

Mendon Elementary School

Parent – Student Handbook



HORNET 'BEE'HAVIORS

Bee Safe

Bee Respectful

Bee Responsible

2011 - 2012

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Mendon Community Schools

Mendon Elementary School Parent – Pupil Handbook

Education is a shared responsibility of the individual, home, the school and other agencies of the community. Parents are the child's first and most important teachers. The home has the responsibility of stimulating the child's desire to learn. The school's responsibility is to cultivate that desire and provide the child with the learning experiences that will enable these desires to become realities. Working together home and school can make the student accountable and responsible citizens. Other community agencies are responsible mainly for the cultural and spiritual development of the child.

It is our desire to work together with parents and community agencies to provide our children with the very best educational opportunities that the community of Mendon has to offer. With that as our primary objective, we welcome your child/children to the Mendon Community School. We request your complete support and cooperation in working together to reach this goal.

To help students in the learning process and to develop a program of good citizenship and well being we have developed our handbook based on the Core Democratic Values. The purpose of the program is to work toward the overall improvement of attitudes and skills of each student.

Mendon Elementary School observes all policies generated by the Mendon Community Board of Education. Board Policy is available for your review in all administrative offices.

Mendon Elementary is a MiBLSi School

MiBLSi stands for Michigan's Integrated Behavior and Learning Support Initiative. Funded by the Michigan Department of Education (MDE), this project is designed to help schools develop schoolwide support systems in reading and behavior.

The goal of MiBLSi is to develop support systems and sustained implementation of a data-driven, problem solving model in schools to help students become better readers with social skills necessary for success.



ATTENDANCE POLICIES

Absences/Tardies

Please call the school office when your son/daughter is going to be absent for any reason. Please specify when the absence is due to a communicable disease such as measles, chicken pox, etc. The student should return with a *school note* that is given to his/her teacher.

The school is required to report to the school truancy police officer any students that have missed an excessive amount of days. A letter will be sent to parents indicating the officer has been contacted.

Attendance awards at the end of the school year are given to students that meet the following criteria:

Perfect Attendance – 0 Absences/Less than 3 Tardies per 9 weeks

Students that arrive late, but before 10:00, are considered tardy. Students that arrive after 10:00, or leave before 1:00 during the school day are considered absent for a half-day. Tardies are disruptive to the educational process—please make every effort to have your student arrive at school on time. Students who are tardy three times during a nine-week marking period will be asked to stay in during recess time to make up for the time they missed. Each succeeding tardy during those nine weeks will result in loss of recess time.

School Times – Pick up & Drop Off

If you must take your child out during school hours, please come to the office to sign him/her out. No child will be sent out to a waiting car during school hours.

The elementary school hours for the 2011 - 2012 school year are:

1st Bell for Students to come in the building – 7:45
School Starts – 7:50
School Ends – 3:00

TRANSPORTATION

Bus Rides

A *school note* should be directed to your child's classroom teacher so that the office can contact the bus garage about the changes. The school will not accept phone calls regarding changes unless it is an emergency. During class field trips utilizing Mendon Transportation, students will be expected to ride to and from the event with their class.

SCHOOL NOTES

Each family will be provided with a tablet of *school notes* that may be used throughout the school year for absences, tardies, bus changes, and different arrangements for after school. **The school will not accept phone calls regarding changes in student plans except in the case of emergency.**

We have included a copy of the school note:

A NOTE TO SCHOOL

Date: _____

Teacher Name _____

Student Name _____

From: _____

Parent Signature

Bus Number of Normal Bus _____

My student normally walks - yes no

Change in after school plans

Is returning to school after an absence of _____ days due to illness.

(other) _____

BICYCLES AT SCHOOL

Children may ride bicycles to school with their parent's permission. All children riding bicycles will be subject to rules and regulations printed in this booklet. Students violating these rules may lose permission to have bicycles at school.

The school will not assume responsibility for damage to or theft of bicycles while at school. Children are encouraged to have a lock on their bike and leave the bike in the area designated for that purpose.

STUDENT CELL PHONE POLICY

Student may possess a cellular phone in school, on school property, provided that during school hours it is not disruptive to the educational process or other persons. Students who bring cellular phones to school must keep them in their locker, either on vibrate or turned off. Students who need to make a phone call must use a phone in the office. Students caught using a cellular phone during the school day will be subjected to the following disciplinary action:

First Offense: Verbal warning, cell phone kept in office for the rest of the school day.

Second Offense: Cell phone will be kept in office; parents will be called to pick up child's cell phone.

Third Offense: Cell phone will be kept in office; parents will be called to pick up child's cell phone; student will serve (1) day of in-school suspension.

TEXTBOOKS AND SUPPLIES

All textbooks, workbooks, paper, pencils, crayons, and other supplies necessary for students to use in their studies are supplied by the school. However, students are encouraged to have their own supply of materials.

If a textbook is damaged there will be a fee for replacement or damage costs.

HEALTH SERVICES

Several Health programs are planned each year for education and screening purposes. Vision Screening is done each year in Grades 1, 3 and 5. Parents of those students who are found to have vision problems are notified by mail.

Hearing Screening is done in Grades K, 2 and 4. The county Health Department contacts the parents of those students who are found to have a possible hearing loss.

ACADEMIC SUPPORT SERVICES

The St. Joseph County Intermediate School District provides a school psychologist, a school social worker and a speech teacher for Mendon Elementary. The student assistance team (S.A.T.) evaluates whether or not a student should be recommended for additional help from any of these support staff. If the S.A.T. feels it would benefit a student, parents are notified and permission to test students for additional support must be granted by parents.

IMMUNIZATIONS

Students attending public schools in Michigan must be properly immunized. The following Michigan Communicable Disease Rules went into affect in April of 1992: **“All new students must meet new immunization requirements in order to be enrolled in Michigan Public Schools.”**

If your student(s) is not properly immunized, he/she will not be enrolled until all immunization requirements are completed.

BIRTH CERTIFICATE

At the time of enrollment, parents must present their child’s Birth Certificate issued by the State of their child’s birth.

HOT LUNCH/BREAKFAST PROGRAM

The school Hot Lunch Program is available to all elementary children. Food is prepared and then brought to the elementary building. Children may carry their own lunch and purchase milk at school. An automated system is used for purchase of lunch and milk. Students and/or parents may add money for lunch/milk payments at any time and that amount will be added to the child's account. No charging is permitted for lunch/breakfast/milk.

“Free and Reduced” Priced Lunches: Application must be filled out and approved through the Elementary Office. A new application must be filled out and approved each year. If you have any question about guidelines please contact the elementary office.

SCHOOL CLOSING PROCEDURES

Please discuss with your students where they should go in the event school should be dismissed due to an emergency occurring during school hours. Emergencies that might happen are power failure, boiler malfunction, and loss of water or severe weather. When school has to be closed for any of the above reasons, the notice will be broadcast over the following stations:

WWMT - Channel 3
WQSN
WKMI
WMSH

WKZO
WKFR
WLKM

WQLR
WRKR
WNWN

Code of Conduct

To: Students and Parents

An effective disciplinary system is one that is developmental in nature, consistent, producing predictable consequences, while emphasizing the individual's responsibility for action. The climate of the Mendon Community Schools will foster the character development of each student. The discipline plan is based on the Core Democratic Values that we hope to nurture in our students.

1. **Life** – Each student has the right to the protection of life.
2. **Liberty** – Liberty includes the freedom to believe what you want, freedom to choose your own friends, and to have your own ideas and opinions, and to express your ideas.
3. **The Pursuit of Happiness** – Each student can find happiness in his or her own way, so long as it does not violate the rights of others.
4. **Common Good** – Students are expected to show respect for the learning environment for the good of all. The school will make rules that are good for everyone.
5. **Equality** – Everyone should get the same treatment regardless of ethnicity, religion or financial status. Students all have political, social and economic equality.
6. **Truth** – Students should not lie.
7. **Diversity** – Cultural differences, family origins, language, dress, food, race, and religion are not only allowed but accepted as important.
8. **Popular Sovereignty** – the school's mission is empowered by the community.
9. **Patriotism** – A devotion to our country and the core democratic values in word, action and deed.
10. **Justice** – All the students should be treated fairly in school. No group or person should be favored.

1. Life

Each student has the right to the protection of his/her life.

Matters Pertaining to the Disruption of the Educational Process:

- A. A student shall not be rude, insubordinate, or disrespectful toward school employees.
- B. A student shall not possess real or toy weapons that include: a squirt gun, bean shooter, smoke bomb, or other potentially dangerous objects, including laser pointers.
- C. A student shall conduct himself/herself in a mature and appropriate manner while attending assemblies or school events.
- D. A student shall not throw objects.
- E. A student shall not engage in hostile bodily contact.
- F. A student shall not wrongfully take, by the use of threat, coercion or violence, money or property of another person.
- G. A student shall not engage in inappropriate behavior that affects the safety of others. Inappropriate behavior includes: inciting or contributing to the disruption in or outside the classroom, pushing, shoving, kicking, biting, spitting, pulling on clothing, etc.
- H. Physical threats or verbal threats against the lives of students or adults will result in appropriate consequences.

SEXUAL HARASSMENT

A. Verbal

- The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the School.

B. Nonverbal

- Any parties involved in the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the School.

C. Physical Contact

- Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body. Sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State Law.

ETHNIC/GENDER/RELIGIOUS/ORIGIN/HEIGHT/WEIGHT HARASSMENT

A. Verbal

- Written or verbal innuendo, comments, jokes, insults, threats, or rude remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school district.

B. Nonverbal

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school by refusing to have any form of social interaction with the person.

C. Physical

- Any intimidating or disparaging action such as hitting, hissing, pushing or spitting on a fellow student or staff member.

WEAPONS POSSESSION

Mendon Community Schools adheres to the weapons policies outlined by the federal and state government. The complete Mendon Community Schools Board Policy is available in all administrative offices for your review.

Weapons are not allowed on school property. If weapons are brought onto campus, possible expulsion may result. Weapons include but are not limited to: firearms, daggers, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Any other devices that are likely to inflict bodily harm are disallowed.

2. Liberty

Liberty includes the freedom to believe what you want, to have your own ideas and opinions and to express your ideas.

STUDENT RIGHTS TO EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; button, badges or other insignias; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Materials - a material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

- B. Animals in School - All dogs, cats and other large domestic pets may be brought to school only upon meeting the following conditions:
 - 1. Students **MUST HAVE** permission from their teacher to bring pets. Arrangements with the teacher may be made via phone or in writing.
 - 2. Animals will be not be allowed on the bus.
 - 3. Large animals must be on a leash.
 - 4. The classroom teacher will determine the length of time that an animal may stay.
 - 5. Animals not leashed must be confined in a cage, jar or other enclosed container that will prevent the animal from having an opportunity to bite or scratch.

- C. Verbal Harm – the following are examples of verbal behaviors that infringe on others right or feelings; name calling, put-downs, swearing, teasing, taunting, intimidating, laughing at, ridiculing, sarcasm, threatening, ordering, spreading rumors and gossiping.

- D. Visual Harm – the following are examples of visual harm; eye-rolling, obscene gestures, facial sneering, body postures, invasions of space, spying on, obscene pictures or notes.

3. The Pursuit of Happiness

Each student can find happiness in his or her own way, so long as it does not violate the rights of others.

RECESS

We encourage all children to participate in recess unless they have a note from their doctor. Should a special condition exist, such as recent injury, asthma, allergies, etc., special arrangements can be made with **written approval from your doctor**. If a child is too sick to go outside for recess, then we feel he/she should be kept home. Please DO NOT send a note requesting your child remain inside during recesses. We DO NOT have supervision for these children.

Playground Behavior and Rules

1. Games and activities of the following kind are prohibited: tackle football, baseball, snowballing, hat taking and chase games other than tag.
2. Students must stay on school property at all times. Climbing on or over fences is not permitted.
3. Playground equipment must be used properly. Take turns and be thoughtful to others while properly using playground equipment.
4. The following items should not be brought to school: oversized marbles, golf balls, hard baseballs, squirt guns, skateboards, roller skates, wooden or metal sleds, and snowboards. Students may not bring any item to school that poses a danger to other students
5. Students should not wear flip-flops during recess, for safety reasons. Wearing sandals outside is discouraged.
6. Throwing of any objects such as: stones, snowballs, etc. will automatically result in the loss of up to 5 days of recess.
7. Students are reminded to keep their hands to themselves. Fighting, play fighting, kicking, pulling clothes or pushing will not be accepted at any time.
8. Profanity is not acceptable at any time.
9. Stay out of standing water and mud puddles at all times.
10. Stay away from ice and slippery areas.
11. Students must ask for permission to enter the building during recess. Restroom entrance is limited to restroom and emergencies only.
12. No electronic equipment or toys from home are allowed on the playground.
13. If you are having a problem, ask the nearest playground supervisor for help.
14. When the bell rings, line up quickly and quietly.

Special Playground Rules

- Swings: Swing straight ahead in a sitting position. One at a time on a swing.
- Slides: Use steps to reach the top. NO running up and down the slide. Slide seated forward, one at a time. Move away quickly when you reach the bottom.
- Tire Swings: No more than two students on a tire swing at one time. Limit how long the tire swing is swirled. It may cause some to feel sick.

Indoor Recess

- On inside recess days, students are to be in their classrooms at all times.
- If students need to leave the classroom, they must wait for a recess supervisor to come to the classroom.
- Students will not be allowed to roam hallways.
- Students must demonstrate respect for other students by keeping noise levels down in the classroom since some students may choose to complete work.

Winter Weather

We are very sensitive to the weather conditions. Students will be kept inside for recess when rain or temperature is excessive. It is important for students to be adequately dressed for the conditions when they come to school. Listen to the weather conditions and dress your child appropriately. All children should wear boots, snow pants, or other protective footwear on wet, cold, and muddy days. When in doubt, dressing warmer is better.

LUNCH ROOM PROCEDURES FOR STUDENTS

1. Students should walk to the lunchroom when dismissed from their room.
2. Students waiting in line should use a quiet voice in hallways.
3. Students should remain seated at your assigned table at all times.
4. Students needing assistance should RAISE their hand.
5. Use appropriate table manners and speak in a conversational tone of voice. NO yelling or loud talking.
6. Students are encouraged to bring a beverage other than pop with their lunch in the cafeteria.
7. It is the students' responsibility to make sure that their table area is clean before leaving. Students will not be dismissed until the table is clean.
8. Food throwing, tossing, or pushing will not be tolerated.

4. Common Good

Students are expected to show respect toward the learning environment for the good of all. The school will make rules that are good for everyone.

HALLWAY BEHAVIOR

No running in the hallway
No loitering in the bathroom
No yelling in the hallway
No horseplay in the hallway
No gum chewing is allowed at school
No slamming locker doors

PUBLIC DISPLAYS OF AFFECTION

Students will not display any signs of affection except those appropriate to a school setting. Boyfriend/girlfriend situations are discouraged.

CLASSROOM BEHAVIOR

Students are expected to follow individual classroom rules, in regular and specialized classrooms. Students are expected to attend events scheduled outside of normal school hours when such events are part of the approved curriculum, including band concerts for band students, musical programs involving students' grade level, etc., unless parents or guardians provide a written excuse.

DRESS CODE

Elementary students are expected to dress in a manner that is appropriate for school. A student should not wear clothing that brings attention to them, or, would cause disruption in the classroom and interfere in any way with the educational atmosphere of the classroom.

Tank tops, mesh shirts or tops, halter-tops, tube tops, short shorts, etc. are examples of inappropriate clothing for schools. Clothing, hair, perfume and make-up that cause disruption will be discouraged and students may be asked to remove or change clothing or make-up. Flip-flops should not be worn outside during recess for safety reasons, and sandals are discouraged. Parents are asked to use discretion in what they allow their children to wear for school.

T-shirts with tobacco or alcohol advertisement are not allowed. Any other writing or pictures on T-shirts that might convey inappropriate messages should not be worn to school.

No hats should be worn inside the building (boys & girls) except for medical or cultural reasons.

Students that are not in compliance with the dress code will be given a verbal warning and possibly asked to change their clothes. If the noncompliance continues a parent meeting will be scheduled. If there is no change in behavior following the parent meeting then a suspension will result.

5. Equality

Everyone should get the same treatment regardless of ethnicity, religion or how much money you have, students all have political, social and economic equality.

Teacher Initiated Suspension

A teacher may suspend a student from a class, subject, or activity for up to one (1) full school day for conduct as outlined under “unacceptable behavior”. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the school psychologist, and principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal. The student will be prohibited from returning on the day of a suspension except by mutual agreement of teacher and principal/designee. Administration reserves the right to extend a teacher initiated suspension if appropriate.

If teachers have good reason to believe that a student’s conduct warrants suspension under this policy the following steps will be followed by the teacher:

1. Immediately report the suspension to the principal or designee.
2. Send student to principal or designee for appropriate action.
3. Request the parent/guardian attend conference with the teacher.

The principal will suspend students (in-house or out-of-school) if appropriate for any of the following acts of misbehavior (“unacceptable behavior”) but may also include offenses listed under “inappropriate behavior” or other such acts that are deemed unacceptable by the principal.

Unacceptable Behavior

1. Stealing
2. Fighting
3. Swearing and/or obscene language and/or gestures
4. Possession/use of tobacco or drugs
5. Disrespect or belligerence
6. Willful damage and/or harm or threat to others
7. Willful destruction or defacing of school property
8. Sexual Harassment
9. Gang Activity
10. Leaving the playground/or school building without permission
11. Skipping School
12. Repeated Disobedience

Inappropriate Behavior

The following behaviors will generally result in loss of recess time and/or after school suspension. These behaviors could lead to suspension as determined by the principal.

1. Unnecessary disruptive sound or noises
2. Running and/or sliding in the building
3. Spitting, biting or kicking
4. Throwing things (including snowballs and stones)
5. Fighting
6. Violation of any safety rule
7. Leaving the classroom without permission
8. Chewing gum or eating candy
9. Tardiness to class
10. Lying, Cheating
11. Failure to complete assignments on time and in a satisfactory manner
12. Dismissal from class (If the dismissal is from a substitute teacher the punishment will be doubled)
13. Conduct unbecoming of a Mendon Elementary student

6. Truth

Citizens should not lie.

7. Diversity

Cultural differences, family origins, language, dress, food, race, and religion are not only allowed but accepted as important.

8. Popular Sovereignty

The school's mission is empowered by the community.

Elementary School Improvement Team

Parent input into building team issues is important. Our Elementary School Improvement Team meets monthly and parents are always welcome to attend.

Parent Survey

The parent survey done each fall at parent-teacher conferences is an important part of our North Central Accreditation plan. Your input is helpful in formulating plans for change.

Chain of Command

Concerns need to be brought to the individual teacher/staff person first. If the solution is not satisfactory then the issue should go to the Principal. The next step is the Superintendent, and finally, the School Board.

School Board Meetings

School Board Meetings are held on the 3rd Monday of each month at 7:00. Meeting site is in the high school library each month. Contact the Elementary Office for meeting dates.

Volunteers

Parents are always welcome in our building! Contact Mr. Wenzel if you're interested in tutoring, reading to students, or helping with the many events scheduled at the elementary each year.

9. Patriotism

Devotion to our country and the core democratic values in word and deed

Student Behavior

Students are expected to demonstrate their knowledge of acceptable behavior by translating this into good behavior at school.

10. *Justice*

All students should be treated fairly in obtaining the advantages of our country. No group or person will be favored.

Types of Disciplinary Action

I. **Verbal Warning**

This is a verbal reminder to a student that a behavior is not acceptable.

Class/Playground Time Out

Students are taken out of the classroom/playground situation for an amount of time determined by staff.

Recess Detentions

This is a detention time that must be served during the student's recess time. The student is to remain in the area designated by the school administration until the recess is over. Failure to do so may result in the student being given additional days of detention or being suspended from school.

Student Behavior Plan

This involves a meeting between parents, teacher(s), and administration to create a behavior plan for a student.

In-School Suspension

This is a detention time that is served in an isolated spot in the office for either a half-day or full day. Students will be required to spend the entire time in isolation doing work provided by the classroom teacher. This will be used when the staff feels it is best to separate a student from a situation and may be used in conjunction with after school detention.

After School Detention

This is a detention time that must be served after school. The student is to remain in the area designated by the school administration until time required is done. Parent contact is required and transportation to and from home is not the responsibility of the school.

Out-of School Suspension

This detention is served off school grounds and is for major violations of school rules. Parent contact and a plan for improved behavior will be in place prior to the return of the student to school.

A teacher may suspend a student from a class, subject, or activity for up to one (1) full school day for conduct as outlined under "Major Offense". The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Rules of Conduct.

As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the school psychologist, and social worker shall attend the conference. The principal may attend upon the request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and principal. The student will be prohibited from returning on the day of a suspension except by mutual agreement of teacher and principal/designee. Administration reserves the right to extend a teacher initiated suspension if appropriate.

Permanent Expulsion

The Mendon Board of Education will meet for any student who commits a serious offense.

RIGHT TO APPEAL

As a due process, the parent/student has a “Right to Appeal” the decision of the Principal for any reason they feel the penalty was not justified.

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents’ receipt of the written notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- A. The student shall be reinstated during the appeal process unless it is determined that the student’s attendance would jeopardize the safety of the student or of others.
- B. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal’s opinion, this is appropriate.
- C. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- D. The decision of the principal may be appealed in writing to the Superintendent with two (2) school days of the parent’ receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) schools days after the receipt of the written request.

The Superintendent’s decision shall be considered final. Parents may appeal to the Board only in cases of alleged violation of due process by the Superintendent.

Office Referral Form

Name: _____
Grade: K 1 2 3 4 5 6 7 8
Referring Staff: _____
Date: _____ **Time:** _____
Teacher: _____

Location

Playground	Library
Cafeteria	Bathroom
Classroom	Hallway
Bus Loading Zone	Parking Lot
Other _____	

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Inappropriate language Physical contact Defiance Disruption Dress Code Property misuse Tardy Theft Other _____	Abusive language Fighting/ Physical aggression Defiance/Disrespect Harassment/Bullying Dress Code Disruption Lying/ Cheating Property Damage/Vandalism Theft Other _____	Obtain peer attention Obtain adult attention Obtain items/activities Avoid Peer(s) Avoid Adult Avoid task or activity Don't know Other _____
Administrative Decision		
Loss of privilege Time in office Conference with student Parent Contact	Individualized instruction In-school suspension (____ hours/ days) Out of school suspension (____ days) After School Detention	

Others involved in incident: None Peers Staff Teacher Substitute
 Unknown Other

Other comments:

Parent/Guardian Signature: _____ **Date:** _____

All minors are filed with classroom teacher. All majors require administrator consequence, parent contact, and signature.

Follow up Agreement

Name: _____

Date: _____

1. **What rule(s) did you break? (Circle)**

Be Safe

Be Respectful

Be Responsible

2. **What will you do differently next time?**

Student signature: _____

Adult signature(s): _____

