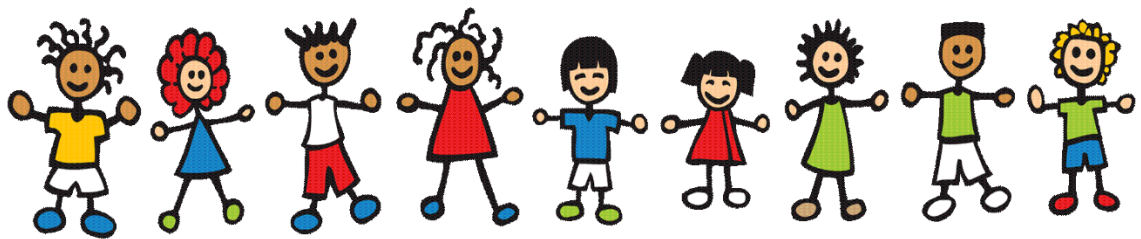


# Lanier Elementary

## Student/Parent Handbook

2024-2025



# **TABLE OF CONTENTS**

**WELCOME TO LANIER**

**GOALS**

**ATTENDANCE**

**END OF THE SCHOOL DAY**

**VISITORS**

**STUDENT EMERGENCY INFORMATION**

**COMMUNICATION DEVICES**

**HEALTH AND SAFETY**

**TRANSPORTATION**

**DROP OFF PROCEDURES**

**CHILD NUTRITION**

**STUDENT CONDUCT AND DISCIPLINE**

**PARENTAL INVOLVEMENT**

**PROGRESS REPORTS AND REPORT CARDS**

**COMMUNITY INVOLVEMENT**

**CLASSROOM INFORMATION**

**PROGRAMS/ACTIVITIES/ORGANIZATIONS**

**SCHOOL WIDE PROCEDURES**

**DRESS CODE POLICY**

**Tulsa Public Schools**  
Independent School District Number One  
Tulsa, Oklahoma

**John Croisant**  
School Board Member

**Dr. Ebony Johnson**  
Superintendent of Schools

**Jessica Haight**  
Instructional Leadership Director

**Stacey Randell**  
Principal



LANIER ELEMENTARY SCHOOL  
1727 South Harvard  
Tulsa, Oklahoma 74112  
918-833-9380

**SCHOOL MOTTO:** “Soaring to Success”

**SCHOOL COLORS:** Red, white, and blue

**SCHOOL MASCOT:** Eagles

## **WELCOME TO LANIER**

Welcome to Lanier Elementary School! We provide a positive, caring, and supportive environment where each child will experience success every day. Our caring and highly qualified staff looks forward to sharing exciting and interesting educational experiences with our students and their families.

As we strive for excellence, we value the partnership between home and school. Parents are encouraged to be active participants in the education of their children. This handbook is provided to help students and parents understand our school policies, guidelines, and practices. If you would like more information, have questions or concerns please feel free to contact the school.

School office hours are from 7:00 A.M. – 3:00 P.M.

**Lanier Elementary – 918-833-9380**

**Attendance – 918-833-9382**

**Health Clinic – 918-833-9390**

**Counselor- 918-833-9386**

**Lanier Fax Number - 918-833-9393**

**Tulsa Public Schools Website - [www.tulsaschools.org](http://www.tulsaschools.org)**

**Lanier Website - [lanier.tulsaschools.org](http://lanier.tulsaschools.org)**

**Lanier Facebook – [www.Facebook.com/LanierTPS](http://www.Facebook.com/LanierTPS)**

## **GOALS**

- Each student will meet or exceed state and national standards by demonstrating mastery of a comprehensive curriculum.
- We will maintain a safe, threat-free environment that encourages mutual respect and caring among students and adults.
- We will acknowledge cultural diversity, individual uniqueness, and worth.
- We will secure and maintain community involvement and partnerships.
- We will improve student learning through parental involvement.
- We will demonstrate research-based practices in technology, instructional strategies, classroom management, and curriculum development.
- We will identify and pursue financial resources through community and school partnerships, resources, and grants.
- We will continually pursue openness to innovative practices through professional development.

## **ATTENDANCE**

School attendance is an especially important part of the student's learning process. Parents are, by law, accountable for their child's attendance. Oklahoma law mandates that parents/guardians must require their child/children to attend school every day without being tardy. Frequent tardies can cause students to miss valuable information and instructions at the beginning of the school day. Please get students to school before classes start at 7:30 A.M. If you are experiencing a barrier to getting your child to school on time every day, please call the counselor's office to see if we can help in any way.

A direct relationship exists between attendance and academic progress. It is our hope that by working together we can maximize your child's potential for a successful school year.

## **Arrival**

School doors open at 7:10 A.M. when teachers are on duty. **Do not drop off** your student(s) prior to 7:10 A.M. There is **no supervision** for your student(s). The school is not responsible for students who arrive earlier than 7:10 A.M. The first bell will ring at 7:20 A.M. School starts at 7:30 A.M.

- All Pre-K through 5th grade students will be dropped off on Indianapolis Ave (east side of the school building) before 7:30 A.M.
- Please **do not park** or leave your vehicle on Indianapolis Ave. We need to be able to have a safe and steady flow of traffic. For safety, students should only be dropped off on the southbound side of Indianapolis. **DO NOT** drop your student off if you are on the northbound side of Indianapolis. This is for the safety of everyone. Campus Police will be called if students are dropped off on the northbound side of Indianapolis and walk through traffic.
- If you need to walk your child into the school building, you must park on Harvard or across the street from the front of the school building and go through the main office.
- When students arrive at school, they are to go to the cafeteria for breakfast, or to the gym. Breakfast is served from 7:10 to 7:30. Students who arrive after 7:30 A.M. are tardy and will need to check in at the office.

**ALL VISITORS SHOULD BE EXITING THE BUILDING BY 7:30 A.M.**

This is for the security of our students. If a child needs assistance getting to class, teachers and other school staff will be available to assist them.

## **Tardiness**

- Students are expected to be in their classroom and ready to learn when the bell rings at 7:30 A.M.
- Teachers will mark tardies for students arriving to class between 7:31-7:45 A.M. Students not in class by 7:45 A.M. must report to the office for a tardy slip before being allowed to go to class.

- Parents are not allowed to escort tardy students to class during the school day.
- Students who arrive after 8:25 A.M. are considered absent one-half day.
- Students who are dismissed prior to 1:30 P.M. are considered absent one-half day.

### **Early Dismissal**

- Children are expected to remain at school until the 2:35 P.M. dismissal time.
- Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for a medical appointment or other unavoidable emergency, the parents/guardians must come to the office with valid ID and sign-out the child. Students will only be released to an adult listed on the student's pick-up list.
- Early pick-up should not become a regular practice. Valuable class instruction is missed, and students do not get full educational benefits if they leave early.
- Parents/Guardians may come into the office to pick up students before 2:15 P.M. After 2:15 P.M., regular school dismissal procedures must be followed. This minimizes confusion during this hectic time of the day. Exceptions may be allowed in the case of emergency.

### **Absences**

If your child cannot come to school, you need to report the absence and the reason for the absence to the school office before 9:00 A.M. The phone number for the attendance clerk is 918-833-9381.

Reasons for student absences are:

- Illness- Student must be fever free for 24 hours before returning to school. If a student is absent three days or more, a doctor's note

must be brought to the office before the child will be admitted to class.

- Death in the immediate family.
- Observance of a religious holiday.

After three (3) absences or tardies you will be contacted by a school official. Excessive absences are grounds for interventions by school personnel and referral to the District Attorney's office for non-compliance of State Laws regarding compulsory school attendance. **Students must be in attendance ninety percent (90%) of the instructional time scheduled for school and make satisfactory academic progress to be recommended for promotion to the next grade.** A student absent more than four (4) days per quarter is at risk of not passing to the next grade. All absences are included in the calculation for the 90% attendance minimum apart from absences due to religious holidays according to state law.

Students who have ten consecutive absences will be withdrawn. If the student returns to school, a parent must accompany the child and complete the enrollment process again.

Pre-K classes are not mandated by the state, therefore Pre-K students who have a chronic attendance problem or failure to observe school hours will result in dismissal from the program.

## **END OF THE SCHOOL DAY**

- Refer to Drop off/Pick- Up Procedures below.
- Please be mindful that teachers are still supervising their students while waiting for them to be picked up. **If a parent/guardian would like to visit with a teacher after school, please contact the teacher or the office to schedule a meeting.**
- Children are expected to leave school grounds within fifteen (15) minutes of dismissal time.



- Parents of students who walk home are encouraged to discuss with their children the importance of going directly home or to their designated caregiver after school.
- Unexpected delays in picking up children occasionally occur. Please call the office and let us know about the delay.
- TEACHERS ARE NOT ON DUTY TO SUPERVISE CHILDREN AFTER 2:55 P.M.
- After 2:55 P.M., the parent or person authorized by the parent to collect the child (children) must come into the office upon arrival, so the office staff will know the child has been picked up.
- If a child remains at school after 3:05, assistance from the Campus Police will be requested.

PreK and Kindergarten students and their sibling(s) will be dismissed using our entrance by 19th Street.

- Parents will park and walk up the steps and through the side gate.
- Parents will follow the walking path towards the ramp, and wait in the designated area.
- Parents will hold a placard with their student's name on it.
- Teachers will call for the student, and the student will be brought to his/her parent.

1st through 5th grade students will be dismissed from Indianapolis.

- Parents will receive a placard with their student's name.
- Parents will stay in the vehicle, and display the placard on the windshield.
- Teachers will call for your student, and your student will be walked to your car.
- Please stay in the drive line at all times.

## **VISITORS**

All visitors are required to enter the Lanier facility through the main (Harvard) entrance. To gain entry to the school at any time during the regular school day, enter the building through the front door and obtain entrance by activating the door buzzer. You will be asked for your name and the reason for your visit. The office staff will then activate the doors and permit your access. All visitors, volunteers, and parents must come to the office immediately upon entering the building.

There are a few instances where a parent/guardian may need to visit a class to observe their student or activity. Such a visit must be arranged 24 hours in advance with the teacher. This visit should usually not be more than 45 minutes. Parent-Teacher conferences must be scheduled with the teacher prior to conferencing. Unscheduled conferences before school and during class times are not allowed because they interfere with the teaching-learning process for all students. Visitors who have a prearranged meeting will be given a visitor pass to wear while in the school and will be escorted to the destination. The pass is to be returned to the office when signing out. This policy is in place to provide for the safety of all people in our school.

Please be aware that all doors are locked during the school day. Students will be allowed into the building beginning at 7:10 A.M. to go to breakfast. Doors are monitored as students leave the building beginning at 2:35 P.M.

Visitors are welcome in our school, but it is our purpose to protect the safety and instructional time for all students. Calling or emailing ahead of time and making an appointment is the best way to ensure you will get to speak with your child's teacher. Thank you for your cooperation.

## **STUDENT EMERGENCY INFORMATION**

All students must have a complete and accurate information form on file in the office. This information is to be kept current. Please notify the school office immediately of any changes in home or work phone numbers, addresses or other emergency information. This is vital in the event of an emergency while the student is at school.

## **COMMUNICATION DEVICES**

The office telephone is a business phone and not for student use. Please inform your child of after-school arrangements *before* he/she arrives at school. Students will not be called to come to the telephone. Office staff will take a message and deliver it to the student at an appropriate time.

### **Wireless Telecommunication Devices**

Students are prohibited from using electronic communication devices during the academic school day including transition, lunch, and recess periods whether inside or outside the building. Student cell phones and other devices should be turned off and kept out of sight during the school day. Teachers and/or the front office may “hold” a device during the day for safekeeping if the student requests it. A violation of any part of this policy will result in the device being confiscated and sent to the Tulsa Public Schools Police Department. The school is not responsible for damage, theft, or loss of electronic communication devices.

## **HEALTH AND SAFETY**

### **Medications**

All medications are to be kept in the school clinic. Medication will be given to the student only with the written authorization on the Administration of Medications Form provided by TPS Health Services.

Prescription medications must be in a currently dated and properly labeled container which states the name of the patient, physician, and directions for administering. Non-prescription medications must also be properly labeled with the child's name and specific instructions for administering.

The parent or guardian is required to bring all medications to the clinic. Students are NOT to carry medication of any kind with them while on school grounds. This includes cough drops, pain relievers, inhalers, eye drops, etc.

### **IMMUNIZATIONS**

Every student must have a certified immunization record on file at the school. The immunization record must indicate the date and type of immunization received and must be signed by a licensed physician or authorized public health representative. Students receiving immunizations must maintain the schedule as directed by the physician or Health Department until requirements are met. Immunizations must be kept up to date.

### **ILLNESS AND/OR INJURY**

If a child is injured or becomes ill, every effort is made to contact the parent. Parents are expected to provide accurate and up-to-date telephone numbers and addresses of where they may be reached during the school day. The names and phone numbers of others who may be contacted in an emergency are also required. If the parent or other designated person cannot be reached in the event of a severe medical emergency, an ambulance may be called to transport the child to a hospital or emergency center. The cost for this service will be the responsibility of the parent or legal guardian. Please advise the school's Health Assistant if your child has a special medical condition or is currently under medical treatment. A doctor's recommendation needs to be on file in the clinic.

## **LICE TREATMENT**

Lice screenings are done after every major school break and if lice are found in a classroom. In accordance with district policy, a child must be free of live bugs before they may return to school. A parent or guardian must accompany the child to school with proof the child has been treated. The child will be checked in at the clinic and must be cleared before the child can return to class.

## **IS YOUR CHILD TOO SICK TO COME TO SCHOOL?**

While attendance is important, sick children should not be sent to school. These guidelines may help parents to determine if their child is too sick to come to school:

- Fever above 100 degrees F. within the past 24 hours.
- Continuous or frequent cough, vomiting or diarrhea within the past 24 hours.
- An unidentified rash
- Open, draining wounds. Minor abrasions should be kept covered with a clean dressing while at school.
- Head lice
- Pink Eye
- Chicken Pox
- Scabies
- Ringworm must be under treatment and always covered for a student to remain in school.
- Specific instructions or advice of your physician.

## **TRANSPORTATION**

### **CROSSING GUARD**

A School Crossing Guard assists children who must cross Harvard before and after school.

## **SCHOOL SAFETY PATROL**

Lanier Elementary has a student safety patrol program to provide additional safety support and supervision to all students before and after school. The patrol members are assigned duties to help protect the safety of students before and after school. Other duties may be assigned by the sponsor, as necessary. All Lanier students are expected to respect and follow the directions of each safety patrol member on duty. Safety patrol members are selected by the patrol sponsor.

## **BICYCLES / SCOOTERS / SKATEBOARDS/HEELYS**

Scooters and skateboards are not allowed at school. Any child who rides a bicycle to school is to park the bicycle in the racks on the east side of the building. Bicycles are to remain in the racks until dismissal. Students are not to ride bicycles on the school grounds or in the parking lot. Students will walk with the bicycle until they are off the school grounds or out of the parking lot. Children are not to play on or near the bicycle racks. Locks for the bicycle are strongly encouraged. The school is not responsible for stolen or damaged bicycles.

## **DROP OFF PROCEDURES**

All adults and children are expected to observe the following parking lot procedures to ensure the safety of everyone.

- Motorists are expected to use extreme caution and drive slowly while in the parking lot and adjacent streets.
- Please stay in your vehicle and in the line of traffic.
- Drop off students in the morning at the Harvard entrance for daycare vans, pre-approved exceptional circumstances, or when tardy. The main drop off area is the Indianapolis St entrance from 7:10 A.M.- 7:30 A.M.
- Cars are never to be left unattended in the line of traffic. This includes parking in the pick-up lane during school hours. The flow of traffic is expected to proceed smoothly. If the student is not at

- the pick-up area, the driver may be asked to pull forward to a waiting area.
- Drivers are to never back up their vehicles while in the lanes of traffic.
  - Do not park in the staff lot or block the entrance to the staff lot.

### **Pick Up Procedures**

- Pick up students in the afternoon at the Harvard entrance for daycare vans, pre-approved exceptional circumstances, or when late to pick up.
- Please understand that following these procedures will expedite the dismissal process and ensure safety for students and staff during this time. Thank you for your patience and cooperation.
- Exit slowly.
- PreK and Kindergarten students and their sibling(s) will be dismissed using our entrance by 19th Street.
  - Parents will park and walk up the steps and through the side gate.
  - Parents will follow the walking path towards the ramp, and wait in the designated area.
  - Parents will hold a placard with their student's name on it. Teachers will be looking for **your student's laminated name card that you were supplied with at school. Make sure and hold the card up so that it is visible from a distance.** Please do not come up to the building doors. Bring your sign daily. You will be responsible for keeping up with the sign and making sure all the people picking up your child have a sign. If you need an additional sign, please see your child's teacher. Teachers will begin sending your student(s) to you at 2:30 P.M.
- 1st through 5th grade students will be dismissed from Indianapolis.
  - Parents will receive a placard with their student's name.
  - Parents will stay in the vehicle, and display the placard on the windshield.
  - Teachers will call for your student, and your student will be walked to your car.

- Please stay in the drive line at all times.
- Playgrounds will not be available for free play after school.

## **CHILD NUTRITION**

### **Free or Reduced Breakfast/Lunch**

All elementary students in Tulsa Public Schools can receive free breakfast and lunches, regardless of income.

### **Breakfast**

Breakfast is served in the cafeteria from 7:10 a.m. to 7:30 a.m. for all students, PK- 5<sup>th</sup> grade. Please make every effort to have your child at school on time.

### **Lunch**

Students are expected to remain at school for lunch unless the parent/guardian comes to the school office for the child's release from school. When the child returns from lunch, the parent comes to the office to sign the child back into school. Students can bring their lunch. Students are expected to eat a healthy lunch. Treats such as soda and candy are not to be brought as a substitute for lunch. All food is to be eaten in the cafeteria and any left-overs will be discarded.

## **STUDENT CONDUCT AND DISCIPLINE**

The Lanier Staff is committed to maintaining a positive, safe, and threat-free environment. The staff encourages students to develop self-discipline. Procedures and routines are taught so students are very clear about what is expected.

### **Behavior Response Plan**

No person has the right to interfere with the learning or well-being of others. Behavior that is dangerous or disruptive to the learning



environment will not be tolerated. It is, therefore, sometimes necessary to impose penalties or consequences for inappropriate behavior. These consequences include, but are not limited to, conferences with parents, loss of privileges, referrals, time-out, In-School detention, or Suspension from School. Logical consequences related to inappropriate behavior are imposed to the extent possible.

Children with recurrent discipline problems may be placed on an individualized behavior plan agreed upon by the teacher, parent, child, and principal. Severe disruption or extreme behavior may result in immediate removal or suspension of students.

Items brought from home that are not allowed at school will be confiscated and held until a parent picks up the item. If there are further occurrences, the item will not be returned. Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety and well-being of students or school staff. Knives will not be returned.

The above policies and procedures comply with the Behavior Response Plan developed by Tulsa Public Schools. Please refer to this document for more details about school discipline policies.

Lanier Elementary has adopted a school-wide Behavior Plan. The plan includes the use of a daily Community Circle activity based on Life Skills. Teachers use classroom rewards for exemplary behavior. The behavior plan provides students with multiple opportunities to improve prior to more intense interventions. If the student goes beyond these interventions, an official referral to the office is written, and a result will be determined by the administration.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to be actively involved in their child's education. In addition to staying informed about the child's progress

and helping him/her at home, we invite parents to participate in school and classroom activities.

We frequently request parent volunteers to assist with supervision of our students during special events. The Tulsa Public School District requires parents/guardians to be registered volunteers. To register, please fill out a Volunteer Form. Background checks must be conducted on all individuals before being allowed to interact with students.

### **Parent Teacher Association (PTA)**

The PTA offers a valuable network for parents and teachers to work together for children. Since parent participation has been shown to contribute to the child's success in school, the PTA encourages all parents and family members to be active participants. The PTA provides classroom parties, celebrations, and activities for all students. Fund-raising events have provided additional resources for students, such as special programs and assemblies, classroom materials, field trips, and playground equipment. All parents, family members and friends of Lanier students are encouraged and invited to join PTA and participate in the many activities provided. We need everyone's help and support by joining the PTA.

### **Volunteers**

We value the school volunteers who perform valued services for students and staff. Volunteers make learning materials and prepare bulletin boards. They assist with children during field trips, parties, and other school and classroom activities. Parents unable to be at school during the school day often do volunteer projects at home. All volunteers must register as a school volunteer by completing a School Volunteer Profile Form, available in the school office. These must be completed each school year.

### **Conferences**

Parent-Teacher Conference Days are scheduled twice yearly for all parents. Conferences at other times are *encouraged* and may be

scheduled by parents or teachers whenever the need arises. *All conferences must be scheduled with the teacher prior to the conference time.* During the school day your child's teacher is engaged in instruction and supervision of students. Messages will be taken and given to the teacher. Teachers will return your phone call before or after school; or at their plan time. Other duties and responsibilities immediately before school, during school and after school often prevent the teacher from conferencing at unscheduled times. Since teachers greet children and prepare for the day's activities, they are not able to conference before school unless prior arrangements have been made.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports are prepared and issued by the end of the fifth week of each quarter, or whenever the need arises. Progress reports are issued whenever the student's achievement is unsatisfactory. They are also used to inform parents of commendable achievement, effort, and positive attitudes. Report cards are available online, quarterly. They contain valuable information about the child's academic and social behavior progress. Parents are encouraged to call the school whenever they have concerns or questions regarding the reports.

## **COMMUNITY INVOLVEMENT**

### **PARTNERS IN EDUCATION**

We have several Partners in Education, and they are listed on a plaque across from the main office. We appreciate our Partners. Their support and assistance benefit our students and staff. They provide volunteers for school and classroom activities, incentives, encouragement, and financial resources.

## **CLASSROOM INFORMATION**

### **Textbooks**

Textbooks are provided for students to use in the classrooms and at home. Library books may be checked out for home use. We ask parents to help teach students respect for books, so they will be returned in good condition. If a book is lost or destroyed, the student is expected to pay for the book. School records will be withheld for non-payment of lost or damaged school books.

### **Homework**

Homework is an integral part of the total instructional program at Lanier. Teachers assign homework to support and extend the class work. The homework assignments are to support the development of self-directed, enthusiastic, and responsible students. Homework assignments allow parents to be more informed about the work students are doing in class. Students should be able to complete their homework within a reasonable time at home. *Parents are encouraged to communicate with teachers if the homework seems unusually difficult or time-consuming for the child.*

### **Make-Up Work**

Students are encouraged to make up work for all absences. When the absence from school is excused, the student will receive credit for work completed promptly. Students are responsible for securing and completing make-up assignments. Students will be allowed one-day make-up time for each day's absence. Credit will not be given for work missed due to an unexcused absence.

### **Personal Belongings**

Students are expected to bring to school only items that contribute to the learning process or their well-being. Toys and games are not to be brought to school except by the teacher's permission for special projects in the classroom. Items considered inappropriate for school include toys, electronic games or devices, radios, purses, and

cosmetics. Children should not bring extra money or items of exceptional value to school. The school is not responsible for valuable items brought to school.

**Guns, knives, weapons, facsimiles of weapons, or lasers are never allowed.**

Animals are not to be brought to school by students. Any animals brought to school by an adult for an educational purpose must have the prior approval of the teacher and principal.

Coats and backpacks are to be placed in lockers, hung on coat hooks, or placed in cubbies in the classrooms where they are to remain until the end of the day, or when needed for outside wear.

### **Lost and Found**

Lost and found items should be turned in to the office. Clothing items will be placed in the Lost and Found Cabinet in the cafeteria. Students and parents are encouraged to check the Lost and Found Cabinet for lost clothing.

### **Lockers**

Lockers are assigned for students' convenience. Each student is expected to use only the locker assigned to him/her. Students have no expectation of privacy as to school lockers, desks or other school property temporarily assigned for their personal use.

### **Parties and Refreshments**

Students will have three parties during the school year: a Fall party, a Winter Break party and Valentine's Day party. Homemade foods are not permitted. All refreshments are to be purchased and arrive at school unopened in their original packaging. Students are not to bring refreshments or food to classrooms without the teacher's prior approval. Large hard candies are not allowed.

Individual birthday celebrations or gifts are not appropriate for school. This includes flowers, balloons, or cookie bouquets. These will not be accepted for delivery to students. Invitations to parties outside of school are not to be distributed at school.

### **Field Trips**

Study Trips are planned to support the classroom activities. Parent permission is required for students to participate in trips away from school. The Tulsa Public Schools official permission form and medical release must be signed by the parent or guardian and returned to the teacher before the student goes on the study trip. We may request parent volunteers to help supervise our students on the field trips. Volunteer chaperones must be registered as TPS Volunteers at least two weeks prior to the trip.

## **PROGRAMS/ACTIVITIES/ORGANIZATIONS**

Students are provided opportunities to participate in many programs and activities. Some of the programs and activities include the following:

- Indian Pupil Education
- Student Council
- Science Fair
- Safety Patrol
- Chess Club
- Junior Achievement
- Art Club
- Word Millionaires
- Camp Fire
- Music Programs
- Literacy Nights
- Run Club
- Broadcasting Club

Newspaper Club  
Book Buddies  
Recycling Club  
Facts Masters  
Grand Guest Luncheons  
Vocabulary Day  
Jog a Thon  
Book Fair

## **SCHOOL WIDE PROCEDURES**

Written procedures and classroom charters teach students the personal and social skills they need to be successful. The procedures contribute to feelings of safety and allow students to have an environment conducive to learning. Procedures for school-wide implementation have been established. Teachers and students also develop classroom procedures so students will know how to accomplish learning tasks.

### **Expectations**

- We will value one another as unique and special individuals.
- We will not laugh or make fun of a person, use sarcasm, or put downs.
- We will use good manners saying please, thank you, and excuse me.
- We will cheer each other on to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will do our Personal Best every day, without exception.

### **Before School Procedures**

- Students will go to the cafeteria for breakfast or to the gym to join their class upon arrival.

- Students will walk to their classroom following the hallway procedures with their teacher.

## **AFTER SCHOOL PROCEDURES**

- Be ready to leave on time and follow the teacher's directions.
- Follow line procedures while walking to assigned pick-up area.
- Stay in your assigned area until the teacher gives you permission to move.

## **Restroom Procedures**

- Enter the restroom quietly.
- Take care of your personal needs.
- Be sure to flush.
- Wash your hands before leaving.

## **Cafeteria Procedures**

- Use quiet voices
- Sit at your class table
- Keep your area clean
- Ask permission to get up

## **Hallway Procedures**

- Walk on the right side of the hallway
- Allow personal space
- Voices are quiet
- Hands and feet are kept to yourself

## **Assembly / Audience Procedures**

- Sit on your pockets throughout the assembly (no bathroom or drink breaks)
- Keep hands and feet to yourself
- Use attentive listening

## **Playground Procedures**

- Share and take turns



- Follow directions
- Use good sportsmanship
- Take care of equipment
- Students are not to play football or tackle soccer.

**Playgrounds will NOT be available for free play immediately before or after school (after 6:30 a.m. and before 4:00 p.m.) Staff** members are not available to supervise children during these times.

## **Dress Code Policy**

### **General Rules:**

- Students must wear clothing including a shirt with pants, shorts, or a skirt and shoes.
  - **Tops:** T-shirts, polos, spirit shirts are acceptable. Shirts must have two sleeves. (no spaghetti straps or cold shoulder sleeves) Shirts that fully cover a student's torso (including stomach, back, and shoulders).
  - **Bottoms:** Pants, jeans, joggers, shorts, cargo pants are acceptable. Clothing that fully covers a student from the waist down to at least mid-thigh.
- Permitted garments shall be clean and in good repair.
- Shirts and dresses must have fabric in the front, bottoms, and sides.
- Students may wear hoodies or hooded sweatshirts in school buildings. (hoods should not be pulled up) Students' faces must be completely visible at all times.
- No pajamas or breakaway pants
- No excessively large, small, or sagging clothes.
- Clothing must conceal undergarments.

**Accessories:** Jewelry and other accessories shall not convey prohibited messages as defined below. Jewelry/accessories that pose a safety concern for the student or others are prohibited. This includes fake nails and fake eyelashes. Smart watches/phones must remain in backpacks during school hours.

**Footwear:** Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, and on school transportation. Athletic or closed toed shoes; Crocs must have a backstrap. No Heelys (wheels on sole)

**Head Coverings/Sunglasses:** Caps, Ski Masks, Sunglasses, Head coverings, and Hats shall **NOT** be worn in the school building or classrooms unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. Approved head coverings must allow the face to be visible and not interfere with the line of sight to any student or staff. The only exception is head coverings for religious reasons.

**Outerwear:** Students should store outerwear (coats, hoodies, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors, or other areas of the school buildings after arrival unless authorized by the school's administration.

**Religious and Health Accommodation:** If/When a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

**Penalties/Sanctions:** Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Behavior Response Plan.