

# 2017-2018

## STUDENT HANDBOOK



## LAGRANGE-MOSCOW ELEMENTARY SCHOOL

# LaGrange-Moscow Elementary School

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Parents, Guardians, and Students,

I want to take this opportunity to welcome you to LMES Tiger Nation. Our school is committed to providing an environment where children are afforded the best possible educational opportunities. Our faculty, staff, and administration will strive to create and maintain a physically and emotionally safe school environment where academics are priority. LaGrange-Moscow Elementary School will work to foster a sense of trust and community among stakeholders all the while making a positive impact on student lives to ensure that they all become contributing, productive, and successful citizens.

Educationally,

Dr. Kerri Anne Kimery-Breeden

Chief of School

**This document is provided for your convenience and the rules, regulations, procedures and articles described in it have been established to create the best possible learning and working environment. Information included in this document was compiled using the Fayette County School Board Policy and is subject to change and modification.**

## **ACCIDENTS/ILLNESSES**

If a student is injured or becomes ill at school, the student should inform the teacher or person in charge. The school nurse or designee will assess the student. The parent/guardian **may** be notified if necessary. If it is necessary to speak with a parent, we will use the contact information provided to the school. If the parent can't be reached, the school will attempt to contact the emergency number listed on the data form. ***Be sure to update any changes in contact information as the year progresses.*** In emergencies where the school is unable to reach a parent or if the student is seriously at risk, emergency medical care will be summoned at the parent's expense. A student incident form will be completed. No child with a contagious disease will be allowed to attend school. Such diseases are pink eye, chickenpox, ringworm, impetigo, head lice, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the student's teacher and/or school office.

## **ANNOUNCEMENTS**

Announcements are made during Morning Meeting and again prior to dismissal. Students are to listen carefully as important information is given during these times.

## **ASSEMBLY GUIDELINES**

- Follow teacher and/or staff directions.
- Remain quiet and attentive during the program.
- Remain seated until dismissed.
- Be courteous and respectful at all times.

## **ATTENDANCE: ABSENCES, LATE ARRIVAL/EARLY DEPARTURE**

Attendance is a key factor in student achievement. Students are expected to be in attendance each day unless they are ill.

Definitions concerning attendance:

Truancy shall be defined as an unexcused absence for an entire school day, a major portion of the day, or the major portion of any class, study hall or activity during the school day for which the child is scheduled.

Excused absences are those, which have valid explanations. Valid reasons for missing school are:

1. Student personal illness or hospitalization as documented by a physician's statement. If the illness requiring hospitalization is to exceed ten (10) consecutive days, the parent/guardian is to apply for homebound instruction.
2. An illness or incapacitating condition of a family member, which requires the temporary help of a student. A physician's note will be required.
3. A death of an immediate family member (including parents, step-parents, guardian, grandparents, siblings, step-siblings). No more than three (3) days will be allowed and documentation must be provided.
4. A recognized religious holiday/event is an excused absence up to a maximum of five (5) days per year. Parents/guardians must inform the chief of school a week in advance. The chief of school may provide the excuse or the student can bring a dated program from the event.
5. A required court appearance will be excused as long as verification is provided from the appropriate authorities.
6. Emergency or extenuating circumstances beyond the control of the student can be excused (e.g. a house fire). The chief of school must approve the excused absence.

## General Statements Regarding Attendance

- Teachers are required to take attendance daily and keep accurate records of each student's attendance each day.
- Students' absences will be classified as either excused or unexcused. A student who is absent without a valid reason is considered truant.
- An absence is unexcused until the parent/guardian provides the proper documentation to show that there was a valid reason for absenteeism. Documents should be sent with the child the next day following the absence. Documents turned in at the end of the semester that exceed the five-day limit will not be accepted.
- Students who persist in truancy violations may be referred to the courts for truancy.
- It is the student's responsibility to obtain and complete make-up work in all subject areas or classes covered during an absence.
- The chief of school has the right to excuse an absence after hearing the parent's/child's excuse.
- Attendance will not be excused by telephone calls.

The school day for students at LaGrange-Moscow Elementary School begins at 8:45AM and ends at 3:45PM. The doors open at 8:00AM. Parents are reminded that students **cannot** be dropped off early. ***The building is not open to receive students and there is no supervision provided.*** Morning Meeting will begin in the cafeteria at 8:30AM each morning. Students will be dismissed from the cafeteria and escorted by teachers to classrooms at 8:40AM.

If a student arrives after 8:45AM, the responsible adult **must** come to the office and sign in the student. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. In all cases, excessive absences must be turned over to the Fayette County Board of Education.

Children may be released from school to a parent, guardian, or authorized adult. This individual must be listed on the student release form in the office. This adult must report to the office and sign his/her name and departure time in the school logbook. Showing proof of identification is vital. The child will meet the parent/guardian in the office, **not** at the child's classroom. Classes are in session until 3:45PM. When a child is checked out early, he/she misses valuable instructional time and assignments. The time missed will accumulate and could result in the loss of a perfect attendance award. **No student checkouts after 3:00PM.**

## CAFETERIA GUIDELINES

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria.

- Walk at all times.
- Practice nice manners while in the cafeteria.
- Before leaving the cafeteria, clean all paper, food, and other trash from your area.
- Use appropriate level of voice.
- Misconduct in the cafeteria will be reported to the teacher and/or chief of school.
- Breakfast is not served after 8:30AM.

## CAR RIDERS

Our number one priority is to provide safety for all of our students. Therefore, parents/guardians are asked to follow all rules and regulations when dropping off/picking up students. Cars should not drive through the bus/fire lane during arrival/dismissal, but should use the car lane and/or the parking lot. Parents are asked to

escort students to the cafeteria entrance door when dropping off. During dismissal, parents should remain in vehicles in car lane or wait at the flagpole/steps and students will be escorted across the bus lane by school staff. Students will not be dismissed through the front and across the bus zone as this poses a safety issue. Each car rider must have a number decal issued from the office and must be with the adult and/or in the vehicle prior to picking up a student.

### **CARE OF SCHOOL PROPERTY**

Students shall be held responsible for school and personal property. Any student who damages or destroys school property shall be subject to disciplinary actions and liable for the cost of restoring or replacing the property. Any student who steals school or personal property shall be subject to suspension or expulsion and the authorities may be contacted. Parents are liable for property stolen or damaged by their minor child/children.

### **CODE OF CONDUCT**

LaGrange-Moscow Elementary School provides each student with maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with that thought in mind.

Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher. There are five basic rules:

1. Show respect to yourself, others, and property;
2. Come to school prepared to learn;
3. Speak at appropriate times using suitable voices and language;
4. Keep hands, feet, and objects to yourself;
5. Obey all school and district rules.

This conduct code was developed to make students, parents, and staff aware of the behavioral expectations for students while attending classes at LaGrange-Moscow Elementary School, while attending school sponsored activities, and while riding on transportation provided by the Fayette County Board of Education.

Positive Behavior Intervention and Support (PBIS) is in place at LMES to encourage and promote a safe, effective, and positive learning environment. Your child's teacher will explicitly teach behavior expectations. Our PBIS motto is "Hear the Tigers' RRRS!" Our goal is to recognize positive behavior that includes being Responsible, being Ready, being Respectful, and being Safe. The table below details the behaviors we expect each day.

**Hear the Tigers RRRS: RESPONSIBLE, READY, RESPECTFUL and SAFE**

<b>SCHOOL EXPECTATIONS</b>	<b>READY</b>	<b>RESPONSIBLE</b>	<b>RESPECTFUL</b>	<b>SAFE</b>
Hallway	*Listen to teacher *Face forward with open ears *Know your destination	*Help to keep areas litter free *Walk directly to your destination and return promptly	*Level Zero *Keep your hands and feet to self *Hold the door for the person behind you	*Walk on the third block on the right side of the hall
Cafeteria	*Speak your lunch number clearly *Finish eating in a timely manner *Be prepared to leave	*Get everything you need when you go through the line *Use utensils and napkins *Clean up after yourself	*Use soft inside voices *Say please and thank you *Chew with your mouth closed	*Remain in single-file line and wait your turn *Sit with feet on the floor, bottom on the seat *Walk at all times
Bus	*Know your bus number *Sit quietly and listen for your bus number	*Keep your bus clean *Make sure you have all of your belongings	*Follow your bus driver's directions *Accept consequences	*Stay seated, facing forward *Keep hands and feet to yourself *Keep head, hand and objects inside the bus
Bathroom	*Leave all writing utensils in the classroom *Leave the bathroom dressed properly *Wait your turn	*Flush *Use only what you need of soap, toilet paper, and water *Return to class promptly *Report problems to an adult	*Respect the privacy of others *Keep bathroom clean	*Avoid horseplay *Shake hands over the sink *Walk at all times

**COMPUTER/INTERNET USE**

Computer use and internet access will be under strict supervision and guidelines. Students are expected to follow the rules for appropriate Internet use. This includes the following:

- General rules and ethics of internet use.
- Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Obscene language
  - Harassing, insulting, defaming, or attacking others

- Unauthorized access to prohibited areas/sites (files, folders)
- Intentional misuse of resources
- Using another's password
- Buying or Selling on the internet

Any student found violating school/district policy may be disciplined. All students must have a signed computer/internet form on file before they will be allowed to use the computer/internet.

**DAILY PARENT COMMUNICATION FOLDERS**

Daily folders for all students (PreK-5) have been designed to assist your child in organizing his/her assignments. We hope the folder will improve your child's organizational skills. Parents will also benefit from the folders since they will have daily communication from the school/teacher and know what their child needs to do each night/week. Students are more successful when the school and home work together. Children in all grades will be provided a Parent Communication Folder by LMES. If the folder should be lost or damaged, students will be responsible for purchasing a replacement folder from the school.

**DISCIPLINE – OFFENSES/CONSEQUENCES**

<b>Level of Primary Infraction</b>	<b>Max Action Assigned To Level</b>
<b>Level 1 *</b> <input type="checkbox"/> Disruptive behavior/materials causing classroom disruption <input type="checkbox"/> Refusal to obey staff <input type="checkbox"/> Blatant defiance <input type="checkbox"/> Public display of affection <input type="checkbox"/> Use of profanity or inappropriate language with peers <input type="checkbox"/> Cheating <input type="checkbox"/> Cell phone use <input type="checkbox"/> Bus infractions <input type="checkbox"/> Possession of a realistic looking toy gun/weapon <input type="checkbox"/> Violation of standard dress	<b>Level 1</b> <input type="checkbox"/> Official Office Warning <input type="checkbox"/> 3 Days In School Suspension (ISS) <input type="checkbox"/> Corporal Punishment (3 Swats) Administered by: _____ Witness: _____
<b>Level 2:</b> <input type="checkbox"/> Repeat of Step 1 <input type="checkbox"/> Skipping class/school <input type="checkbox"/> Use of profanity or inappropriate language with an adult <input type="checkbox"/> Threatening bodily harm to peers and/or adults <input type="checkbox"/> Instigating a fight <input type="checkbox"/> Theft <input type="checkbox"/> Gambling	<b>Level 2:</b> 5 Days In School Suspension (ISS)
<b>Level 3:</b> <input type="checkbox"/> Repeat of Step 1 and Step 2 <input type="checkbox"/> Damage to school property and restitution <input type="checkbox"/> Possession of/drawing obscene material <input type="checkbox"/> Cyberbullying – disruption to the learning environment <input type="checkbox"/> Bullying <input type="checkbox"/> Discrimination/harassment of another student <input type="checkbox"/> Threatening violence to a peer and/or adult <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Fighting <input type="checkbox"/> Under the influence of drugs/alcohol	<b>Level 3:</b> 5 Days Out of School Suspension (OSS)
<b>Level 4:</b> <input type="checkbox"/> Repeat of Step 1, 2, 3 <input type="checkbox"/> Possession of alcohol <input type="checkbox"/> Possession of weapons other than firearms <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Indication of gang activity	<b>Level 4:</b> 10 Days Out of School Suspension (OSS)
<b>Level 5:</b> <input type="checkbox"/> Repeat of step 1, 2, 3, 4 <input type="checkbox"/> Bomb threat/arson <b><u>The Infractions below are Automatic 180 Day (One Year) Expulsion Offenses: TCA 49-6-3401</u></b> <input type="checkbox"/> Firearms – Possession/Use of <input type="checkbox"/> Striking staff/faculty <input type="checkbox"/> Unlawful possession of drugs	<b>Level 5:</b> Suspension or Expulsion of 180 Days (One Year) **Disciplinary Hearing Appeal may be requested for Level 5. See attached letter.
<input type="checkbox"/> Smoking/Possession of tobacco and/or electronic tobacco smoking devices	Juvenile Court Citation

## **DRESS CODE – FCPS Policy 6.310**

Students shall dress and groom in a clean, neat and modest manner to avoid distracting or interfering with the operation of the school. When a student is attired in such a manner as to cause or likely cause disruption or interference with the operation of the school, the chief of school shall take appropriate action. The following Standard Dress is acceptable as school attire for **regular** school days:

### **Wear:**

1. Shirts may contain appropriate graphics and may be sleeveless (not skin tight/no cleavage)
2. Pants (jeans or uniform pants), skirts, shorts, dress at modest length
3. Pants and skirts with drawstrings or belts
4. Pants or skirts with elastic waist and ankles
5. Tennis shoes, boots, sandals with strap around the heel
6. Leggings/tights okay with shirt of modest length and covers front and back
7. Ear piercings

### **Do Not Wear:**

1. Cut offs, frayed, mesh, or see-through shirts, shirts showing midriff, cleavage or undergarments
2. No pants/shorts worn below the waist, no skin showing, no holes, rips, tears, frays
3. Hoods over the head
4. No pajama pants
5. Any clothing that promotes the use/consumption of alcohol, tobacco, drugs, or has inappropriate messages or sexual innuendoes
6. Sunglasses, except medically required
7. Hats, bandanas, head coverings inside school buildings except where required by medical conditions or religious customs
8. Heelys, flip flops, or house shoes

The following Unity Dress is acceptable as school attire each **Wednesday** for **Unity Day** countywide. It can also be worn any other day at parents' discretion or designated district events.

### **Wear:**

1. District approved polo preferably with F5 logo/shield (Light Blue, Light Pink, Charcoal Gray, Royal Blue, 6 White).
2. District approved t-shirt with F5 logo/shield is acceptable to wear
3. Jeans/pants/skirts modest length
4. All pants worn at the waist
5. Tennis shoes with laces tied, boots, sandals with strap around the heel worn at all times

### **Do Not Wear:**

6. Sweat/wind pants, hats, bandanas, head coverings inside school building except where required by medical conditions or religious customs
7. No pants/shorts worn below the waist, no skin showing, no holes, rips, tears, frays
8. Heelys, flip-flops or house shoes

## **DRUGS**

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse



of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

### **ELECTRONIC DEVICES – FCPS Policy 6.312**

Cellular phones, radios, tape players, cameras, compact disc players, I-pods, or electronic games are not permitted to be in use on school grounds or on the bus. Items will be confiscated and returned to the parent following disciplinary action for the student. **If an item is confiscated, it will not be returned until after the student has completed the disciplinary action rendered to the student.** The item may be picked up in the front office by the parent or guardian. **The school is not responsible if these items are lost or stolen.**

### **EMERGENCY/SAFETY DRILLS**

Fire, tornado, and earthquake drills are held at regular intervals throughout the school year. These drills are necessary for the safety of the entire school building. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom. When the alarm is sounded, students are to follow directions and procedures for the plan posted in each classroom. These drills are to be taken seriously. **During the drills, students are expected to conduct themselves in an orderly fashion.** Talking and running are prohibited.

### **EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather (snow, sleet, tornadoes, flooding, etc.), school delays and closings; please listen to your local weather stations. Also, the district's text alert and school level social media including twitter and REMIND may be used.

There may be times when it is necessary **TO DISMISS SCHOOL EARLY DURING THE DAY** because of an emergency. It is impossible for us to contact each parent when these situations occur. Parents are urged to make arrangements and have a contingency plan in place. Your child should be aware of this plan because it may not be possible for us or them to contact you prior to the dismissal. Please be sure that all contact information is current. If your phone number(s) should change, please provide that information to the school.

### **EXTRACURRICULAR ACTIVITIES**

If your child is involved in after-school activities, be sure that someone is available to pick your child up on time. Arrangements should be made prior to your child staying for after-school activities. **Students will not be allowed to use the phone to arrange transportation or to call for forgotten equipment for extracurricular activities.**

### **FIELD TRIPS**

Field trips will be an educational activity, which is an extension of specific goals, objectives and topics studied in the classroom. Educational field trips will be taken when approved by the chief of school. Students must have a signed permission form on file in the office before they will be allowed to leave the school. Permission **may not** be granted over the phone. Students participating in field trips shall conduct themselves according to the same rules set forth by the school and the district even though off school property. **Students must ride the bus to the field trip to be counted as present. If a student does not return on school transportation, a transportation release form must be signed at the time of departure with the supervising teacher.**

## GYM/BLEACHER GUIDELINES

- WALK up and down the steps.
- Keep feet off the seats.

## HALLWAY GUIDELINES

- LEVEL ZERO (no talking) at all times.
- Stay in line.
- Walk in the third tile/block on the right side of the hall.

## HOMEWORK

The purpose of homework is to provide extra practice and reinforcement of classroom learning. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her. Parents should expect to see graded work periodically. This work should be examined and problem areas should be reviewed/discussed with the student. Sign the papers and return them to school the following day. A signature does not signify the parent's approval of the grades, but it does provide proof to the teacher that the parents have seen them.

## LOST AND FOUND

Students should report lost items to the office. Articles found in and around the school should be turned in to the office. Owners may claim their property by properly identifying it. In an event to eliminate confusion, we ask that parents label your child's belongings with a full name. If an item is not labeled, we have no way of getting it to its proper owner. Items not claimed by the end of the semester will be donated to a local charity.

## MEDICATION – FCS Policy 6.405

Students taking medication must understand that school officials cannot give medication to students. However, students may be **assisted** with taking medications provided the parent/guardian has provided the school nurse or designated office personnel with a signed medical release form and clear written instructions.

**All medications (prescription and nonprescription) must be brought to school by the parent/guardian.** It must be given to the school's nurse or office personnel. Students **may not** transport medication on the bus. Medication can only be taken in the office/nurse's office.

Students with asthma are allowed to have inhaler(s) in their possession at all times. Parents are still required to complete a medical release form with clear instructions for use.

## MISCELLANEOUS

Flowers, balloons, and other gifts that are delivered to the school for students are given to the student at the end of the day. This causes undue disruption and interferes with the true purpose of the school setting-teaching and learning. If a student receives balloons or any other large gift at school, a parent/guardian must pick the child and/or package up from school. **These items are not allowed on the bus because they pose a safety hazard.**

## PARENT/TEACHER CONFERENCES

Two official Parent/Teacher conferences are scheduled each year, however a parent may request a conference as it is deemed necessary. These conferences, which can be scheduled before/after school or during a teacher's

planning period, must be arranged by contacting your child's teacher(s) and/or the school office. Frequent communication between the school and the home is strongly encouraged. **FCPS Parent-Teacher Conference dates for 2017-2018 are September 14 and February 15.**

### **PARTIES AT SCHOOL**

Each classroom is allowed to have 3 parties per year [e.g. Holiday Break, Valentine's Day, etc.]. If parents request to send a birthday treat, it should be served at lunch in the cafeteria.

### **PERSONAL PROPERTY**

**Protect your property.** Print your name in ink on all tablets, gym clothes, folders, etc., for which you are responsible. Students are cautioned not to bring large amounts of money to school and are prohibited from bringing radios, cell phones, or cameras to school. If a student wears glasses or a watch, keep track of them at all times. **STUDENTS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THE SCHOOL IS NOT RESPONSIBLE.**

### **REPORT CARDS**

Report cards are sent out after the end of each nine-week grading period for students in grades K-5. Parents shall sign the report card, and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a conference with their child's teacher(s). Interim Reports are also sent home in the middle of the nine-week grading period.

#### Grading Scale

A = 93 to 100

B = 85 to 92

C = 75 to 84

D = 70 to 74

F = 69 & Below

### **Reporting Dates**

Interim Reports: September 6, November 15, February 9, April 26

Report Cards: October 25, January 10, March 28, May 26

### **SCHOOL PROPERTY**

Student desks, lockers, and textbooks are property of Fayette County Public Schools. Students are responsible for the security and contents of their assigned desks/lockers. Searches of desks/lockers may be conducted if there is cause to believe they may be in possession of anything that violates board policy. If items are found, parents will be notified.

### **TELEPHONES**

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher, and the student must have a Tiger Pass. Parents are encouraged to call their child's teacher at a time when classes are not in session (after 3:45PM). Students are not permitted to have cell phones at school.

## **TEXTBOOKS**

Textbooks are furnished to each student. The student is responsible for the books (library, curriculum materials, and textbooks) during the course of the school year. Parents must sign a textbook agreement form, which covers the district's policy on textbooks. **The parent will assume the cost for any lost or damaged textbooks.** Books will not be issued to any student until the homeroom teacher receives a book slip signed by the parent/guardian.

## **TRANSPORTATION**

The school bus is viewed as an extension of the classroom and behavior problems may be referred to a teacher or administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive. Fayette County provides buses to transport students to and from school. While the Fayette County Public School System furnishes transportation, it does not relieve parents/guardians of students from the responsibility of the supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported.

The school bus rules have been developed to provide a safe and pleasant environment for students while being transported to and from school. Transportation is an elective provided by the Board of Education. Failure to comply with any of the rules will be grounds for excluding a student from riding a bus.

**Note:** Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year. Students suspended through the end of the school year will require a meeting with the chief of school, bus driver and Transportation Director before being re-admitted onto the bus.

Whenever a bus, for disciplinary reasons, is required to return back to school or the driver requests help over the radio or by other means, the offense is considered major and is subject to suspension of the offending student(s). Whenever a bus is returned to school, there will be an investigation to determine the cause. If the bus is generally disruptive with no one or even a small group of students readily identifiable as the instigators, all of the student riders will be warned that future disruptions may cause all riders to be denied bus service for the next day after the second disruption. After an incident where a bus has to return to the school, the Transportation Director will meet with the bus driver to review and investigate the occurrence and to make recommendations for future improvements.

Any incident that involves the breaking of the law, including vandalism of the bus, is always considered a major offense.

***Don't lose your bus riding privileges due to misbehavior!***

To encourage safety for your child, the following rules apply on our buses.

School Bus Rules/Guidelines:

1. The bus driver may assign seats.
2. Be courteous. Use the same conduct as in the classroom
3. No use of profanity.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Violence is prohibited.

7. Remain seated.
8. No smoking.
9. Keep your hands and head inside the bus.
10. Do not destroy property. Parents/students will be charged for repair or damage to the interior/exterior of the bus.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross the road in front of the bus and never behind the bus - make sure all traffic stops.
13. Do not ask the driver to let you off the bus at stops other than your own.
14. Go directly to your home.
15. Absolutely NO WEAPONS (i.e. firearms, knives, mace, etc.).
16. If there is a change in the method in which the student is to go home, the bus driver and school office and homeroom teacher must have a written, signed note from the parent/guardian (see below).
17. Parents and unauthorized persons are not allowed to board the school bus.
18. Obey the bus driver promptly and respectfully.

### **Change In Transportation**

LMES is always dedicated to the security and safety of all students, therefore **phone calls will not be accepted for a transportation change**. Parents **MUST** send a note to their child's teacher stating details of the transportation change. **Students WILL NOT be permitted to change busses or cars without a note from a parent/guardian**. The note must include:

1. Student name;
2. Date;
3. New bus number/car;
4. Address of new location; and
5. Parent signature.

### **VISITORS**

#### **Cafeteria**

Parents are encouraged to periodically eat lunch with their child. Due to the large number of students we serve and because we want to give all parents equal opportunity to eat with their child, we do request that parents not be excessive in the number of times they come to eat with their child. Parents wishing to participate in this activity are expected to pay for their meal. Upon entering the building, the parent should check in at the office and obtain a visitor's pass. Upon leaving the cafeteria, the parent should proceed to the office to sign out.

#### **School**

Parents are encouraged to visit the school. We want parents to become involved in the education of their children. **Parents/guardians are always welcome; however, they may not go directly to the teacher's classroom because of safety issues**. All parents and other visitors must report to the office upon entering the building. Please sign in and a visitor's pass will be provided. Visitors should sign out when leaving the building. Because of our goals to improve the level of instruction in the classroom, students may not have visitors during regular school hours.

### **WEAPONS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is

determined that a student has violated this policy, the chief of school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

### **WITHDRAWING FROM SCHOOL**

A parent or guardian must complete the necessary papers to officially withdraw a student from school. The form must be completed as prior to the child enrolling in another school/district. Students are required to return all materials belonging to the school and/or district.

### **ZERO TOLERANCE - FCPS Policy 6.309**

Some offences committed by students are considered zero tolerance and will be treated as such. Those offenses include possession or use of drugs (prescription, nonprescription and tobacco products) or drug paraphernalia including any controlled substance, brings or in possession of weapons or dangerous instruments (including firearms or ammunition), and battery either upon another student or employee of Fayette County Public Schools.

# 2017-2018

## LAGRANGE-MOSCOW ELEMENTARY SCHOOL STUDENT HANDBOOK

The aforementioned information does not supersede the policies and procedures of Fayette County Public Schools. All policies and procedures of Fayette County Public Schools are enforced.

I have read the LaGrange-Moscow Elementary School Handbook. I have discussed the policies and procedures with my parent/guardian and will adhere to the policies and procedures of the school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the LMES Handbook. I have discussed the policies and procedures with my child and will assist my child in adhering to the policies and procedures of the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

