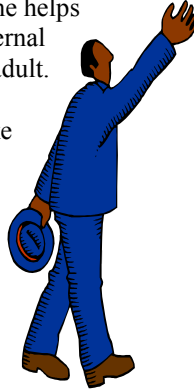


# Bright Elementary Policies

Our mission is **BRIGHT: Bridge the Gap, Respect the Differences, Imagine the Possibilities, Generate Success, Heighten Expectations, Teach All Students**

## DISCIPLINE POLICIES AND PROCEDURES PHILOSOPHY

Of all the learning, knowledge, and growth attained in school, the most important characteristic a child gains is a positive self-concept. Much success in life is a result of this attribute. Effective discipline helps an individual progress from the need for external controls to the self-discipline of the mature adult. Self-discipline - the ability to assume responsibility for one's own learning, to make positive contributions to one's school or community, and to help others - can and should be taught. Teaching self-discipline is accomplished by a cooperative team effort - the student, the parent, and school personnel.



## SAFETY IS SECURITY

We take students' safety seriously. There are school procedures/rules to help with in-school, playground and equipment use, evacuation, as well as safety from threats and physical intimidation. Fighting, harassment, and dangerous objects are issues which will be dealt with when necessary. Carrying, displaying or using knives, toy guns, firearms or anything that projects a dangerous object may have serious consequences. We want all students to feel secure from these kinds of dangers. The Bright Local Board of Education is committed to providing the students of the Bright Local School District with an educational environment which is free of the danger of firearms, ammunition, knives and other dangerous weapons. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive: the frame or receiver of any such weapon: any firearm muffler or firearm silencer: or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

Students are prohibited from bringing a firearm or knife on school property, in a school vehicle or to any school-sponsored activity. The Superintendent shall expel any student who commits this act for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the next school year. The Superintendent may reduce the one year expulsion on a case by case basis. Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior history of the student; and/or the intent of the perpetrator.

## GOAL

These discipline policies and procedures have been developed to help students at Bright Elementary have a successful school experience by establishing an environment in which teachers can teach and students can learn.

## PROCEDURES

1. Managing discipline situations in the classroom is primarily the teacher's responsibility. The school administration and other staff members will support the teacher with class discipline.
2. An assignment to 20/20 is made for students with inappropriate behavior or problems in completing assignments on time.
3. For more serious problems, office referral forms are completed and a student is sent to the office for disciplinary action for the following two reasons:
  - a. the student's behavior is preventing others from learning.
  - b. The student's behavior is preventing the teacher from teaching.

The purpose of intervention by the principal in a discipline situation is to enable the student to remain in the classroom and learn.

## **DISCIPLINARY MEASURES**

Copies of office referrals will be sent to parents in the mail. In some cases after other discipline measures such as reprimands, student/teacher conferences; recess detention, written work and 20/20 have been used, the principal will make assignments to the in-school, Friday night school and after-school detention program. These programs are at Whiteoak High School. The high school teachers will supervise in-school suspension, Friday night school, and after school detention. In the event a student is assigned to one of these discipline programs, their parents will receive specific information in the mail regarding the procedures.

## **RULES OF CONDUCT (RC3313.61)**

Violation by a student of one or more of the following rules of conduct may result in disciplinary action, which may include reprimands, time-outs, loss of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, after school detention, out of school and in school suspension and/or expulsion. A student may be suspended pending the outcome of expulsion hearings.

Prohibited behaviors include:

1. Insubordination and/or disrespect
2. Verbal or physical assault on another student or school employee
3. Use of profane, vulgar, obscene, or other inappropriate language or gestures
4. Violation of bus conduct requirements
5. Failure to accept discipline or punishment from teachers, school officials, or other authorized personnel
6. Possession or use of drugs, alcohol, tobacco, or look alike substances
7. Weapons and/or dangerous instruments
8. Misuse of school property
9. Violation of state mandates including, but not limited to, required immunization
10. Commission of an immoral act
11. Failure to comply with directions; repeated acts of misconduct may result in automatic suspension

\*These rules are not all inclusive; any behaviors to circumvent the spirit of the policy will be considered an infraction.

## **OUT OF CLASS BEHAVIOR**

School grounds, halls, restrooms, etc.

### Behavior Rules

1. Follow directions
2. Stay in assigned area
3. Use equipment properly
4. No fighting or contact activity
5. No dangerous objects
6. No destruction or misuse of school property.

## **SCHOOL DISCIPLINE**

The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parents have developed with the child at home. If a student's behavior becomes disruptive of the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the student from school. Parents may be held legally liable for vandalism, damage to school property or injury to students or staff for which their child is responsible. The school expects that parents will cooperate with and support the school when the child must be disciplined. Parents and teachers should discuss problems a child displays before the problems become serious. Health and Safety - Students will behave in such a way that no harm will come to themselves or others. Respect for Others - Students will respect the rights of others. Respect for property-Students will respect and properly care for both private and public property.

## **AFFRONTING INDIGNITIES**

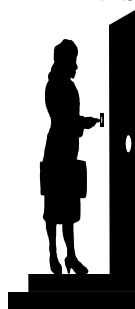
We teach that appropriate behavior and respect are important, are rewarding, and are reciprocated. Students are expected to keep hands, feet, and objects away from others at all time. There is to be no improper language or gestures, no public displays of affection, no misuse of school property, and no insubordination and/or disrespect. Swearing, disrespectful comments or gestures, bullying, racial slurs, etc. will have appropriate consequences. Consequences could include time out, suspension, loss of privileges, detention or expulsion along with other appropriate actions.

## **POSITIVE CONSEQUENCES**

Teachers and staff will be looking to reward appropriate behavior. Appropriate behavior will often be rewarded with a "Way to Go" Ticket and sticker. These tickets will be posted on the bulletin board in the reception office. Each grading period the school will conduct a drawing of the tickets to award prizes. Honor Day Assembly will be held for each of the first three nine weeks with Kid Carnival at the end of the year.

## **VISITING CLASSROOMS**

We encourage parents and members of the community to visit and help in the classroom. So that your visit may be more beneficial, please make pre-arrangements with the teacher. All visitors to the school are required to sign in at the office. The safety of children is a primary concern of our school staff. Visitors to the building are carefully monitored. State law requires all visitors to report to the office before visiting classrooms. Visitors will receive and wear nametags.



### EARLY BIRD GETS....

School begins at 7:30AM. Supervision begins at 7:15 for students who are dropped off at the front of the school. Parents are not to walk students to the classroom. Independence is an important skill for the student and drop in visits disturb morning routines for everyone. If there is a compelling reason for a student to wait in the building earlier than 7:15, please contact the school to make arrangements.

### SCHOOL DAY....

School begins at 7:30 and ends at 2:30. Instruction begins at 7:30. Students need to be at school on time.

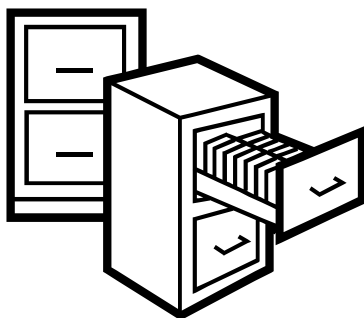
### TARDY - STUDENTS COMING TO SCHOOL ON TIME

We ask that parents help make punctuality a priority. The first few minutes of school are important. Tardiness disrupts classroom teaching and interrupts learning. Students arriving after 7:30 are counted tardy and must be signed in at the office. After 7:45 students are counted absent for one-half day. Any departure between 2:15 and 2:30 will be considered tardy. If your child leaves school in excess of 15 minutes before the end of school, he she will be considered absent from school one-half day. Three tardy days will equal one day of absence. Students may serve one 20/20 for each three days tardy.

### STUDENT RELEASE & CHECKOUT POLICY

Student dismissal is at 2:30. Students not riding the buses will meet parents in the office after the dismissal bell rings. Occasionally a student needs to be dismissed before the end of the school day. Children will be released only to a custodial parent or to an adult designated by the custodial parent. The adult checking the child out of school must sign for the child's release. This person is to wait in the office and the child will be called to meet him/her. Records for the student will be marked with an early dismissal day. Reminder - Do not park in the fire lane at the front of the building.

**PICK -UPS AT DISMISSAL** Students who are being picked up at dismissal time will be released at 2:10. Pick ups should be promptly at 2:10. There is no supervision available after this time period.



### STUDENT ATTENDANCE

Regular daily attendance is necessary if a student is to academically progress in a normal manner. Except for emergencies and sickness, students are to be in school every day. Please send a note to the teacher if it is necessary for your child to be excused. **When a note is presented, please include the following:**

- a. date of absence
- b. reason for absence
- c. signature of parent

Please notify the school if your child will be absent. If your child is absent more than six days in an academic 9-week period they are not eligible for grades and will receive an F in all subjects. After the 6<sup>th</sup> unexcused absence in any 9 week period the truant officer at the SOESC will be contacted for court action. Excused absences are available by having appropriate signed statement from doctors, dentist, clinics, courts, etc. These forms must be received in the school office within one week after the student returns to school. **The following will be considered reasons for an excused absence:**

- a. Illness, injurious accident, contagious disease.
- b. Serious illness or death in the immediate family.
- c. Emergency medical or dental attention.
- d. Authorized religious holiday.

### Bright Local School District is mandated to report any truant child to Children Services and Juvenile Court.

Excuses must be sent with your child after a child is absent or tardy from school. If your child is not in attendance, parents are required to contact the school by 10:00 A.M. After that time the school will attempt to notify the parents. The school will provide information about attendance with interim reports.

**MAKE-UP WORK** Students are permitted to make-up any missed work if they present a note from their parents for any absence due to an illness that did not require doctor's care. Close communication with teachers will help to ensure that all make up work is completed by the end of a nine week period.

### VACATIONS DURING THE SCHOOL YEAR

Extended vacations during school time are discouraged. Please notify the school at least two weeks in advance of your plans to arrange for schoolwork to be sent with the student. Students who fail to get assignments in advance will not be permitted to make-up the work. Make-up work is to be completed and brought to school upon the student's return within one week of returning and by the end of the nine week period. A school calendar is included in this handbook for your information.

**WITHDRAWAL FROM SCHOOL** ... It is important that you notify the school as soon as possible when students will be leaving for another school or for home schooling. All obligations with Bright Elementary must be fulfilled; return all schoolbooks, pay any fees due, and pick up all belongings of your child. The school in which your child enrolls will send a request for his/her records. As soon as we receive this request, we will forward the records immediately. Students going into a home school program must file with the Highland County office of the ESD and complete a form at the Bright Elementary office.

### **COMMUNICATION**

Parents are encouraged to attend Parent-teacher conferences and to maintain regular communication. Email, district website and Progress Book are excellent tools available. Progress Book Access form is at the end of this handbook. Communicating with parents is critical to the success of our school. Teachers will send home a parent newsletter each week. PTL information and a school wide newsletter will be sent home regularly. Parent-Teacher Conferences are held twice a year. Please attend! You are also more than welcome to call the school any time and set up an appointment if you have a concern. Please do not stop in the classroom for an unscheduled conference with your child's teacher. It is not fair to interrupt the students or the teacher.

**\*Do not call teachers at their homes.\***

**CONCERNING RECORDS** Parents have a legal right to see or obtain a copy of a child's school records. Student records are confidential and are protected by the "Privacy Act". Only school staff and the child's natural parents or guardian has access to the records. Directory information on the child is not protected by the "privacy act". Directory information includes name, address, phone number, age, weight, etc. Information on parents' access (RC3319.321) is on file at the school office.

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.

**CUSTODY** Parents have an obligation to inform the school of a custody change. A copy of the court orders pertaining to a child's custody must be on record in the school office. A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of a report card, permanent record, and may conference with teachers. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no rights to records, reports or conferences unless the custodial parent confers these rights on them.

**LOST AND FOUND** Each year, numerous items are misplaced. A lost and found box is kept in the clinic. Children are responsible for items they bring from home. Please make sure all expensive toys are left at home. Articles not claimed will be cleaned and distributed to students in need. Please label items; it would be helpful in returning lost items.



### **SUPPLY-BOOK FEE**

The Bright Local Board of Education provides all basic texts at no cost to the students. Classroom teachers will send home a list of items your child needs to bring to school. All books lost or damaged during the year must be paid for according to the nature of the loss. Supply bills will be sent home during the first grading period. One-half of the total must be paid before the first grade card will be released. The remaining portion must be paid in full by the end of the second grading period. Grade cards will be held if payments are not made in accordance with these guidelines. Feel free to send in any amount at any time. If your child is not receiving a grade card, please keep in close contact with their teacher to make sure his work is progressing satisfactorily. Indigent forms/medical cards are accepted at any time. Contact the school office for information. Fees for this year will be sent home during August or September. Receipts will be given for every payment.

## GRADING AND REPORTING PRACTICES

The elementary program operates on a nine-week grading system. Report cards are distributed following the close of each report period. The system for reporting grades is being reviewed at this time as part of the school's comprehensive reform demonstration. A-Excellent (100-93) B-Good (92-85) C-Average (84-75) D-Below Average (74-65) F-Failure (64-below) Excellent (95-100) S-Satisfactory (75-94) N-Needs Improvement (65-74) U-Unsatisfactory (64-below).



Information is available online through Progress Book for each student. Teachers will provide information about access to this service. All grades are a reflection of the child's functioning ability which may be below, on or above grade level. Grades are determined solely by the teacher. Students must receive all A's or B's to be included on the Honor Roll. **Students must meet the requirements of the attendance policy in order to receive passing grades during the nine-week period.**

**VANDALISM AND THEFT** - Bright Elementary students and school expect respect for property. Acts of theft, forced entry or destruction of school property will be dealt with in the manner most suited to the developing of respect of law and civic responsibility.

## PLAY EQUIPMENT

For the benefit of everyone's safety; bicycles skateboards, hard balls, footballs, and basketballs, are not be brought to school. Each class has basketballs to use at recess.

## SURPRISES!

Surprise parties for teachers or birthday parties taking up classroom learning time puts pressure on other children and parents... an uncomfortable situation for everyone. You may choose to celebrate birthdays with a simple treat for the class (only). Arrange this type of celebration in advance with the teacher. Please refrain from having flowers or balloons delivered to the school. Classes are interrupted and students may not take these items on the bus. **Some buses are filled to near capacity, so we need to be aware of extra riders to make certain space is available for parties or other gatherings.** Do not send invitations to school for distribution. This causes hurt feelings and creates problems.

## FIRST AID AND ILLNESS AT SCHOOL

Students who become ill or injured during the school day should notify their teacher so that they can receive immediate attention. *IT IS OUR POLICY TO TRY TO CONTACT PARENTS.* The school is not permitted to give a student any kind of medication - even aspirin. If your child appears to need more than simple first aid, you will be notified and asked to take him/her home. Please communicate any changes in your telephone number or of designated persons to contact in case of emergency. Students who are severely ill or injured will be sent to the hospital by ambulance and their parents will be notified immediately. Any student with a temperature of 100.0 degrees F will be sent home. Students with a temperature of 100.0 degrees F or greater, or symptoms of a contagious illness are discouraged from coming to school. In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form for each child as required by state law. **Please have at least 3 alternative numbers for us to call.** The comfort of your child may depend on us reaching you quickly. **IF ANY CHANGES ARE NEEDED ON THE FORM THROUGHOUT THE YEAR, PLEASE NOTIFY US IMMEDIATELY.**

## COSMETICS

Students may not possess or use cosmetics at school and on the bus. Any apparel, hair style, cosmetics, or jewelry which creates a safety concern, draws undue attention to the wearer, or tends to detract from the education process is not acceptable. We ask that all cosmetics be left at home. This includes glitter lotion, all cologne and perfume.

notified. The truant officer will follow the district's policy and procedure for the student.

### MANAGING MEDICATION

If your child requires medication given at school, a form (available in the office), with proper instructions, must be signed by you and an authorized prescriber. Medications will be kept in a locked box in the school office. Authorized personnel will give all medications. A parent or guardian will deliver and pick up their child's medications at the school office. The student will not be allowed to be in possession of the medication. Administration of medication form must be filled out by an authorized prescriber and signed by a parent or legal guardian before medication can be dispensed. This form is available in the school office and a copy is at the back of this handbook.



1. Prescription drugs to be taken at school must be labeled with all necessary information including the student's name, the date, and the name of the drug and time intervals the medication is to be taken. The school drug form is to be completed by the authorized prescriber before any drug will be given to a child. Parents may come to school to administer medication to their child.
2. Children are not allowed to carry any medication on their person at any time. This includes cough drops and chapsticks. These medications can be confused with illegal drugs.
3. Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school.
4. Required emergency medical forms must be kept up to date at all times.

### HEAD LICE

Due to occasional problems with head lice, the Highland County Schools are enforcing a plan to help control the situation in our school. After a student is identified as having lice or nits, parents will be called to pick up the student at the school office. If parents cannot be contacted, the student will be excluded from classroom activities for the remainder of the day. Students should be treated for lice with the proper solution and have all lice and nits removed from the hair. Students will not be re-admitted to school until free from lice and nits. Students must return to the school office with a health department note of clearance, permission of school nurse, or doctor's excuse before being re-admitted to school. Three consecutive days of absenteeism for head lice will be excused. If the student has not returned to school by the fifth day, the truant officer will be

### NON-CURRICULUM ITEMS BROUGHT TO SCHOOL BY STUDENTS

Toys, Stuffed animals; Walkmans, cameras, I-pods, CD players and radios, cell phones, electronic games, trading cards etc. are to be left at home. These items may become lost, damaged, even stolen, and are a cause of concern with time-on-task and with the real purpose of school. Mischievous paraphernalia such as squirt bottles, water balloons, etc., will be confiscated. Other items deemed inappropriate by teachers may be disallowed.



Parents may come to school to pick up items that have been collected. Students are not to sell things to others.

### TELEPHONES

Students may use the school phones only in case of emergency and with teacher permission. Teachers will not give code #'s to students. After-school-friend arrangements should be made at home. Students may not accept telephone calls at school. In case of emergency, the school secretary will take a message for the student. The school has limited phone lines available for school business, conferencing, and emergencies. The office will not accept change of arrangement calls after 2:00. No cell phones are permitted at school. Office personnel will not interrupt classes for phone calls from parents. The office staff will take a message and the teacher will return the call.



MEAL PAYMENT SYSTEM -Starting with last school year, students were issued a number to be used with the new technology system for the cafeteria. Families may pay on accounts for student meals in the office or send money with the student.

### SCHOOL LUNCH

Our school lunches are nutritious and delicious. Prices: Elementary Student \$1.50  
Reduced Price Student Lunch \$ .40  
Milk ( for milk break or lunch box) \$.30  
Free and Reduced lunch and breakfast forms are available in the school office. No free milk...  
These costs are 2007-2008 prices. Any changes will be sent in a note to parents.  
Pop is not allowed.  
Gum is NEVER PERMITTED at Bright Elementary.



**BREAKFAST** - A simple, but nutritious, breakfast is available.

Student Prices:

Breakfast \$ .75 Reduced Price \$ .30

These costs are 2007-2008 prices. Any changes will be sent in a note to parents.

### **CAFETERIA RULES**

1. Stay in line! (No pushing or shoving).
2. Be seated according to the supervisor's direction.
3. No throwing food or putting food on floor!
4. Talk quietly and observe proper manners!
5. Leave lunchroom through proper door! Show courtesy and respect to others.
6. Food may not be taken from the lunchroom.
7. There will be no trading or sharing of food.

### **CHARGES**

Lunch and breakfast charges must be paid in full at the end of each month. There is a \$10.00 limit on charges. No charges for milk break (grades K-1-2-3). Students may bring payment for lunch/breakfast accounts at any time. Low balance letters are sent home with students every week (usually on Wednesdays)

### **COMPUTER LAB AND MEDIA CENTER**

1. Walk, talk, and move quietly.
2. Follow direction/routine established by the teacher and library aide.
3. Care for books, computers, chairs and materials.
4. Be in and around the computer lab and media center only at authorized times.

All students must sign a form for Acceptable use of Internet safety policy. These forms are distributed at the beginning of the school year and are also given to students who enroll later in the school year. If the forms are not signed, students are not allowed to participate in any computer activities.

### **LIBRARY SERVICES**

Students have the opportunity to check books out of our library. Students are responsible for the safe keeping of these books. If a student loses or destroys a book from the library, the student and parent are responsible for paying for the cost of the book. Notices will be sent home and the fee is due by the end of the school year.

### **ABOUT SPECIAL SERVICES**

There are special services available in speech and hearing, social and psychological intervention, testing, school nurse, TAG and resource teachers. Please call if you have questions regarding these services. Our school cooperates with all local agencies. Each and every school employee has a legal obligation to report suspected child abuse or neglect. Law officials and employees of social agencies such as Children's Services may be given permission to speak with your child in private. Students in Bright

Local Schools are identified in superior cognitive, specific academic, creative thinking and visual and performing arts. For further information on identification or services, contact the Coordinator of Gifted Services at the Southern Ohio Educational Service Center, 135 North High Street, Hillsboro, Oh.

### **TITLE ONE SERVICES**

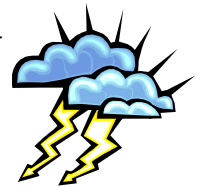
These services include interventions in reading in math including Corrective Reading and Reading Mastery for some students. As a parent of a child in a Title I school you may request information regarding the following: If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which State qualifications or licensing criteria have been waived; The teacher's baccalaureate degree major, graduate certification, and field of discipline; Whether the student is provided services by paraprofessionals and if so, their qualifications. Please feel free to call and request this information. You have a right to know. Do not hesitate to contact your child's teachers at school if you are concerned about his/her school performance. We can help you with ideas to assist your child. Research shows that children and schools greatly benefit when parents and others are involved in their day to day activities. It is very important that our children see us working together as a team in their "community". Bright Elementary has a parent community volunteer program. There are many ways you can help. A survey sheet is sent to homes during the first weeks of school. Parent surveys are also issued to give you the opportunity to make suggestions about your child's schooling. You can also become a part of a school planning and review committee which convenes each May.

**WEATHER WISE** - Please make sure your student is dressed to fit the weather. Recess is part of the daily schedule. During severe weather conditions, a recess may be deemed an IN recess, where students will have supervised activities in their classrooms or activity rooms. During outside recesses, all children are expected to participate. No additional supervision is available for some students to remain in the classroom or office.

Bad weather or other emergency closings, delays, or early dismissals will always be announced through the One Call System. Announcements will also be called into other radio and television stations around the Cincinnati area. **No breakfast is served at school on delayed arrival days.**

### **RESTROOM**

1. Use at appropriate times for appropriate reasons -- not as a play area. Teachers will supervise all bathroom breaks from the hallway.
2. Wash hands after using toilet. Take proper care of fixtures.



3. Enter and use stall alone. Maintain cleanliness, flush toilets.
  4. Use water, soap and towels properly. Dispose of used towels in garbage can.
- Students in grades 4-5-6 will take signed agendas to serve as a hall pass.

### HALLWAY

1. Walk rather than run. Running is for the gym and playground only.
2. Walk on right half of hallways. Be respectful of others' movements.
3. No speaking in the hallway
4. Respect school and others' property - bulletin boards, art work, etc.
5. Hallways are not to be used as play areas. They are quiet zones

### PLAYGROUND

1. Follow supervisor's directions.
2. Observe playground rules...  
On the playground, check for hot or slippery surfaces before playing on the equipment. Do not wear helmets, necklaces or clothing with hoods, cords or drawstrings. Do not walk up or climb on slides. Slide feet first, face forward, in a seated position, one person at a time. Wait for the person at the bottom to get off the slide before the next person starts down. Do not climb over the safety rails, walls, barriers, roofs or swing frames. Do not run on, jump off or dive off the equipment. Do not walk or climb on top of overhead ladders and monkey bars. Use overhead ladders one rung at a time. Swing in a seated position and do not twist chains or jump out of swings. There is to be no running on the platforms. Mulch is to stay in the playground area. Have fun, be courteous and be safe!
3. Follow safety practices. Play only safe games - no contact sports.
4. Play away from restricted areas. Stay where the teacher can see you.
5. Show concern for others. Respect others' games and right to play.
6. Use appropriate language. Solve problems that arise in appropriate ways.
7. No fighting!



### OUTSIDE PLAY

Students at Bright Elementary will be going outside for recess breaks at times during cold weather. No arbitrary temperature will be set as a fixed rule for staying outside, but the principal and teachers will use approximate guides and take into consideration conditions at recess time. These conditions may include wind chill, precipitation, any weather warnings, or safety issues the school may have received. Students in grades K-6 spend 15-20 minutes outside during recess time. Children should wear appropriate clothing and footwear to provide warmth for recess breaks. Students who need to

occasionally stay inside due to health reasons must bring a note from a parent stating the need. Students who request to remain inside for extended periods must have a doctor's permit.



### APPROPRIATE DRESS

The atmosphere for an optimal learning situation and a wholesome academic environment is improved when proper dress, grooming, and standards of decorum and discipline are adhered to. Research has shown a correlation between appearance and behavior, especially in the school setting. Some non-acceptable dress would be: hats in

the building, bare feet, clothing which is so extreme or odd that it can disrupt learning, short-shorts, miniskirts (mid-thigh), bare shoulders, midriffs, tank tops, muscle shirts or halters. All students must wear shirts with a defined sleeve along with no plunging necklines. Hats, coats, bandanas, and sunglasses are not to be carried to, or worn in class. No dress that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit is not permitted. No transparent garments, open mesh garments or garments with large open sides may be worn without an underliner. No biking pants or spandex is permitted. Hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair color or makeup or cologne is permitted. Use of deodorant is encouraged. Body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting. Lower garments are to be worn at waist level. Pants are not to drag the ground. If a belt is worn, it must be of proper length and undergarments are not to be exposed. No "dog collars", spiked bracelets, or chains that could be dangerous to persons or destructive to school property are permitted. Cut-offs, tattered clothing or clothing

with holes is unacceptable. For safety reasons, high heels, shoes with wheels or any shoes that are a safety issue are not permitted. Cowboy boots are discouraged and are not permitted in the gym.



Students are expected to come to school neat and clean. Parents are urged to dress children appropriately for the weather. Students go out for recess unless weather is severe. Students need to dress accordingly. The administration will render a decision regarding clothing in question. A student may be sent home for inappropriate dress. The school may provide clothing to students in order for the

child to remain in school. Only with parent cooperation can we continue to administer and maintain high standards for our students.

### FACILITY USE

Community groups such as 4-H, Scouts, baseball or basketball must request and complete a building use form in the office to have approval using the building or grounds for meetings and events. The school sometimes provides a building and outdoor space for these groups, but we do not have information on them from week to week. Contact the group leader for changes in meeting times and places. Group leaders are responsible for anyone in the building while they are using it. Children are to follow school rules at all times. No brothers, sisters, or friends are permitted in the building during practices or meeting. Groups, individuals who wish to use the gym, cafeteria, ball fields or other parts of the Bright Elementary School are required to complete an application and have approval of the school board. Unauthorized use or visits are not permitted.

### AFTER SCHOOL ACTIVITIES

Students must bring WRITTEN permission to go home with others, bring friends home with them, get off the bus at a stop which is not their own, or wait for someone at school after the buses are gone. Both students who are involved must have notes. Children will be put on their regular bus if there is no note and no one is here to pick them up. If any of these occurrences happen on a regular basis, one note for the year is sufficient – such as your child goes to the babysitter every Thursday. Only one note per family is needed. Please make sure your children know what to do. **Make after school arrangements clear to your children at home each day. DO NOT call the school to change arrangements unless it is an emergency. No calls after 2:00, please.** Every time a parent calls, it is another interruption for your child's classroom.

### CHAPERONES AND FIELD TRIPS

Parents who are interested in being a chaperone during a fieldtrip, must have a background check. This can be obtained through the Highland County Sheriff's Department or through the Southern Ohio Educational Service Center. Authorized chaperones are the only adults who may accompany the classes on field trips. Chaperones are under the direction of the teachers. Any violation of rules will result in persons not going on future trips. A chaperone contract and instructions will be sent home when applicable. Parents attend field trips by invitation only. One chaperone will be assigned to each group

of four students for trips for students in grades one – six with up to six chaperones per class. Pre-school and Kindergarten classes will need more adult supervision. **All students and chaperones participating in a field trip must ride the bus to and from school.**



### COMING TO SCHOOL AND GOING HOME

#### Bus Regulations

1. Only authorized riders are eligible to ride. You must be on the list of students to be picked up or dropped off. You must ride the bus you are assigned.
  2. The bus driver is the person in charge on the bus and is responsible for the bus and passengers.
  3. The noise level should be reasonable.
  4. The driver will control seating arrangements.
  5. No pets or other animals will be permitted.
  6. No food or beverages may be consumed or sold.
  7. No smoking or use of tobacco products.
  8. You must remain in your seat while the bus is in motion.
  9. All baggage (musical instruments, book bags, athletic equipment, etc.) will remain with the student.
  10. Be ready & waiting when the bus stops at the pick-up
- Bus drivers will file bus conduct reports for violations of these rules. The building principal and/or designee will administer consequences based on violation. Disciplinary problems that occur on any of our buses will be handled with fairness, consistency, and in accordance to our policies and procedures.

#### Consequences for bus misbehavior:

After three bus write ups, students will have three days without bus privileges. Five write ups equal five days off the bus. Additional write ups may result in up to ten days bus suspensions. Emergency situations can result in immediate removal from the bus.

Conferences with the principal, parents, transportation director may be required for reinstatement of bus privileges.

### SPECIAL ACTIVITIES AWAY FROM SCHOOL

1. Follow Directions!
  2. Stay with the group
  3. Follow safety expectations.
  4. Use good manners and appropriate language.
- Parents will be asked to sign permission slips when children take field trips. The parents' signature acknowledges that the parents are aware that the

child will be away from school, and are aware of the nature of the trip and its purpose. The parents have the right to deny participation. Only children whose parents have signed permission slips will be permitted to participate in such activities. School and bus rules apply during field trips.

### **TRAFFIC PROCEDURES**

There is a very big concern for students who are dropped off each morning in front of the school. All drivers are asked to be courteous and patient during the drop off and pick up times. No backing or passing, please. There should be two lanes of traffic... but not three. No parked vehicles are permitted in the two traffic lanes in front of the building. Any driver who needs to come into the school must take a parking spot in the parking lot... not in the traffic lanes. Students should remain on the sidewalk and cross only at the front entrance. Drivers should not use the parking lot as a drive through route. This has been a big safety concern.

Thank you parents, for your help and support with these policies. They have been developed to insure that all students are safe, secure, and dealt with in an equitable manner. These policies help create an environment where learning is a priority- where teachers can teach and students can learn and where students can be responsible and feel good about themselves. If you have concerns or questions, please call the school (927-7010). Remember that parents not only have the right, but also the responsibility to be involved in your child's education. For more information visit our website [www.brightlocalschools.com](http://www.brightlocalschools.com) .

