

Manteo Elementary School

Student and Parent Handbook

2024-2025

" Rise to Success with MES "



701 US-64, Manteo, NC 27954

Phone (252)473-2742

Curtis W. Price, Principal
Kristin Dyer, Assistant Principal
Triva Day, Assistant Principal

School Mission:

We aspire to love, educate, and nurture every child so they can rise to any challenge.

School Vision:

#RISEUP

Rise To Success with MES!

Dear MES Families,

Welcome to a new school year at Manteo Elementary School! Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your child and make sure they are the best they can be in all areas. In the Parent/Student Handbook, you will find some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of our school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact us at (252) 473-2742.

Sincerely,

Curtis W. Price

Principal

Table of Contents

<u>Daily Routine</u>	5
School Hours	
What do you do if your child is absent?	
Unexcused Absences / DCS Policy	
Excused Absences	
Educational Opportunity Trips	
<u>Change in Routine</u>	7
Transportation Changes	
Emergency Contact	
Change of Address/Telephone Number	
Infinite Campus Messaging Center	
School Delays	
School Closing	
<u>Academics</u>	8
Homework	
Media Center	
Physical Education	
Field Trips	
Protection of Academic Time	
Student Records	
Reporting Policy	
Dual Language Immersion	
<u>Home to School Relationship</u>	10
Parent Expectations at Home	
Parent/Teacher Conferences,	
Parent /Teacher Association	
SIT and Building Independence	
<u>Health</u>	11
Child Nutrition	
Immunizations/Illness	
Medications	
Insurance	
Lice	
<u>Discipline</u>	14
Surf Matrix	
Behavior Flow Chart	
Serious Threats, Assault, or Intimidation	
Harrassment / Bullying	
Cell Phones	
<u>Safety</u>	18
Entry / Visitors	
Buses	
Parking & Traffic Pattern	
Car Rider Dismissal	
Fire & Tornado Drills	
Vandalism and Property Damage	
After school care program	
<u>Dress Code</u>	19
<u>Miscellaneous</u>	20
Lost & Found	
Electronic Devices/Cell Phones/Toys/Cards	
<u>Signature Page</u>	21

DAILY ROUTINE

<u>SCHOOL HOURS</u>	7:20	Students arrive and breakfast served
	7:50	All academic classes begin (K-5) (Students arriving after this time are tardy)
	2:30	End of school day- students released

MORNING STUDENT ENTRY

Parents can walk their children to class on the 1st day of school except for Kindergarten which has a staggered entry plan. After the first day of school or the first week for *Kindergarten* only, it is not recommended or supported that Parents walk their child to the classroom. If there are extenuating circumstances for some families, these situations should be discussed with the teacher and/or administration. Safety for all staff and families is again our highest priority.

ATTENDANCE

What do you do if your child is absent?

If your child is absent, you must provide a letter stating why the absence should be considered "excused." This letter MUST contain:

- The date the note was written
- The full written name of the student
- The reason for the absence
- The date of the absence
- The homeroom teacher's name
- Contact information for person writing the note for verification purposes

Students have three (3) days after their return to submit written excuses.

Unexcused Absences

1-5 UNEXCUSED absences: Your child's teacher(s) will make efforts to contact you to discuss your child's absence. During this process, as additional absences occur, staff will work diligently to help identify resources and accommodations that can help improve school attendance. You will hear from your child's teacher in multiple ways including, phone, email, and mail. Conferences may be requested.

6 - 10 UNEXCUSED absences: The school counselor will also make efforts to contact you. School staff will continue to work to identify the barriers that are impacting your child's attendance and will then make recommendations for interventions.

10 UNEXCUSED absences: The school principal will make contact.

11 or more UNEXCUSED absences: The school social worker will conduct home visits and work to identify resources to support your family.

If these efforts continue to show no improvement, your family will be referred to the Dare Schools Attendance Council as a strategy to improve school attendance.

- Students truly need to be here every day.
- **Academic instruction will begin at 7:50am. Students who arrive after 7:50 am will be considered tardy and must be signed in at the front office by an adult.**
For tardies/early release to be excused, they must fall under one of the categories for excused absences: (See below)
- **Students miss out on learning when they come in late or leave early.**
- **If a student is checked out before or checked in after 11:30 am they will be considered absent for that school day.**
- Make appointments in the afternoons after school. Instruction is too valuable to miss.
- Habitual offenders will be considered truant and referred to DCS School Social Worker.

Please refrain from picking up your student after 2:00 pm. Buses are preparing to load students in front of the building and teachers are busy ensuring students are completing assignments and activities and making sure they are getting to the right place for the afternoon. If you have a doctor's appointment and must check out your child, please send your homeroom teacher a note that day.

- Students may not be dropped off before 7:20 AM and should be picked up no later than 2:50 PM.

The school assumes no responsibility/liability for the supervision of unattended students prior to 7:20 a.m. or after 2:50 pm unless directly involved in a school-sponsored function. Please make arrangements for your plans to coincide with these hours.

EXCUSED ABSENCES

Absences negatively impact student learning. When a student must miss school, a written (or emailed) excuse signed by a parent or guardian must be presented to the teacher on the return after an absence. An absence may be excused for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment that cannot be made after school hours;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel, with **prior** approval by the principal; and,
8. military deployment activities.

Extended illnesses and multiple absences generally require a statement from a physician. Excessive absences for any of the above reasons are subject to review.

In the case of excused absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Educational Opportunity Trips

Students who have good attendance and the permission of the principal may be excused up to ten days per

school year for an educational opportunity trip(s). Before a student may be excused from school for a family trip, [this form](#) (it can also be found on www.daretolearn.org or in the front office) must be completed by the parents or guardians and approved by the student's teachers and the principal **five days prior to the trip**. Out of town travel is not pre-approved as educational travel and will be coded as unexcused absences unless these procedures have been followed. Approval will depend upon the individual student's behavior, academic progress, attendance and tardies and the educational value of the trip. When the trip is approved as an educational opportunity, the absences will be coded as excused. Students are required to make up any graded assignments that they miss. The work should be completed within 5 days of the students return. Teachers are not required nor expected to provide school work in advance to be completed on the trip.

CHANGES IN ROUTINE

TRANSPORTATION CHANGES

All same day changes in transportation (bus and car) must be submitted by 1:45 pm to the front desk by calling (252) 473-2742. Please leave a message if no one is available to take your call. Additionally, students cannot ride home on a bus different from the one they are assigned to unless there is a n extenuating circumstance that has been approved by the administration. **SAME DAY Transportation changes will not be taken through teacher contact. Teachers are teaching and may not be able to check their email after 12:00 pm.**

If you need to make a transportation change IN ADVANCE, you may send in a written request to your child's teacher. Please remind your child to give it to the teacher as we cannot be held responsible for not receiving the request. You may also email the teacher as long as it is NOT THE DAY OF THE REQUEST.

PLEASE LIMIT TRANSPORTATION CHANGES AS MUCH AS POSSIBLE.

EMERGENCY CONTACT

An emergency contact name - the person to contact in case the parent/guardian cannot be reached in an emergency – must be in every student's file. This information is requested at the time of registration and updated each August. If a child's emergency contact changes during the year, the school office should be notified immediately. The emergency contacts are also people who are allowed to pick your child up when you are not available. If you send someone who is not on the list they will not be allowed to leave with your child.

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL

Parents/Guardians are requested to keep the school informed of any changes of address, telephone numbers, or email. This information is necessary in case of an emergency. Unpublished telephone numbers will be kept confidential. It is IMPERATIVE that we have a working phone number to contact you in case of emergency.

Infinite Campus Message Center

IC~ an automated notification service will be used to inform you (by telephone) of a wide variety of school related messages - including delays and early dismissals. To ensure that all messages are received correctly, make sure your contact phone numbers and/or emails are accurate and updated when changes have been made.

SCHOOL DELAYS

In the event school is delayed, the same procedure as "School Closing" will be followed. Students are not to report to school before the announced opening time. Bus schedules will run according to time delays. **Breakfast will be served on days when there is either a one or two hour delay.**

SCHOOL CLOSING

In the event of extremely bad weather, school system officials will address the opening or closing schools. It will be sent through Infinite Campus Message Center. **IN THE ABSENCE OF ANY ANNOUNCEMENT, SCHOOL WILL OPEN AND/OR CLOSE ON SCHEDULE.**

Academics

HOMEWORK

We strongly believe in the power of play and the importance of letting children be children. Further, research does not indicate significant benefits of homework at the elementary level. We believe that when students give us all of their day, they deserve to have all of their night. Therefore, we have eliminated the majority of our standing homework assignments. Eat dinner as a family and ask them how their day was, enjoy your child's extracurricular activities without worrying about homework, and know your child is working hard at school each day and has earned their evening playtime! Now, we strongly encourage reading with your child each night! Reading has been proven to have an even greater impact at this age level!

MEDIA CENTER

The media center provides each K-5 student with access to a set of current titles. Students are encouraged to check out library books throughout the year. Families are encouraged to pay for lost or damaged materials.

PHYSICAL EDUCATION

All students must wear sneakers/tennis shoes during physical education class. To excuse students from physical activity for an extended period of time, a medical statement signed by a doctor must be sent to the school. A note must be received from the parent to excuse a student for an abbreviated period of time.

FIELD TRIPS

STUDENTS MUST HAVE PARENTAL PERMISSION, IN WRITING, BEFORE THEY ARE ALLOWED TO GO ON ANY SCHOOL FIELD TRIP. Any school trip, no matter how near/ far, is under the policies and behavior standards established by the school and the Board of Education. Students must conduct themselves in an acceptable manner to participate in such activities.

PROTECTION OF ACADEMIC TIME

We value instructional time because it is very important to your child's success, so we do what we can to limit any disruptions to the school day. You are encouraged to come in to volunteer. Please let us know you are coming!

- **If you want to volunteer to work in the classroom, please sign up with the child's teacher and/or with Ms. Jennifer at the front desk.**
- **Parents will not be able to conference with teachers before/after school unless a pre-arranged meeting has been planned as this is vital instructional planning time for teachers.** If you need to speak with your child's teacher, please make an appointment to meet with him/her during planning time, before/after school, through email or over the phone.
- If you wish to observe in a particular classroom, please contact the office to schedule. Twenty-four hour notice is required.
- If you have an emergency and need to see your child during the day, please notify the office and we will call for your child to come to the office.
- All items to be sent to the classroom should be dropped off at the office to be delivered to the

classroom.

STUDENT RECORDS

Under the Federal Family Educational Rights and Privacy Act of 1974, parents, legal guardians and students are provided certain rights concerning educational records. Educational records are available for review by parents, legal guardians or students above the age of 18. Records may be disclosed to other persons only if the parent, legal guardian or the student over 18 years old signs a release or a court subpoenas the records. Parents, legal guardians or students over the age of 18 may obtain copies of any and all information in the educational records. Parents/Guardians have the right to request the school correct records believed to be inaccurate or misleading. All requests should be made in writing.

REPORTING POLICY

The school operates on a 9-week grading period. *Report cards* are available in the Infinite Campus Parent Portal at the end of each nine week period. Report card grades and comment due dates are below:

- 1st Report Card:** October 21
- 2nd Report Card:** January 6
- 3rd Report Card:** March 17
- 4th Report Card:** June 2

DUAL LANGUAGE IMMERSION

Manteo Elementary offers a Dual Language Immersion Program in K - 5th grades. In Dual Language Programs, students learn content and literacy instruction in two languages. The curriculum and content is the same as taught in other classrooms. At MES, 50% of the instruction is in English and 50% is in Spanish. Each section of Dual Language Immersion has a maximum class size of 20 students. DLI classrooms are exempt from the class size requirements in grades K-3.

The only time the class can exceed 20 students is in the case of retentions, multiple birth siblings, and inter-district transfers. The application window for each school will open in the spring of each school year. Applications for students will be accepted on a rolling basis. If the number of students interested exceeds the number of spots in the classroom, a lottery will be conducted. This unweighted, public lottery will determine which students are in the class for the following school year.

This decision should not be made lightly. While DLI is an exceptional opportunity, it is not what is best for every student. We would love to meet with you to discuss and weigh the options.

Home to School Relationship

PARENT EXPECTATIONS AT HOME:

As a parent of a student a Manteo Elementary, we expect that you will:

- Model and promote Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship
- Ensure your student attends school every day and is on time.
- Teach and encourage your student to resolve differences with others in a positive, non-violent way.
- Limit screen time and monitor closely what they are exposed to.
- See that your child gets a good night's sleep every night.

- Set firm limits and strong expectations for your child in the area of behavior and expect high levels of performance in academics.
- Work with us for the best interest of your child, even though you may not always agree with our recommendations.
- Put your child's education above all other activities like sports, music lessons, etc. We recognize that for us to get to the next level with students, we must all raise our expectations.

HANDLE WITH CARE

If your family is experiencing difficulties at home, we would like to provide additional support at school. We understand you are not always able or want to share details with us and that is okay! If your child is coming to school after a difficult night, morning, or weekend, email, call or text us and just say please Handle With Care. Nothing else will be said or asked. This will simply let us know that your child may need some extra time, patience, care or love that day.

PARENT-TEACHER CONFERENCES

Parent-teacher communications are encouraged at all times; however, at the end of the first and third grading periods, parents are expected to make contact with the teachers via a parent/teacher conference. *The dates of these meetings will be shared and scheduled by teachers.*

Parents are urged to attend these conferences to learn how closely their child is performing to grade level standards, and to share concerns the parent may have with the classroom teacher. Teachers will not be able to conduct conferences during the instructional day, but appointments can be made before or after school or when the teacher has scheduled planning times.

PARENT TEACHER Organization (PTO) and Title I Events

Your involvement in the PTO is a natural way for you to get involved and active in your child's school experience. We encourage you to join and participate in our PTO. You will be notified in advance for all PTO and Title I events. Our current PTO President is Mrs. Heather Trentzch. We are in great need of additional volunteers! If you are interested in being part of PTO in any capacity, please email manteopto@gmail.com

BUILDING INDEPENDENCE

It is our mutual goal to create independent students who are able to feel confident and think through problems on their own. Therefore we ask you to say goodbye at the door and let your child learn how to move through the school independently. Throughout the year, but most especially in the beginning, we will ask that you say good-bye at the kiss and go lanes or at the front door. **Walking students to class is permitted as a transition up until the Labor Day holiday.**

SCHOOL IMPROVEMENT TEAM OVERVIEW

The school improvement team develops a plan for the school's parental involvement program as a part of the SIP. The principal will publicize drafts of the parental involvement plan prior to finalization and solicit input from parents of students in the school.

This plan must include, at a minimum, efforts to enhance parental involvement by promoting the following priorities:

- a. regular, meaningful, two-way communication between home and school;
- b. responsible parenting;
- c. involvement of parents in student learning;
- d. parental volunteering in the school;
- e. involvement of parents in school decisions that affect children and families;
- f. parental training based on parents' informational needs;

- g. collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning; and
- h. student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning.

TEXTBOOKS

Dare County Schools curriculum guides for teachers include the following:
Open Court, Heggerty, 95%, Bridges Math, UFLI and FlyLeaf.

CLUBS and EXTRACURRICULAR

Information about extracurricular activities at Manteo Elementary can be found at the school's main office as it is a teacher-directed student opportunity.

HEALTH

CHILD NUTRITION

Research indicates that nutritious, well-balanced meals improve student performance. Breakfast and lunch are available to all students. If school is delayed one hour or two hours, breakfast **will be** served. Lunch menus are available on www.daretolearn.org.

Students may bring lunch from home. Parents/Guardians are encouraged to send healthy lunches that may include vegetable strips and fresh fruit. NO SODA is allowed. Food (in easy-open packages/containers that do not need refrigeration) and drinks in non-glass containers are highly recommended.

Parents/Guardians are welcome to have lunch with students in our cafeteria.

Understand that lunch schedules sometimes need to be altered due to special events/programs/field trips occurring at school. If you plan to attend lunch with your child you may consider calling ahead to ensure that we are on the regular lunch schedule.

You may bring in birthday or celebration snacks for your child and their classmates but we ask this be dropped off at the front desk, and then the teacher will have autonomy on when it is the best time for the celebration to take place during the classroom day. HOWEVER, they MUST be store-bought. We are unable to serve any food that was not prepared in a commercial setting. We also encourage healthy snacks for celebrations as foods with high amounts of sugar are not conducive to a learning environment.

Breakfast, lunch, milk, etc., can be paid for on a weekly or monthly basis. Payments can be made directly to the cafeteria or online using <https://www.k12paymentcenter.com/Home/Login> .

Meal Prices:

Breakfast:		Lunch:	
Students	\$1.50	Students	\$3.00
Adults	A la carte Pricing	Adult	A la Carte Pricing
Reduced	Free (Grant funded)	Reduced	Free

If you would like to apply online for [free or reduced lunch prices please use this link](#) or go to www.lunchapplication.com .If you would like to complete a paper version of the Free and Reduced Meal Application, please click one of these links Free and Reduced Lunch Application ([English Version](#) / [Spanish Version](#)) or pick one up in the office. A form must be completed for each child in the family. Students who forget lunch money may charge lunch or breakfast.

IMMUNIZATIONS/ILLNESS

- The North Carolina Immunization Law requires that all students be immunized. If you have additional situations that need our attention, please know there is a religious exemption form does exist, and can be accessed from our School Nurse.

Students in grades K-12 must show evidence of at least:

Five DTP/DT shots

Four Oral Polio Vaccine doses

One Hib-at least 1 Hib on/after 1st birthday and before 5 years of age (not required after age 5)

Two MMR doses (1st dose on/after 1st birthday)

Three Hepatitis B doses

Two Varicella dose if born before 4/1/01

Please note that you are given a 30-day grace period to update vaccines. Unfortunately after that time, your child will no longer be able to return to school until in compliance.

- Parents/Guardians will be contacted if students become too ill to properly function in the classroom.
- Make sure students have recovered from any illness before returning to school.

MEDICATIONS

Authorized school personnel (school nurse, first responders and principal designees) cannot administer medication to students unless we have received a medication form properly completed and signed by the doctor.

You may obtain a copy of a medication form from the school nurse or school receptionist. Take the form to your child's doctor and have him/her complete this form by listing the medication(s) needed, dosage and number of times per day the medication is to be administered. The physician must complete and sign this form for **prescription and over-the counter drugs**. Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

Any medications delivered to school should be brought in by an adult or they will not be accepted. **Please do not send medications with your child in the book bag, purse, etc. (for example, cough medicine, Tylenol, or cough drops)**

*****For the safety of your child, there will be no exceptions to these medication policies. *****

INSURANCE

The school board does not provide coverage for accidents that occur at school. Low-cost student accident insurance is available through an independent insurance agency. Application forms may be obtained from your child's teacher or the school office.

LICE

One of the most common nuisances of having school age children is head lice. We consider an outbreak when there are 2 or more families from the same classroom that have an active case of lice during a two week period. If you or someone in your family has lice it is extremely important that we are notified so that we can identify outbreaks. When we have been made aware of 2 or more families in the same classroom with lice, a letter will be sent home with all students in that class notifying parents of the outbreak and asking for extra

precaution and vigilance to avoid continued spread.

As soon as any nits or live bugs are found on a student, the parent/guardian is notified and told that their child must be treated before they can return to school. Our school nurse then checks the student upon their return and again 7-10 days after the initial discovery.

We unfortunately have zero control at the school level, the extent to which other family members and homes get treated. The recurrence of lice usually stems from not treating furniture, headrests in cars, car seats, all clothes, bedding, stuffed animals, etc.

Sometimes when we get frustrated we have a tendency to want to blame. When it comes to lice, school is an easy target as we have over 300 students in one building who interact on a daily basis, but you may be surprised to know that school is actually one of the least likely places for your child to get lice. While there certainly is potential for lice to spread at school this is much bigger than a school issue. In order to stop lice infestations we must COME TOGETHER as a community. It will take all of us working together, rather than being angry, to combat this very common nuisance.

You are probably squirming right now just thinking about your child coming home from school scratching his/her head. Lice is a nightmare and a nuisance for every parent, but remember that head lice is not a serious disease or a sign of poor hygiene. Although it is inconvenient, expensive and frustrating, head lice causes no medical harm and can be effectively treated.

Here are some important steps for every family to take:

- Regularly monitor your child for head lice. It is recommended that you check your child's head weekly for lice and/or nits.
- Once a family member is identified with head lice, all household members should be checked.
- Those with live lice or nits within 1 cm. (1/4 inch) of the scalp should be treated.
- Wash pillowcases and treat natural bristle hair care items that may have been in contact with the hair of anyone found to have head lice in the 24 to 48 hours before treatment should be cleaned.
- Louse survival off the scalp beyond 48 hours is extremely unlikely. Furniture, carpeting, car seats, and other fabrics or fabric-covered items can be vacuumed.

How is head lice spread?

Lice are most commonly found in young children due to frequent, close contact with each other. Lice are usually spread by direct head-to-head contact when one person has an active case of lice. They do not fly, jump or swim. They do, however, crawl. Head lice cannot survive for very long off the head. Therefore, lice are not usually spread by contact with personal items such as hats, brushes or combs. Lice are NOT a sign of poor hygiene. If someone in your child's class develops head lice, there is no reason to panic and automatically assume that your child will "catch" head lice.

How do I know if my child has head lice or nits?

The signs that a child may have head lice include: itching of the scalp; the feeling that something is moving in the hair; visible lice crawling on the scalp or hair. If your child has any of these signs or symptoms, he or she should be examined by a health care provider or the school nurse.

What do I do if my child has lice or nits?

Please notify the school and keep your child home until he or she is properly treated. Talk to your child's health care provider about appropriate care. Resistance to some over-the-counter treatments has been reported. Once a family member is identified with head lice, all household members should be checked. Those with live lice or nits within 1 cm. (1/4 inch) of the scalp should be treated. hours of hatching. Items that cannot be washed can be bagged in plastic for 2 weeks. (the time when any nits that may have survived would have hatched and nymphs would die without a source for feeding).

While it is unlikely to prevent all cases of head lice, children should be taught not to share personal items such as combs, brushes, and hats. Regular observation by parents can also be an effective way to detect and quickly treat head lice infestations.

DISCIPLINE

Manteo Elementary follows the Dare County Schools Code of Conduct. After due process is conducted, sanctions will be delivered according to the *Dare County Schools Code of Conduct*. These guidelines are just that – Guidelines. Each individual case is investigated and consequences are given based on individual student needs. Aggravating and mitigating factors are always considered, except for Level VIII offenses.

Serious Threat, Assault and or Intimidation Policy

We take the safety of students and staff very seriously at Manteo Elementary School. There is no tolerance for hurting someone with your words or actions. Serious Threat, Assault and/or Intimidation: A student will not assault, seriously threaten or intimidate another individual. Including but not limited to:

- **Against Student:** Unlawful threatening or any physical force or violence, including tearing clothes, striking, or threatening to seize or strike another student, either alone or in combination with another student(s), or making one fearful by intimidation.
- **Against staff or another adult who is not a student:** Unlawful threatening or any physical force or violence, including tearing clothes, striking, or threatening to seize or strike any adult, either alone or in combination with another student(s), or making one fearful by intimidation.

Strict consequences will be enforced in compliance with the Dare County Schools Code of Student Conduct.

Harassment and Bullying Policy

Definition of Harassment and Bullying: As used in this policy, harassing or bullying behavior refers to any pattern of gestures or written, electronic, or verbal communications, or any physical act or threatening communications, that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his/her property; or
2. Creates or is certain to create a hostile learning environment. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that is bullying or harassing behavior.

Harassing or bullying behavior includes verbal or physical conduct that is intended to intimidate, injure, degrade, or disgrace another student or person, or that has such an effect. It may include a pattern of abuse over time and may involve a student's being "picked on." It can include a variety of behaviors, such as but not limited to the following:

- Physical intimidation or assault
- Derogatory verbal comments (e.g., name-calling, hostile teasing, cruel rumors, taunts, put-downs, epithets, false accusations, harassment or discriminatory acts, slurs and mean-spirited jokes)
- Threatening gestures or actions; oral, cyber, or written threats
- Extortion or stealing money and possessions
- Shunning and exclusion from peer group
- Hazing
- Harassing or bullying behavior includes, but is not limited to, behavior described above that is reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, development, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Students should be cautioned that all verbal or written statements threatening racial violence, the health and/or safety of students, school personnel, and/or school facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes. Any threatening statement or conduct that leads a member of the school community to reasonably have concern that the threat might be carried out is prohibited, regardless of the intent of the person communicating the threat. This standard will be applied to all threats that are prohibited by the Code of Student Conduct.

MES Cell Phone Policy for 2024-2025

Student Cell Phones:

Student cell phones must be turned off and out of sight on school property (per board policy 4300A, Rule 5). This includes buses.

*1st Offense - Contact parents and hold phone till the end of the day.

*2nd Offense - Contact parents and turn in phone to the office. Parents must pick up device.

In addition, we do not encourage the use of iwatches or similar devices for communication purposes during the instructional day. We do understand family circumstances, so if in fact, your child requires this to communicate with family members only, we politely ask that you communicate those situations with the teacher beforehand.

SAFETY

Chromebooks (5th Grade)

We fully understand how important it is to teach and support children on the proper use of technology. In fact, families are able to pay a \$25 technology fee so children can access a device in school and at home. The expectation in 5th grade is that chromebooks only go home upon teacher request, unless an individual parent has requested otherwise. We want to support all of our families and students, but we do not always deliver enrichment or homework assignments through an online platform that demands the use of a Chromebook during after-school hours. If you have further questions regarding our 5th-grade expectations, please first talk with your child's teacher.

School Entry

Parents/Visitors will need to be buzzed in to gain entry to our school during regular school hours. This feature ensures that we can have a safer environment. Although this is an enhanced safety feature it may slow down office procedures, especially at the end of the day. **Parents arriving after 2:00 to pick up students will need to wait until the regular dismissal time of 2:30 pm.**

Visitors in School

All visitors must stop by the school office, sign in and get a visitors pass. All visitors must abide by the smoke-free campus rule. Pets are NOT allowed on school campuses except with the permission of the principal.

Buses

You must sign up to ride a bus through Infinite Campus. Please check your Infinite Campus Parent Page to ensure you are signed up and have the correct address. One alternate stop may be included. No changes in transportation after 2:00 pm.

Riding a school bus is a privilege, not a right. It is absolutely necessary that students abide by bus safety rules and obey the driver. Misbehavior on the bus may result in temporary or permanent bus suspension. **It is against state law for any unauthorized person (student or adult) to board a bus. There are cameras located on ALL buses.** Communication with bus drivers should be handled through the school administration.

Bus Discipline Guidelines

- 1st Offense- Warning
- 2nd Offense- 1 Day Bus Suspension
- 3rd Offense- 3 Day Bus Suspension
- 4th Offense- 5 Day Bus Suspension
- 5th Offense- 10 Day Bus Suspension
- 6th Offense- Bus Expulsion for the remainder of the year

These guidelines are just that – GUIDELINES. Each individual case is investigated and consequences are given based on individual student needs. Aggravating and mitigating factors are always considered, except for Level VIII offenses.

PARKING AND TRAFFIC PATTERNS

Use extreme caution when driving on our campus. In the mornings, persons bringing students to school should be aware of traffic patterns and problems. Parents/Guardians who drop-off students each morning will enter the driveway, follow the traffic flow, drop off in the kiss and go lane and continue following the traffic pattern. **PLEASE WAIT UNTIL THE CARS IN FRONT OF YOU HAVE UNLOADED BEFORE DRIVING OFF and drive all the way forward.** Have your child ready to exit the car quickly to avoid problems. If your child needs assistance loading or unloading from the car, please plan to park in the parking lot and walk them to the crosswalk. **Do not park along the sidewalk area or leave your vehicle unattended.** **Please do not drive around a car while students are exiting.** If you wish to accompany your child into the building or to unload projects, please park in parking spaces that will not create traffic jams. **Do not drop children off in the parking lot or prior to the cone zone area of the drop off area.**

FIRE, TORNADO, EARTHQUAKE, and EMERGENCY DRILLS

Emergency drills are held monthly. Instructions are posted in each classroom indicating how to leave the building and where to report. Students must be serious during the drills and become familiar with the procedures. Teachers will teach and review safety procedures throughout the school year. Lockdown drills are held at least three per year. An email will be sent through the Infinite Campus Messaging Center notifying you of the upcoming lockdown drill so that you can discuss the purpose with your child and calm any fear or anxiety

this type of drill can bring.

VANDALISM AND PROPERTY DAMAGE

If a student happens to damage school property by accident, he/she should report it to a teacher or to the office immediately. Students who intentionally destroy or vandalize school property will be required to pay for the loss or damage. This may warrant suspension and subsequent expulsion from school.

Dress Code

Students are encouraged to maintain a standard of dress that is modest, clean, and appropriate. We look to parents for their support and follow-through in meeting this standard.

- Hats, beanies, toboggans may be worn as long as they are used appropriately and do not become a distraction.
- Clothing promoting tobacco, alcohol, or drugs, violence or containing profanity are not acceptable for school wear.
- All shirts should have shoulder straps that are at least 1 inch wide. Halter tops are not acceptable school attire.
- Undergarments should be covered by clothing.
- Pants must be pulled up. Belts are encouraged.
- Shorts/skirts must be mid thigh length.
- Shoes, sandals, flip flops must be worn at all times.

Students in violation of the student dress code will not be allowed to remain in the classroom. Parents will be contacted to bring appropriate replacement attire. Repeated violations of the dress code will result in additional consequences. Please address any questions that you may have concerning student attire to the school office.

MISCELLANEOUS

LOST AND FOUND

All personal belongings of students should be labeled with name, address and telephone number. This is especially important in jackets, sweaters, lunch boxes and book bags. Lost and found, located in the cafeteria, should be checked regularly. Unclaimed Lost and Found items will be discarded at the end of each 9 week period and we are not liable for lost personal items.

ELECTRONIC DEVICES/CELL PHONES/TOYS/CARDS

Any unauthorized electronic device, toys, cards, cell phone, etc., brought to school will be confiscated by staff members and returned to the student/parent at the staff member's discretion. **These items should not be brought to school except by previous agreement.** The items will only be returned to a parent and may be confiscated for up to the remainder of the grading period.