. the day before or at approximately 5:30 a.m. the day inclement weather is expected.

Pattonville may use a delayed start on inclement weather days. Under a delayed start, all Pattonville schools start two hours later than normal (i.e., elementary schools start at 10:55 a.m. instead of 8:55 a.m.) and would end at the normal dismissal time.

### SCHOOL VISITORS

Pattonville Heights welcomes and encourages parents and guardians to visit our school. In order to better protect our students, visitors, and staff, all guests are required to show a valid, government issued photo ID in the office and obtain a guest pass. Students are asked not to bring visitors to the school.

## **TELEPHONE USE**

The office telephones are reserved for school business and may be used by students only with the permission of a staff member.

## **CELL PHONE ETIQUETTE**

Cell phones may be brought to school but are not to be used while the student is in school. Display and use of cell phones/smart devices during normal school hours is prohibited, unless explicitly authorized by staff. This includes all cell phone features including text messaging, voice mail, camera, and video. Students and staff have a right to privacy. It is never permissible for individuals to take photos or videos of others without their permission. Phones must be off or silent and placed in the student's backpack/locker during the school day.

If a student needs to reach a parent, he or she may come to the office to use the phone. If a parent needs to get a message to or talk to a student, they should call the school. Parents are not to text or call a student's phone during school hours.

## **TRANSPORTATION**

Daily bus transportation is provided for students. The assigned bus route is given to students before school starts with relevant bus stop information.