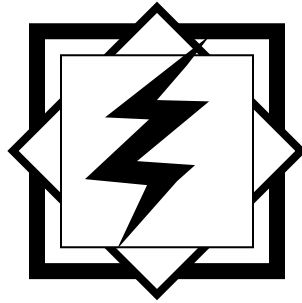


Ida Elementary School



The Learning Place
Parent Student Handbook
2009-2010

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Ida Elementary Student Handbook

WELCOME

The Ida Elementary School (I.E.S.) staff welcomes you to a new school year. To help you enjoy your experience at Ida, we make the following suggestions.

1. Get to know your school. Become familiar with classroom locations, office, library, cafeteria, and playground.
2. Communicate with the teachers and staff. We are all here to help your child learn and grow.
3. Share in your child's experiences. We will always be available to help with any problems you have.

We are proud of our school, faculty, students, and staff. It is our sincere hope that your experience at Ida Elementary will be filled with happiness and success.

MISSION STATEMENT

The staff of the Ida Elementary School will strive to build a solid foundation for learning. We believe our goal is to develop our students' capabilities and interests in learning, in order that they will continue to grow intellectually and personally throughout their lives.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are an integral part of the student's educational development. To encourage satisfactory student progress, Ida Elementary teachers will communicate frequently with parents. If a teacher conference is needed, it may be scheduled through the Elementary School office (734-269-3605) or with the teacher directly.

STUDENT/PARENT CONCERNS

Students or their parents shall have the right to express concerns about, and/or appeal decisions made by school personnel. Such concerns or appeals shall be brought forth in the following sequence:

1. To the child's teacher
2. To the principal (unless the principal's decision is in question)
3. To the superintendent of schools (unless the superintendent's decision is in question)
4. To the Board of Education

Neither the Board nor its members shall act upon concerns until they have been processed through the above sequence, and persons bringing forth concerns shall be so informed.

Problems, other than those in an individual class, should immediately be brought to the attention of the building principal.

SAFE AND DRUG FREE SCHOOL ZONE

Within the provisions of Public Act 12, 1988, known as the Safe and Drug Free School Zone Act, the Ida Board of Education has declared that the schools of Ida are SAFE AND DRUG FREE SCHOOL ZONES. The Board of Education

recognizes that young citizens of the Ida community have an undeniable and fundamental right to the advantages of a school environment which is conducive to educational goals and prerogatives and which is totally free of drug abuse and trafficking activities. Therefore, in accordance with federal and state law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students and/or adults on school grounds, in school or school approved vehicles, or at any school-related activity or event. Drugs include any alcoholic beverage, anabolic steroids, dangerous controlled substances as defined by state statutes, a substance that could be considered a "look alike" controlled substance and all tobacco products.

A weapon will include, but not be limited to: a firearm (per statute), dagger, dirk, stiletto, knife, iron or brass knuckles, or other devices designed to or likely to inflict bodily harm, including but not limited to air guns and explosive devices.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the "Conduct Warranting Disciplinary Action" section of building policy, up to and including expulsion from school. When required by state law, the school district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the principal or counseling office whenever such help is needed.

WEAPON FREE SCHOOL ZONE

In accord with State and Federal Statute, the Ida Public Schools has adopted a policy mandating the expulsion of students possessing and/or using weapons or committing certain acts of violence on school property. The complete text of this policy is available in each building office.

SCHOOL SAFETY HOTLINE

Monroe County has established a school safety hotline, which is monitored 24 hours a day. Calls about safety issues may be made to:

1-800-349-0132

BEHAVIOR AND DISCIPLINE

A. Philosophy

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes the entire program of adapting the individual child to life in his/her society and involves two major emphases:

1. To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation, and therefore, does not threaten either the classroom or the instruction taking place.
2. To assist the student in growing towards the goal of assuming responsibility for his/her own behavior.

The school system has a responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. Since boys and girls are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing and maintaining these acceptable behavioral standards.

The best discipline is preventive in nature rather than corrective and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's image of himself/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, his/her teachers, and other adults.

The observance of order is another help to the atmosphere of calm, and an exercise in self-discipline.

B. Authority

Section 380.11a, General powers school district (M.S.A.15.4011a)

A general powers school district has all of the rights, powers and duties expressly stated in this act; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the school district in the interests of public elementary and secondary education in the school district, including but not limited to, the following:

Providing for the safety and welfare of pupils while at school or a school sponsored activity or while en route to or from school or a school sponsored activity.

Section 380.1311, Suspension or Expulsion of Pupils (M.S.A.15.41311)

The board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

Section 380.1312, Corporal Punishment (M.S.A.15.41312)

A person employed by or engaged as a volunteer or contractor by a local or intermediate school district or public school academy shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.

A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:

- a. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

- b. For self-defense or the defense of another.
- c. To prevent a pupil from inflicting harm on himself or herself.
- d. To quell a disturbance that threatens physical injury to any person.
- e. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- f. To protect property.

C. Codes of Conduct: Rights with Responsibilities

1. Establishment of Rules: Building principals and faculty shall establish those rules that will insure a satisfactory learning environment, a neatly maintained building, and the personal safety and health of its students. School personnel are required to inform students of rules that are established for the classroom, halls, restrooms, cafeteria, school grounds and school buses.

Actions prohibited by state law are likewise prohibited by the Ida Public Schools. Violations of state law are considered violations of school rules when violations occur on school property. In addition to the maintenance of civil law, developed by State and Federal Government, we also have developed the guidelines put forth in this handbook.

2. The teacher or administrator should counsel with the student regarding his/her misbehavior. Parents will be advised of the student's misconduct and their cooperation sought in correcting the situation.

The cause of unacceptable behavior should be investigated by the teacher or administrator. Such resource people as the counselor, school diagnostician, and school social worker may be consulted regarding student misconduct.

Punishments for misconduct may include: requiring additional school work, isolation of the student from his classmates, cleaning up areas of the school building or school grounds, detention of the student at lunch/recess hour, detention of the student after school hours, in-house suspension during school hours, or suspension from school.

3. Procedure for Suspensions: A student may receive a suspension for violating those rules in the section on "Conduct Warranting Disciplinary Action". In all suspensions, the student is to be told the specific charges against him/her and parents will be notified prior to the suspension. The student will be allowed to present his/her side of the story. If a student is suspended, he/she has a right to a hearing in which he/she may present his/her side of the story. During the hearing the student has a right to present evidence and witnesses on his/her behalf. A student may also be suspended until his/her parents come to school and discuss the case. If a student persists in disobeying school rules after having been suspended, the principal may suspend the student until the next regular board meeting at which time he/she may make a recommendation for expulsion. Suspensions and/or a recommendation for expulsion may be based on a single occurrence or a cumulative disciplinary history.

Failure to return the detention or suspension notification letter signed by a parent within two days may result in additional disciplinary action.

4. Definitions:

Lunchtime Detention - Consists of the lunch period and the recess immediately following.

Detention – Teacher arranged and supervised detention may be held immediately after school hours. Parents will be notified and are responsible for transportation. Students are to be picked up promptly.

In-House Suspension - Placement into the In-House Suspension Room for a finite period of time as determined by administrative action. Days spent in the In-House Suspension Room will be considered unexcused absences. Teachers may or may not give credit for work completed during time spent in In-House Suspension.

Out-of-School Suspension - Removal from school for a finite period of time by administrative action. Days spent in Out-of-School Suspension will be considered unexcused absences. Students shall not be on school property, attend school functions or participate in school activities for the duration of the out-of-school suspension period.

Expulsion - Permanent removal from school by Board of Education action.

D. Conduct Warranting Disciplinary Action

1. Criminal Acts:

A. Arson - Purposely setting a fire, attempting to set a fire or burning a flame while on school property.

B. Possessing, using, or transferring weapons - Possession, use or transfer of any weapon, or likeness thereof. Intent to inflict bodily injury will be considered grounds for expulsion. Any instrument or object possessed or used to inflict harm on another person, or to intimidate any person; firearms of any kind (operable or inoperable, loaded or unloaded); knives of any size; chains, pipes, razor blades or similar instruments with sharp cutting edges; pointed instruments, brass knuckles, billy clubs, tear gas guns, electrical weapons or devices (stun guns); BB, pellet or paint guns; laser pointers; explosives or propellants; or other devices designed to or likely to inflict bodily harm on another person.

C. Possessing, using, or transferring any substance which produces abnormal behavior. Included in this area will be narcotics, alcoholic beverages, or any other drugs. Sale, use, or possession of “counterfeit” drugs shall be treated as contraband under this section.

D. Striking or threatening any school personnel with the purpose of doing bodily harm.

E. False Alarms - Issuing by word or act a false or misleading report of fire, a bomb or any other situation threatening to the safety and welfare of students and staff.

F. Smoking - Smoking or the use of chewing tobacco is not permitted in the building or on school property at any time. Smoking shall be defined as: using, holding, passing, disposing of in any manner, or any other overt possession of tobacco.

G. Stealing - Dishonestly acquiring the property of others.

H. Use or possession of explosives (firecrackers, smoke bombs, poppers, etc.).

I. Extortion - Obtaining, or attempting to obtain, any items of value by the use of violence and/or threats.

J. Forgery - Fraudulently using in writing the name of another person or falsifying times, dates, grades, address, or other data used by the school.

K. Truancy - Unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.

L. Vandalism - Willful destruction of property belonging to another person and/or the school district.

M. Violation of any state law or municipal ordinance while on school property, attending school sponsored events as traveling to and from school, under school supervision.

N. Assault/Assault and Battery - An attempt or threat of force and violence, to do bodily injury to another. A willful touching of the person of another by the aggressor. This includes assault by bodily fluids.

I.E.S. has a policy of ZERO TOLERANCE. In accordance to this policy, the preceding behaviors by any enrolled student may be grounds for suspension or possible recommendation for expulsion. This list is not exclusive of conduct by students which may involve disciplinary action. Such conduct shall be grounds for suspension any time the student is under the jurisdiction of the school. Criminal acts (misdemeanors, felonies and/or civil infractions) may be referred to the County or State Police for action.

First Offense: The above listed acts, excluding truancy, may be punishable by a suspension of not more than 10 days. During the term of the suspension, a conference involving the student, parent/guardian, principal and other involved parties will be held. This conference **must be held before the student is reinstated**. Consideration may be given for expulsion.

Second Offense: Possible disciplinary review by the Board of Education for disciplinary action to consider the expulsion of any student who commits more than one criminal act during the course of a school year. Due process shall be accorded.

2. Non-Criminal Acts:

A. Obscenity - Vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures in or on school property.

B. Fighting - Quarreling involving bodily contact on any school property or at school activities.

C. Habits detrimental to the school or school program

D. Indecency - Offending acts, language, music, or clothing that is offensive to commonly recognized standards of propriety and good taste or inappropriate in the school setting.

E. Persistent disobedience - Recurring insubordination in complying with reasonable requests from school personnel.

F. Gross misbehavior - Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.

G. Disinterested attitude toward school work which adversely affects the attitude and behavior of the pupils and other people, or refusal to complete assigned work.

H. Open defiance of school personnel, or failure to comply with a reasonable demand made by a school official.

I. Creating a disturbance - This shall include, but not be limited to, loud and unruly behavior in the classrooms, halls and grounds; the playing of radios, CD players, hand-held games, and other audio devices unless required for a classroom activity.

J. Threats/Intimidation/Harassment/Hazing/Bullying - Malicious acts or threatening behavior toward another with the intent to harass another person. Threats will include any expression of an intention to inflict pain or injury to another.

Threats/intimidation/harassment/bullying may occur because of, but not limited to, another person's race, color, religion, gender, national origin or handicap. Intimidation may include:

(a) physical contact with another person

(b) damaging, destroying or defacing any real or personal property of another person

(c) threatening by word or act to do an act described above

K. Possession/Use of pocket pagers and cell phones - Carrying or storing a pocket pager, cell phone, earphones or other electronic communication devices that may adversely affect the educational setting in the school, except for health or other unusual reasons approved by the School Board, is prohibited.

L. Creating a safety hazard - Any act by a student which deliberately creates a safety hazard for other individuals. For example, students may not engage in throwing snowballs at individuals or buildings; students may not engage in activities in the gymnasium which potentially may bring injury to other individuals; and students may not use squirt guns, water bottles, water balloons, etc. for the purpose of assault.

M. Wearing/displaying/possessing gang-related attire and/or engaging in gang-related behavior.

N. Leaving school property after arrival at school, without permission from the school office.

O. Public display of affection or inappropriate contact or conduct.

P. Cheating - Students engaged in cheating on scholastic work will receive a zero (no credit) on all work involved and their parents will be notified. Any subsequent acts of cheating, in the same or any other class will result in progressive disciplinary action.

All students are expected to refrain from the preceding actions regarding their conduct both during school and while attending school functions. Any student who fails to refrain from the above conduct will be subject to disciplinary action based on the severity of the offense.

Level 1 Violation - A Level 1 violation is a minor violation of the conduct code that will be handled by the teacher or any other school staff member. Any student receiving a level 1 violation may be required to serve a lunchtime detention, as directed by the staff member. The student will be given a detention slip that must be signed by the parent/guardian and returned to school within two days. Failure to return a signed detention slip will result in an additional detention. **FAILURE TO SERVE A DETENTION IS A SUSPENDABLE VIOLATION.**

When a student receives his/her 4th or more detentions in a marking period, the student will be referred to the building principal for more severe disciplinary action. If a student receives any detention over six in a marking period, they will be suspended from school for a minimum of three days for each offense.

Level 2 Violation - A level 2 violation would be a more severe violation of the conduct code. The student will be subject to a progressive disciplinary concept. The level of disciplinary action will be determined by the severity of the offense, the incidents of previous offenses of a similar nature, the student's cumulative discipline history and other relevant factors. Disciplinary action may include, but not be limited to an administrative recommendation to the Board of Education for expulsion.

All suspensions, whether in-school or out-of-school, will be at the discretion of the school administration.

DISMISSAL FROM CLASS

In the event a student is asked to leave a class, he/she will report directly to the office. Students who fail to report to the office immediately will be subject to disciplinary action.

APPROPRIATE STUDENT RELATIONSHIPS

All behavior between Ida Elementary School students should be governed by respect and good taste. Verbal harassment, ridicule, name-calling, threats, and physical intimidation are not acceptable ways for students to relate to one another or to school personnel. Likewise, relationships must not involve displays of affection which are in poor taste and not acceptable within the school setting.

ATTENDANCE

Punctual and regular school attendance is imperative for academic achievement. Classroom experiences and discussions cannot be replicated. For a student to be successful, they must be in school. Please make every effort to plan appointments and vacations that will not conflict with school attendance. Regular attendance is the responsibility of the parent. Please let your child's teacher know of any impending absences as soon as possible. Upon request, teachers will prepare a list of assignments for your child for extended absences. Please allow the teacher 24 hours to compile the work.

A written note explaining your child's absence is required when you child returns. If an infectious disease (i.e. chicken pox. Ringworm, Pink eye) is suspected, a doctor's note may be required to return to school.

Upon the recommendation of the Monroe County Health Department and the Superintendants of Monroe County Schools, students should be kept at home 24 hours after showing no signs of fever.

Students with no more than three days excused absences/tardies through the year will receive a certificate of recognition at the end of the school year.

Punctual and regular attendance is vitally important in the educational development of an elementary school student. Therefore, it is a parent's responsibility to see that their child keeps regular attendance. Children should not attend school if they are ill. Children who attend with severe colds, sore throats, or

fever will communicate this to other students. Personal illness/injury, death in the family, pre-arranged absences, or personal family matters are the only excusable absences.

A note from the parent explaining the absenteeism will be required upon the student returning to school from the absence. Missing more than 30 consecutive minutes of class time a.m. or p.m. will be counted as a half day absence. Upon the eighth day of absence from school per semester the principal will give written notice to the parent, by U.S. mail. If unacceptable attendance continues a report will be filed with the Monroe County Truancy Officer.

PRE-ARRANGED ABSENCES: - In certain cases, the student will know ahead of the time that absences will occur. In these cases, the student should bring a note from a parent or guardian and present it to the teacher. A prearranged absence will be considered in the following situations:

- A. Doctor and/or dentist appointments that can not be made outside normal school hours
 - B. Family vacations
 - C. Church related activities (religious holidays are not considered absences)
 - D. Court appearances or required appearances at social service agency
- The school work for these types of absences must be completed and submitted to the teacher as prearranged.

TARDINESS: School begins each day at 7:55 a.m. Any student reporting to their classroom between 7:55 a.m. and 8:25 a.m. will be counted tardy. Arrival after 8:25 a.m. will be recorded as one half day of absence. Afternoon attendance will be counted at 12:30 p.m. Any student arriving after that time will receive an additional half day absence. Tardiness causes classroom disruption and interruption of learning and loss of time for all students and the teacher. It is important that students are in school at the start of the school day. Excessive tardiness is unacceptable. A half day absence will be given on a weather-delay day if the student is not present within 30 minutes of start time.

On the 8th tardy in a semester parents will be notified by mail. After the 10th tardy the student will serve a lunchtime detention.

EXCUSED ABSENCES - Excused absences include absences for illness, death in the family, and other absences with written parental approval. **All other absences will be considered unexcused.** Notes for each absence must be presented to the classroom teacher on the day following the absence. The note of absence must include **student's name, date(s) of absence, specific reason, and signature of a parent or guardian.**

A student with an excused absence has the privilege of making up all assignments missed and receiving credit for them during the marking period. Class discussions and activities are not duplicated. Make-up work after an excused absence, that has not been prearranged, is to be completed and returned in correlation with days missed. Extension of time may be granted by the teacher when there is sufficient reason for further delay.

UNEXCUSED ABSENCES: A student will be required to make up all missed assignments; however, he/she may assume that his/her grades may be affected. A note from the parent explaining the absenteeism will be required upon the student returning to school. Missing more than 30 consecutive minutes of class time (a.m. or p.m.) will be counted as a half day absence.

Upon the eighth day of absence from school per semester the principal will give written notice to the parent by U.S. mail. **If unacceptable attendance continues a report will be filed with the Monroe County Truancy Officer.**

No students will be permitted to engage in any extracurricular activities (including athletics, skating parties, activity nights, etc.) if they have been absent any part of the day unless absence was due to family/medical emergency.

DROPPING OFF AND PICKING UP CHILDREN

Students are not to arrive before 7:45 a.m. "Drop Off" Parking is limited in front of the elementary building. Please park in the lot at Ida and Prairie Streets to drop off your child. Crossing guard is on duty from 7:30 a.m. to 7:55 a.m. Classes begin at 7:55 a.m. Late arrivals are to be signed in at the office by parent/guardian.

At the end of the school day parents are to wait and pick up their child promptly at the main entrance corridor, not at the classroom. These students that are being picked up must be signed out at the office before leaving school.

ENTERING OR LEAVING THE BUILDING

Any student who arrives late or leaves early from school for any reason must be immediately signed in or out at the office by a parent/guardian or designee per emergency form.

GENERAL INFORMATION

TEXTBOOK REPLACEMENT

If a textbook/library book is lost, the student must check in the office where the value of the lost book will be determined. The student must then bring to the office a check/money order in the amount of the cost to replace the lost book. If the lost book is found at a later date, credit will be given to the student.

LOST AND FOUND

To prevent the permanent loss of possessions you should have your name clearly marked on every item. Most articles found in and around school should be taken to the office where they will be displayed in a lost and found bin. Items of greater value will be kept in the office.

All boots, coats, scarves, gloves, gym shoes and other personal effects should be marked before you bring them to school. To insure permanent identification, it is suggested that a permanent marker or a laundry pencil be used for marking.

LOCKERS

Students are not to keep anything of value in their lockers. Students are not to switch lockers once they are assigned. If necessity arises, the classroom teacher may make a change. Your locker is adequate for your personal attire and should be kept neat. Students are responsible for any and all contents of their lockers. Lockers are personal property of the school and school officials have the right to inspect them at any time if they feel there is a reason to do so. Book bags, handbags, purses, and wallets are subject to search by school personnel. A student's privacy

rights shall be respected regarding any items that are not illegal or against school policy. Neither the school nor its employees are responsible for any items that may be stolen from student lockers. No breakable containers or other potentially dangerous or unsanitary items are to be brought into the building or maintained in lockers. Defacing lockers will result in reimbursing the school for damages.

PERSONAL PROPERTY

Students are discouraged from bringing items of value to school. Radios, Tape/CD players, video games, sport card collections, etc., are not to be brought to school or school-activities.- On the rare occasion, a student deems it necessary to bring an item of inordinate value to school, it should be taken immediately to the office for safe keeping.

BUILDING SECURITY

During instructional time the elementary building is locked except for the main entrance. When entering the building during class time, please use the main entrance doors and report directly to the office. Attempting to enter other locked exits can be disruptive to classes in progress. **Do not distract classes by knocking on the doors or windows for assistance.**

VISITORS

Visitors, parents, or friends must go directly to the office; they are not to go to the classroom to talk to a teacher, or to take the student out of class. All visitors, parents, or friends must go to the office and receive a visitors badge before entering a classroom.

Ida Public Schools believes parental involvement is an intricate part of the educational process. Parent/guardian visits to the classroom are welcomed. However, it is important that the educational process is not interrupted or disturbed by visitors to the classroom. Ida Public Schools' concern is for all children. In order to protect the above stated beliefs, the Ida Board of Education has developed guidelines which must be observed when a parent/guardian wishes to visit a classroom.

Students are not to bring pupil visitors to school. However, parents are encouraged to visit school in accordance with the district visitation policy.

DRESS CODE

Ida Elementary students will be expected to dress appropriately for learning. Students who violate this dress code will be sent to the office. Parents will be contacted to bring an appropriate change of clothes. The following are not appropriate:

- Clothing/grooming that illustrates or promotes alcohol, tobacco, drugs, gangs, violence, sexual, and/or vulgar activity. Low cut, revealing, or bare-midriff, tank tops, sundresses, or tank tops.
- Clothing/grooming that is disruptive to the educational process
- Clothing/grooming that does not reflect good personal hygiene

- No sagging pants or shorts
- Shoes are unsafe for the classroom or school environment (high heels, skate shoes, flip flops).
 - Children cannot run and play in heels or flip flops. Injuries result. Wheels from skate shoes will be removed and held in the office.
 - Tennis shoes recommended for safety & cleanliness.

Please dress for the weather conditions. This includes boots, gloves, and hats when necessary. We will make every effort to enjoy the fresh air at recess time. Children will go outside if weather is suitable. **A doctor's note is required to excuse a child from recess participation.**

BODILY FLUIDS

Children that have been in contact with bodily fluids during the school day are required to be thoroughly cleaned and have contaminated clothing replaced (including underwear). Students returning to school must be signed in at the office. A change of clothes while the student is at school or in the parking lot is not acceptable hygiene procedure.

PHYSICAL EDUCATION CLASS

Any student who is not to participate in gym class needs a note from a parent. If the absence will exceed one class period a doctor's note will be needed. If a child is healthy enough to attend school they should be able to participate in the required school day, including recess and physical education.

We encourage children to wear tennis shoes for safety and shorts or sweat pants during p.e. class to encourage full participation.

MEDICATION

If a child is to receive any medication during the school day, the parent/guardian and doctor must fill out a school Medication Authorization Form. Parents must bring the medication to school along with the signed Medication Authorization Form. The medication must be properly labeled by a pharmacist in its original packaging. **Never send medication with your child.** The medication will be stored in the office and dispensed according to the doctor's instructions.

Ida Elementary Staff reserve the right to use their judgment in obtaining medical help for the student.

CAFETERIA

Ida Elementary School offers a hot lunch option for our students as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch and milk are offered at a reasonable price. Pop is discouraged in packed lunches. Menus for hot lunch are available on the web-site and in the Mini-Streak. Please send lunch money in an envelope with the CHILD'S FULL NAME & TEACHER'S NAME. ***Your child's lunch account must be funded in advance. Auditing guidelines do not allow schools to provide lunches to children who have a negative balance in their lunch accounts. Please check our website for***

lunch account balances. Orange lunch account notice slips will be sent home once a week.

Free and reduced lunch applications are available in the office. These CONFIDENTIAL applications must be completed each year to qualify for free lunch. Federal monies for the Title I program are based on the number of students who qualify for free lunch. It is important that ALL families complete the application for free and reduced lunch, even if you choose not to receive free lunches for your children. Every application provides additional funding for the entire student body. Forms are available throughout the year in the school office should financial circumstances change.

LUNCHROOM RULES

1. Always walk in the lunchroom
2. Take your turn
3. Eat your own lunch
4. Sit and talk quietly while eating
5. Place all litter in trash cans
6. Follow directions of the lunchroom personnel
7. Ask permission to leave lunchroom to use the restroom
8. Remember please and thank you!

It is a privilege to use our lunchroom and those students who willingly leave papers, cartons, cans and other food particles on the tables and floor or who are disruptive in their behavior may be given permanent seats for the school year. We are responsible for keeping our lunchroom neat and clean.

HALLWAYS

The hallways should be kept neat at all times. When passing in the halls there should be:

1. Walking feet.
2. Hand to yourself.
3. Inside voices.
4. Please keep our school neat and clean.

FIELD TRIPS

Field trips are a valuable part of the education process. Students must have a permission slip signed by a parent before they will be permitted to attend. Field trip participation may be denied based upon inappropriate classroom/school behavior.

Parents are welcome to attend field trips with students when appropriate. We do request you make arrangements ahead of time with the teacher. This may prevent disappointment if space is restricted. Students will ride the bus to and from all school sponsored activities.

EMERGENCY DRILLS

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the proper signal is given, students follow directions by the classroom teacher promptly. Prior to fire and/or tornado drills, classroom teachers will give students instructions.

RESTROOM RULES

1. Always walk
2. Remain quiet
3. No climbing on stalls
4. Respect the privacy of others
5. Remember to flush toilet
6. Remember to wash hands
7. No splashing or throwing water

PLAYGROUND/RECESS RULES

On the playground, students are expected to:

Cooperate fully with school and playground personnel.

- Walk when going out to or coming in from recess.
- Do not chew gum or eat candy at recess.
- Only play in the areas designated by the playground assistants.
- Follow the rules in order to be permitted to enjoy recess with the other students.

Listen for the whistle signals. Whistle blows mean one of two things.

- 2 short sounds - stop, there is a dangerous situation.
- 2 long sounds - recess is over; time to line up.

Play appropriate games with no body contact.

- Keep your hands and feet to yourself on the playground
- No pushing, hitting, kicking or tripping, wrestling, roughhousing, or fighting.

Be responsible for the balls, toys, or equipment provided

- Be polite to all children when on playground equipment.
- Remember to share all playground equipment.
- Bats, balls, and other sports equipment stay at home.
- Toys and trading cards stay inside.
- Dirt, wood chips, gravel, shoes, hats, snowballs stay in their proper places!

Be wise when using playground equipment:

- Do not jump off the tops of any equipment.
- Use swings properly: Sit and swing back and forth, not side to side. Do not stand, lay on, twist, spin or jump out of the swings. Do not climb up the legs of swing sets.
- Use slides properly: Do not climb up the wrong way or slide backwards. Sit and face forward (not on stomach, back, or feet), and slide down one at a time.
- Play safely on the monkey bars. No playing "chicken". Wrapping legs around each other and trying to pull each other down is dangerous.

Dress properly:

- Be prepared to be outside with a temperatures and wind chill factors of 15 degrees or higher.
- Wear appropriate hats, coats, gloves, snow boots, etc. depending upon the weather.
- Jackets, sweatshirts, or any other article of clothing cannot be tied around the waist. When it is warm enough to take off outer clothing, the recess assistants will allow you to lay items on a picnic table or bench.
- Jewelry such as necklaces may cause a safety hazard.

Note to Families:

- **A doctor's note is required for a student to be excused from outside recess activity.**

IDA PUBLIC SCHOOLS BUS RULES

1. Each student must be at his/her designated stop at least five minutes before scheduled pickup. Specifically, students must be 15-30 feet from where they board the bus.
2. Students must give the bus driver a written note from parents, in advance, if they intend to board or leave the bus at a place other than their regular stop.
3. After boarding the bus and sitting down, students are to remain in their seats; there is to be no movement around the bus at any time.
4. Students are to sit facing the front, keeping hands inside the window and feet on the floor, not in the aisle. Students must get permission from the bus driver to change seats, only when the bus is stopped.
5. While on the bus, students are subject to all provisions regarding school conduct as found in the Student Handbook.
6. Students are not to raise their voices above a normal conversation level. The bus driver will decide what is normal.
7. Students are not to use obscene/profane language of any kind.
8. Students are not to harass or intimidate other students or engage in horseplay.
9. Students are to be polite to the bus driver. She/he has a great responsibility and students must cooperate fully with her/him. Her/his directions will be followed the first time they are given.
10. Students are not to eat food, or drink any liquid while on the bus, unless the transportation office has given special permission.
11. Students are to help keep the bus clean and sanitary.
12. Students are to leave the bus in an orderly manner. If students are to cross the road, they are to wait for the driver's signal and then must cross the road 10 feet in front of the bus.
13. Students are not to tamper with any emergency equipment, including the door, fire extinguishers, or flares.
14. Students are to maintain absolute silence when crossing railroad tracks or any time the driver thinks there might be an oncoming danger.
15. Students are not to fight while on the bus.
16. Students are not to light matches or lighters at any time while on the bus.
17. No pets, animals, or glass containers are to be brought on the bus unless the Transportation Director has given approval.

18. Students are not to damage anything within the bus. If damage is seen, students are to report it immediately to the bus driver.
19. Restitution for bus damage must be paid to transportation department before the student is allowed to be transported by school bus.

PENALTIES ASSOCIATED WITH MISCONDUCT REPORTS

- 1st Report: Verbal warning and possible suspension from the bus.
- 2nd Report: Verbal warning and possible suspension from the bus.
- 3rd Report: Removal from the bus for 3 to 5 school days and possible removal from the bus.
- 4th Report: Removal from the bus for a minimum of 10 school days and possible permanent suspension of bus privileges.
- 5th Report: Removal from the bus for a minimum of 30 days to a maximum of the rest of the school year.
- 6th Report: Removal from the bus for the balance of the school year.