

Union Grove Elementary School



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TO ALL STUDENTS

Welcome! The entire faculty and staff extend best wishes to you for a successful school year. We look forward to supporting you in another year of academic growth. It is hoped that with clear expectations, a strong instructional program, and the cooperation of you and your family this school year will be an outstanding one. We are proud of you and the talents you possess, and we hope that you will work hard to utilize them in the best way possible.

Please remember that our first and most important priority is to assist you in the further development of your talents in all areas including relationships with your teachers and classmates. If you need help, make sure that you ask your parents, teachers, or other school personnel for assistance. Also, be sure to use this handbook as a means to that end. Good luck!

MISSION STATEMENT

- It is the mission of Joint School District #1, Union Grove to provide a positive educational environment while embracing diversity and enabling all students to reach their highest potential with the cooperation of parents and the community.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

STUDENT CODE OF CONDUCT

As a student of Union Grove Elementary School, I will...

- 1) Accept responsibility for my own actions.
- 2) Respect the rights and properties of others.
- 3) Be courteous in my dealings with others and contribute to an atmosphere that generates mutual respect, dignity, and honesty.
- 4) Attend school on a regular and punctual basis.
- 5) Attend all my classes on time.
- 6) Make an effort to do my best work in all of my classes.
- 7) Maintain high standards of personal cleanliness.
- 8) Accept responsibility for personal property and all school-issued books and materials.
- 9) Make every effort to complete all assignments.
- 10) Obey all school regulations and obey those persons entrusted with the authority to enforce these regulations.



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ATTENDANCE

- The school must be notified of all absences by a signed parent note, email, fax or call.
- School absence is rarely positive for student progress. While family vacations are great times for family bonding, parents/guardians should be aware that academic progress might suffer with this lost time.
- Students who wish to participate in any school activities (ice cream sales, dances, Activity Nights, etc.) as well as students representing UGES in interscholastic activities must be in school by 10:00 a.m. on the day of the event. Students with pre-excused medical appointments will be allowed to participate in the activity when their scheduled appointment is in conflict with the 10:00 a.m. time. In the case of extracurricular events the coach must be notified one (1) day prior to the event in the case of any prearranged absences.
- **Sign In/Out Procedure** – Whenever your child leaves the school with you or another approved person, the child must be signed out indicating the name of the student, the name of the person taking the student and the time checked out. Likewise, if you return your child or bring him/her in late, we ask that you sign the same form.

Excused absences

- Parent/Guardian may excuse their child for a maximum of (10) days during the school year.
- Illness, hospitalization, or medical care. Medical verification may be required after a prolonged absence or at the discretion of the Administration.
- Medical, dental, or optical appointments. **Documentation must be obtained at the time of your visit from the medical practitioner or they may be faxed to 262-878-3133.**
- Death or serious illness in the immediate family.
- Approved school activities during normal class time.
- Attendance at the funeral of a relative or friend.
- Attendance at religious holidays and celebrations.
- Court appearances or other legal procedures which require the attendance of the student.



Procedure for excusing an absence

- Parent/Guardians must call the school (if before or after hours, leave a message on the Absence Hotline) to report the absence. If events beyond the control of the parent/guardian make it impossible to call as required, an unexcused absence may be changed to excused if, within two (2) days, the parent/guardian makes personal contact with the Principal and explains the circumstances which made it impossible to telephone the day of (or earlier) the student's absence.
- For excused absences, it is the student's responsibility to inquire about make-up work which is to be turned in on the assigned due date. If the missed work is not made up within the time allotted, the teacher may give the student a failing grade for the incomplete work.
- In instances of illness for more than three (3) days, a statement from the local health officer or attending physician may be required per Wisconsin statutes.
- Students absent in the morning and returning later in the day must be admitted by the school office before being allowed to attend classes.
- If a student is to leave school early (i.e., dental or medical appointment), the office should be notified in advance either by phone, email, fax or letter.
- Students who have missed part of the day are responsible for all missed work within previously established due dates.
- When a parent knows ahead of time that a student will be absent the school should be contacted in advance of the absence.
- Requests for homework must be received by 9:00 AM to be honored. Homework may be picked up at the front office at the end of the day (no sooner than 2:30 PM) to give teachers an opportunity to collect it.

Unexcused Absences/Tardies (Truancy)

Unexcused absences are those taken with the consent of the parent/guardian but whose reason does not fall under the foregoing reasons. A written statement as to the reason for such absence will be required, explaining same. Any student who does not provide a written explanation of absence for one of the foregoing reasons shall be considered truant.

Tardiness (Truancy)

- All students are expected to be prompt, arriving not more than 10 minutes prior to the start of school.
- The admittance bell rings at 7:25 a.m. School begins at 7:30 a.m. Any student arriving after 7:30 a.m. and before 7:45 a.m. will be considered tardy. After 7:45 a.m. the student will be considered absent for all or part of the day.
- Tardy students must report to the school office with a note, email or phone call from the parent/guardian stating the reason for tardiness. The student will then be issued an admittance slip to class.
- Teachers will not allow admittance to class without a pass.
- Six passes are allowed **per trimester** and must be given by the office. After the 5th tardy a letter will be sent home. Further tardies will involve administration.

PERFECT ATTENDANCE

- Perfect attendance is achieved when a student is neither tardy nor absent for any period of the day for the entire school year. Perfect means *perfect*.



SCHOOL HOURS

- School doors open at 7:25 a.m. Students are not to be on school property before 7:20 a.m. unless they are participating in the breakfast program. Classes start at 7:30 a.m. School dismissal is at 2:45 p.m. Unsupervised students will be escorted out or sent to the office.

HOMEWORK

- Homework at the various grade levels serves the purpose of reinforcing certain concepts taught. Parents and students should expect grade level homework guidelines and procedures from teaching staff. More general information can be found by reviewing Policy 2330 and Administrative Guidelines 2330.
- Requests for homework for an absent student must be received by the office no later than 9:00 a.m. to be honored. Homework may be picked up at the front office at the end of the day (no sooner than 2:30 PM) to give teachers an opportunity to collect it.
- Homework requests for family vacations cannot always be met due to the nature of the subject matter being studied.

SCHEDULES

- 7th and 8th grade student schedules may be revised at administrative discretion.

SNOW DAYS & EMERGENCY CLOSINGS

- All families will receive an announcement phone call/text/email from school via the Skylert system.
- Announcements are made on radio station WTMJ (620 AM) in Milwaukee. Announcements may be viewed on TV on WITI Channel 6, WTMJ Channel 4 or WDJT Channel 58. Please do not call the school or teachers. If you have not received a phone call message from school or there have been no announcements on the radio or TV by 7:00 a.m., you may assume school is in session. These same stations will also announce early closings.
- The Racine Journal Times web page will post closings at www.journaltimes.com/school_closings/



REPORT CARDS/PROGRESS REPORTS

- Report cards are issued three (3) times a year. Report Cards/Progress Reports for grades 3-8 are posted to Skyward Family Access for viewing at publicized dates. Report Cards/Progress Reports for grades 4K-2 are distributed by the homeroom teacher on publicized dates. If a parent desires an additional conference with a teacher, the teacher should be contacted by the parent to arrange such a meeting.
- **Incompletes** on report cards are to be made up within one (1) week. Incompletes remaining after one week will become failures (letter grade of "F").

PROMOTION/PLACEMENT/RETENTION

- **Promotion** - Promotion is a result of academic achievement at each grade level. It is based on individual achievement and teacher recommendations in relation to the student's ability. For specific information pertaining to Fourth and Eighth Grade promotion, please refer to Policy 5410 and Administrative Guidelines 5410A.
- **Placement** - Students may be placed in the next grade on probation with the recommendation of teachers and the Administrator. Maturity, attitude, behavior, and scholastic ability will be taken into account before placement is made. The academic achievement will be monitored and if necessary the student may remain in the previous grade. Eighth grade students who are placed do not participate in the graduation ceremony.
- **Retention** – At the beginning of the third grading period, the parent will be notified of the possible retention of a student in a particular grade. Parents/guardians may request a meeting with the School Board should they not agree to the retention.

GRADUATION POLICY

Graduation is the result of diligent and conscientious work; therefore, the Union Grove School District's policy on graduation is as follows.



- Graduating students will be identified as those students who fulfill the requirements of the curriculum. For students not graduating, please refer to the **Placement** section.
- Participation in the graduation ceremony is a privilege. Graduating students will participate in the graduation ceremony if, including but not limited to, all fines are paid, school property returned and all detentions have been served.
- All graduating students are required to purchase a graduation gown.

CONDUCT/BEHAVIOR

The Administration may suspend any student for noncompliance with established policies of the school.

- For refusal or neglect to obey rules, the School Board may expel any student if the best interest of the school demands his/her expulsion.
- Unauthorized students on school property will be subject to arrest and/or fine.

Sufficient reasons to warrant disciplinary measures include, but are not limited to:

- Failure to follow individual classroom rules.
- Disrespect or inappropriate behavior of any kind.
- Cheating.
- Drug use/possession or possession of drug paraphernalia.
- Malicious destruction of property.
- Conduct that deteriorates the morale of other students or school staff including bullying and threats.
- Inappropriate language (spoken and unspoken) includes but is not limited to: swearing, cursing, sexually explicit words, demeaning words specific to race, nationality, age, sexual orientation, religion and gender.
- Writing on skin or clothing.

- Conduct at school functions, home and away, that adversely affects the status of the school and the community it serves.
- Inappropriate displays of affection.
- Possession and/or use of tobacco and other smoking materials at school or school-sponsored activities.
- Possession or use of weapons, including “look-alike” weapons, chains of any length or size at school or school-related functions.
- Possession, use or distribution of alcohol, spray or liquid mouthwashes or any other over-the-counter substance containing alcohol, medicine and/or other drugs, at school or school-sponsored activities.
- Possession or use of smoke-producing devices (i.e. lighters, firecrackers).
- Possession/use of cell phones, cameras, radios, MP3 players, hand held computer and Internet-based devices in school without permission of the Administration. Any device found in school without the appropriate permission may be removed to an administrative office and will be returned only to a parent or guardian of the student.
- Any inappropriate or prohibited use of electronic communication devices including cell phones or cameras.
- Throwing snowballs on school property.
- Theft.
- Cyber bullying.
- Fighting or aggressive contact.
- Failure to follow announced and/or published school policy.
- Failure to report to class (skipping) or failure to report to the school office for any reason.
- Violation of any village, county, state, or federal law or ordinance. Students may also be referred to law enforcement authorities for above violations.
- Scooters/skateboards/roller skates/shoes with built-in skates are not to be used on school property and may not be stored in student lockers.

HARASSMENT/INTIMIDATION

- Intimidation, bullying, threats (verbal or non-verbal) and/or extortion (with or without implied physical threats) will not be tolerated. Intimidation and threats involve trying to control or influence another person by making threats to harm that student or staff member, property, or something the person values.
- Anyone violating this rule may be referred to law enforcement and subject to school policy on suspension and expulsion.
- Sexual harassment will not be tolerated. Sexual harassment refers to any verbal or physical action directed against another person in which the primary focus of the action is based on the person’s gender or sexual orientation. Behaviors constituting sexual harassment include, but are not limited to:
 - Sexually explicit words or phrases directed toward another person.
 - Language that is demeaning to the opposite gender.
 - Language threatening sexual violence.
 - Language demanding performance of sexual activity.
 - Physical contact with another person that is perceived to have sexual intent.
 - Deliberate touching of another’s “private parts”.
- Violation of any of the above policies or any normal school policy may result in disciplinary action ranging from a verbal reprimand, teacher-parent/guardian conference, assigned make up time, detention, student-parent/guardian-administration conference, suspension, or referral to the School Board for expulsion.

DISCIPLINARY PROCEDURES

Detention

- Any teacher may issue a detention when disruptive behavior occurs and/or a student has missing work. Notification of the detention will be sent home with the student the day of the incident. This form must be signed by the parent/guardian and returned to the teacher the following day when the detention will be served with the issuing teacher for 30 minutes after school is dismissed.
- Continued behavioral issues may result in suspension at the discretion of the administrative team.
- Skipping detention may result in the issuing of another detention and/or in-school suspension.
- Postponement of detention is allowed only by **WRITTEN** parental/guardian request due to previously scheduled dental, medical or legal appointments.
- Students are expected to work quietly on school assignments and/or on a teacher directed activity while serving detention.

Consequences/Suspensions

- A suspension will be issued for serious behavior including, but not limited to: repeated refusal to follow school rules, fighting, use of vulgar or violent speech, and disrespect.
- A suspension will be either in school or out-of-school at the discretion of the principal.
- Homework given to a student to complete while suspended is due the day he/she returns from suspension. A student given homework assigned during his/her suspension upon his/her return to school shall have the number of days suspended to complete the work.
- Serious misbehavior will result in a mandatory parent/guardian meeting with the principal.
- Continual misbehavior may result in a disciplinary hearing with the School Board.
- Upon returning from a suspension deemed of a serious nature where the safety of the school population is in question, parent/guardian and student are required to meet with Administration.
- Following a suspension, a pre-expulsion hearing including Administration, parent/guardian and student may be held to outline guidelines for the student to remain in school.

WEAPONS - ZERO TOLERANCE

- Pursuant to Board Policy, “dangerous weapons” and “look-alike weapons” are prohibited. A “dangerous weapon” is any firearm, loaded or unloaded, chains, heavy rings or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Possession and/or use of a “dangerous weapon” or look-alike weapon will result in an immediate suspension from school and may be followed by a board hearing to consider mitigating factors to decide upon the penalty of expulsion from school. The administrative regulations standardizing expulsions by category of weapon use to all students are:

Category 1 - Possession of a dangerous weapon.

Penalty - Possible suspension or expulsion as determined by the Administration and School Board.

Category 2 - Possession of a weapon while threatening to cause bodily harm.

Penalty - Possible suspension or expulsion as determined by the Administration and School Board.

Category 3 - Possession and use of a weapon that causes bodily harm.

Penalty - Possible suspension or expulsion as determined by the Administration and School Board

DRUGS – ZERO TOLERANCE

- Board policy prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Penalty – Possible suspension or expulsion as determined by the Administration and School Board.

ASSIGNMENT NOTEBOOKS

- **Assignment notebooks will be used as hall passes for bathroom/drinks and lockers.** Each book has a designated area for teachers or office personnel signatures and the time the pass was issued.
- Detentions will be issued for chronic tardiness to class.
- Assignment notebooks are a great way to communicate with teachers (via notes).

CORRIDOR COURTESY

Because of the large number of students in the hall during many periods of the day, rules for hall traffic are essential for the benefit and safety of all. The simple basic rules are:

- Keep to the right in the halls. Do not block traffic by standing in groups.
- Hallways – do not run, push, shove, or chase.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash/paper in the appropriate containers provided. Keep the school clean by picking up paper from the floor. Recycle when able.

LUNCHROOM

- Common courtesy is expected.
- Glass beverage containers are prohibited.
- Students line up as directed. There is to be no pushing, cutting in line or running in the lunchroom.
- Lunch cards are required for hot lunch and breakfast. Students in grades 5-8 with missing lunch cards go to the end of the serving line.
- Normal conversation levels are expected during lunch.
- Misconduct of any kind in the lunchroom may result in loss of lunchroom privileges including a la carte, choice seating, etc., and/or a detention or suspension.

STUDENT DRESS AND GROOMING

Students should consider the following questions when dressing for School:

- *Does my clothing expose too much? (no)*
- *Does my clothing advertise something that is prohibited to minors? (no)*
- *Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)*
- *Am I dressed appropriately for the weather? (yes)*
- *Do I feel comfortable with my appearance? (yes)*
- In general, students should be groomed neatly, avoiding extreme or inappropriate styles of clothing.
- Keep outwear including caps/hats/coats in lockers during the school day. Backpacks, bags, purses, etc., should be left in lockers during the school day.
- Articles of clothing with words, pictures, or symbols of profanity, alcohol, cigarettes, violence or gangs are inappropriate for the school setting. Students will be required to wear their gym uniform or call home for an acceptable change of attire for the day.
- Bare midribs, see-through materials, tank tops (with less than two inch straps), and visible undergarments are unacceptable. Low-cut shirts may be addressed if inappropriate. All parts of the stomach and back must be fully covered without pulling or tugging.

- Pants, skirts, skorts, and shorts must be secured and worn no lower than the hips and must be at fingertip length. Rips in pants/shorts/skirts that are above fingertip length may be addressed if found to be inappropriate.
- Students found to be in violation of the dress code policy will be required to call home for an acceptable change of attire or required to wear their gym uniform.
- Dress code may be addressed at any point during the school day.

WESTOSHA ATHLETIC CONFERENCE - CODE OF CONDUCT

- Be an exemplary role model by positively supporting teams in every manner possible, including the content of cheers and signs.
- Treat opponents, other fans, coaches and participants with respect at all times.
- Recognize outstanding performances on either side of the playing field or court.



Expectations of Coaches, Student Participants, Parents, Spectators, and Officials:

- Realize that attending an event is a privilege to observe a contest and support the schools' activities, not a license to verbally assault others or be generally obnoxious.
- Respect the judgment of contest officials, abide by rules of the event and display no behavior that could incite unsporting acts.
- Respect the rules of each individual school and abide by them even though they may differ from your own school.
- Support the coaches and officials working with the athletes. This encourages a positive and enjoyable experience for all.

EXTRA CURRICULAR CODE OF CONDUCT

- The Extra-Curricular Code of Conduct is designed for all students who participate in any extracurricular school activity. These may be intramural, curricular or interscholastic athletics, or any other club-type activity held before or after school. Students who participate in these activities are to be responsible and fair-minded. Students must remember they represent Jt. District #1, Union Grove. Their actions and behavior will reflect on themselves, their parents, and the school.
- Eligibility is based on most recent grade report.
- To try out a student must have a minimum GPA of 1.75 and no 'F's.
- Grading will be monitored throughout the season. If a student receives an 'F' on a grade check or is informed by a teacher of inadequate progress, the student will receive a one week suspension from the activity to pull his/her grade up and/or demonstrate exceptional effort. If there is no improvement the student will be removed from the activity for the season.
- Each student who participates must read and sign "Code of Conduct".
- Student cell phones are not permitted on the playing field/court/area.
- **Behavior** – Any student receiving a detention while engaged in an activity will be subject to:
 1st Detention – Warning.
 2nd Detention – Suspension from activity for one week (5 consecutive days).
 3rd Detention – Removed from activity permanently for season.
 Suspension – Upon receipt of a suspension student will be removed from activity for season.
- Coach has the right to suspend athlete for behavior he/she believes hurts the team or the image of the school.

- Coach may make individual rules in regard to his/her particular activity.
- The purpose of “B” team is to prepare/train athletes so all athletes will participate, while “A” team is for competitive play.
- **Attitude/Respect** - A positive attitude toward oneself, peers, parents, school and teachers is very important. Winning is not as important as how you play. If you do your best, winning or losing becomes secondary.
- **Travel** - Athletes and cheerleaders are **REQUIRED** to travel to and from all away sporting events by means of school bus. Exceptions to bus travel can occur only with a **written** request from a parent/guardian to the coaches/advisors involved. Permission may be granted only for the child of the requesting parent/guardian.
- Students representing UGES in interscholastic activities must be in school by 10:00 a.m. on the day of the extracurricular event. Students with pre-excused medical appointments will be allowed to participate in the activity when their scheduled appointment is in conflict with the 10:00 a.m. time. The coach must be notified one (1) day prior to the event in the case of any prearranged absences.
- **Earning a Lanyard** - A lanyard is earned after complete participation in five extracurricular activities beginning in 5th grade.
 - Upon successful completion of an extracurricular activity starting with the first activity, the student will earn a pin.
 - Various activities have different season lengths. To be eligible for a lanyard a student must have successfully completed five seasons of extracurricular activity.
 - Qualifying extracurricular activities are: Basketball, Battle of the Books, Cheerleading, Cross Country, Dance, Drama (play), English Festival, Forensics, Extreme Science Team, Jazz Band, Safety Patrol, Softball, Student Council, Track, and Volleyball.
 - Participation in subsequent extracurricular activities after earning a lanyard will earn student a pin.

LOCKERS

- School lockers are the property of Joint School District No. 1 and are provided for the convenience of students. The school reserves the right to conduct a general locker inspection when there is reason to believe that such inspection will detect a health or safety problem, violation of school rules, or violation of state and/or federal laws. All items within a locker are subject to a locker search.
- Caps, hats, jackets, coats, book bags, backpacks, and purses are to be removed and kept in lockers until final dismissal from school.
- Students may not use their lockers to display obscene, profane, or offensive materials.
- Opened bottles/cans and snack foods are not permitted in lockers and will be confiscated.

TEXTBOOK CARE

- All textbooks are the property of the school. Students are expected to keep the books clean and neat; it is recommended that all books be covered. Do not write in or on the books. If an undue amount of wear has been placed on the books or if abuse is evident, appropriate fines will be levied. When a book is lost, the student is expected to pay for the cost of the book.

PHYSICAL EDUCATION PROCEDURES

- Fifth through eighth grade students are issued a combination lock and a gym locker. Failure to return the lock at the end of the year will result in a fine. Gym uniforms are required for fifth through eighth grade students. These will be purchased at the beginning of the school year or as needed. Students must wear tennis shoes and socks.

MEDICATION AND COMMUNICABLE DISEASES/CONDITIONS

- Prescription and any over the counter medicines including inhalers are to be turned in to the office and a Medication Request form filled out. Prescription medication cannot be distributed to students without written authorization from a doctor. Over the counter medications can be dispensed by school personnel for up to 12 days with written parent authorization. Any instructions to administer an over the counter medication in a manner inconsistent with the manufacturer's recommended instructions must be ordered by a physician.
- **School Nurse** – There is a health aide on site every day. A nurse is available on a part-time basis. The parent/guardian of a student who is absent from school due to a communicable disease, such as measles, chicken pox, mumps, etc., is to notify the school office at the onset of the disease. A physician's statement is required for re-admittance to school.
- **Contagious Health Conditions** - These include impetigo, head lice, pink eye (conjunctivitis), Fifth's Disease and scabies. **Should a student contract any of these conditions, the parent must notify the school office.** It is expected that the family will follow their physician's advice relative to their child attending school.



IN-SCHOOL ILLNESS OR INJURY

- When a student becomes ill or is injured at school, the student must report to the teacher. The office will call the parent/guardian, notify him/her of the student's illness and request they pick up the child. In the event a parent/guardian cannot be reached and there is an emergency, the school will call the Rescue Squad.
- **Emergency Information** - All parent/guardians must provide the school with a completed emergency form by the end of the first week of school. Students will not be allowed to participate in after school activities until information is received.
- Emergency information must be kept current. Parents are encouraged to verify information via Family Access.



VISITORS

- All visitors must enter through the main entrance and report to the office. All visitors must wear a visitors' tag while in the building. Parents/guardians wanting to visit our school may do so at anytime. Arrangements to meet with a teacher are to be made ahead of time with the teacher.
- Students from other schools are not permitted to visit our school on a vacation day from their school.

SCHOOL TELEPHONES

- Except in an emergency students will not be called from class to take a phone call. The student will be called to the office to pick up any messages. Office phones are available to students in cases of illness or emergency only.
- **Arrangements regarding student pick up and/or drop off should be made before school** to avoid last minute messages or phone calls at the end of the day.

PERSONAL CELL PHONES

- Student cell phones are to be in lockers and turned off during the school day from 7:30 AM-2:45 PM. If a student is found to be in violation of this policy the following action should be taken by staff:
- 1st offense - WARNING. Students found to be in possession of a cell phone during the day will be instructed to turn off their phone and place it in their locker.
- 2nd offense - Students found in possession of a cell phone during the day for a second time will have their phone confiscated by staff and returned to the student at the end of the day.

- 3rd offense - Students found in possession of a cell phone during the day for a third time will have their phone confiscated by staff and turned over to an administrator. Parents will be contacted and required to come in to pick up the phone. All future violations of this policy will be referred to an administrator and will result in a loss of cell phone privileges at school and may include additional disciplinary actions.

BICYCLES

- Bicycles may be ridden to school and must be parked in the bicycle racks provided until school dismissal. Students must walk their bikes on school grounds to avoid injury to others. The school district will not be held responsible for lost, vandalized or stolen bicycles from its property.

LOST AND FOUND

- The school is not responsible for lost money or other valuables carried by students. Students are cautioned not to bring large sums of money to school. Lost items are placed in the Lost & Found box in the office. Students should inquire several times for a lost object, as it may not be located immediately. Unclaimed items will be donated to charity.

CLASS TRIPS/FIELD TRIPS

- Class trips and/or field trips are considered part of the District's educational program.
- Students may be withheld from participating in class trips due to inappropriate behavior, incomplete work, outstanding detentions and/or suspensions.

RECORDING/PHOTOGRAPHY/PUBLICITY

- Students may be assigned a project that will involve recording and/or photography. Photos of students engaged in school activities may also be placed on our school website.
- Articles and photos of students are routinely sent to area newspapers publicizing events or academics.
- Cameras of any type are not allowed in locker rooms or anywhere a reasonable expectation of personal privacy exists.

VOLUNTEERS

- UGES welcomes parent and community involvement. In the interest of safety, all volunteers must submit to a background check. Volunteering does not guarantee a chaperone's services will be required.

BUS TRANSPORTATION

The following shall be observed by ALL riding the school buses:

General Rules:

- The driver is in full charge. Obey promptly and cheerfully.
- Bus drivers reserve the right to assign seats on the bus.
- Classroom conduct must be observed on the bus at all times.
- Children may only ride their assigned buses.
- Any damage done while rules are not observed will be paid by the offender.



Previous to loading (On the road and at school)

- Be on time at designated school bus stops (at least 5 minutes ahead of time) – buses cannot wait.
- Stay off road at all times while waiting for the bus.
- Wait until bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school-loading zone until buses have been brought to a complete stop.

While on the bus:

- Keep hands and head inside at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Bus riders should never tamper with the bus or any of its equipment. Damages must be paid for by offender.
- Leave no books, lunches or other objects on the bus. Keep books, lunches and other objects out of the aisles, especially band instruments.
- Help look after the safety and comfort of small children.
- Windows are to be opened only with the permission of the driver and may not be lowered to more than the third notch. Do not throw anything out of the bus windows.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- No eating, drinking or smoking on the bus.
- No transporting of animals, skateboards or objects that may cause harm to another student.
- Bus riders are expected to be courteous to fellow pupils and to the bus driver. Vulgar or profane language will not be tolerated.
- Absolute quiet when approaching a railroad-crossing stop.
- In case of emergency, children are to remain in the bus or evacuate the bus as directed by the driver. Do not leave by the rear door except in case of emergency.
- Report any injury to the driver.

After leaving the bus:

- Cross the road, when necessary, after getting off the bus (at least ten feet in **front** of the bus, never behind) only after getting the signal from the driver and after looking to be sure that no traffic is approaching from either direction.
- Be alert to the danger signal from the driver.



General Policy regarding bus conduct:

- Children must get on and off the bus at their regular pick-up points, except where there is written permission from the parents requesting such change.
- Non-bus riders desiring to ride the bus to a regular bus student's house may do so only if there is room on the bus and they have a note from the school Principal requesting this.
- Violators of these rules will be reported to the Principal and given an unsatisfactory bus conduct ticket. Penalties will be assessed as follows:

<u>First Offense</u>	Principal confers with pupil.
<u>Second Offense</u>	Principal again confers with pupil, detention may be issued. Principal also notifies parent that a third violation will result in no less than a three-day suspension of bus riding privileges.
<u>Third Offense</u>	Principal administers not less than a three-day suspension of bus riding privileges. Parents are notified of this by the Principal.
<u>Fourth Offense</u>	May result in extended or permanent loss of bus riding privileges.
<u>Severe Violations</u>	May necessitate immediate application of penalties set forth in third and fourth offense, even if it is the first or second offense.

Union Grove Joint School District #1,

INTERNET ACCEPTABLE USE POLICY

Terms and Conditions

Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of, the use of, or the obtaining of any material that violates any U.S., state, local, or school district law or regulation is prohibited. This includes, but is not limited to: copyrighted material, material which violates or infringes upon the rights of any other person, abusive, profane, or sexually offensive material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges at the sole discretion of Joint School District #1, Union Grove. The District Administration will deem what is inappropriate use and their decision is final. The School District Administration may deny, revoke, or suspend specific user accounts at any time without cause, hearing or appeal.

Network Etiquette: You are expected to abide by the generally-accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others. No flaming or cyber bullying.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers for yourself, other students, or colleagues.
- Note that electronic mail (e-mail) is not allowed for student use. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Cite your source. If you are using the ideas or works of others, give them credit.
- Do not invade the privacy of others, or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- Do not access information that is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

