

2018-2019

Parent/Student Handbook



**LaGrange-Moscow Elementary
School**

LaGrange-Moscow Elementary School

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Desiree' Bawcum, Chief of School

Annice Paule, Deputy Chief of School

Parents, Guardians, and Students,

Welcome to LMES Tiger Nation! LaGrange-Moscow Elementary School is committed to embodying the Fayette County Public Schools' five core values of Family, Optimism, Courage, Unity, and Service in our actions each day.

A new school year is filled with possibility. It is the goal of the LaGrange-Moscow faculty and staff to make this school a place to grow, a place to learn, a place to connect, and a place to belong. In order to accomplish this goal, both home and school must work as partners. This handbook is just the beginning of our communication. This handbook is written to inform our families of the policies and procedures intended to ensure a positive, safe, and productive school year. You will not, however, find the true essence of LMES. To truly understand and appreciate what happens within these school walls, I invite you to get involved! Talk to your child's teacher, volunteer, visit classrooms, and attend events. This is where the magic happens!

Welcome home,

Mrs. Desiree' Bawcum

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.

ATTENDANCE

Academic achievement is greatly dependent upon regular school attendance. Tennessee law requires that children of school age attend school. Each student's attendance record notes absences and tardies.

GENERAL STATEMENTS ABOUT ATTENDANCE

- Attendance is to be recorded daily using Skyward. A student will be considered tardy after 8:15 a.m. If a student enters class after 8:15 a.m. without an admit slip, they will be sent to the office to get one. This ensures that the attendance for that day is accurate.
- 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.
- Attendance will not be excused by telephone calls.

EARLY CHECK OUTS

Children will only be released from school to a parent, guardian, or another authorized adult. This individual must be listed on the student release form in the office. This adult must report to the office, show proper photo identification, sign his/her name, and departure time in the school logbook. **ID is required before any child is allowed to be checked out of school.** The child will meet the parent/guardian in the office, not at the child's classroom.

Classes are in session until 3:15PM. 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 2:30PM.**

LATE ARRIVALS

If a student arrives after 8:15AM, the responsible adult **must** come to the office and sign in the student. **Students should never be dropped off at the front door.** After a responsible adult signs the student in, the student will receive an admit slip for class.

TRUANCY

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.

The teacher will give referrals of students considered to have a truancy problem directly to the Chief of School. A child is considered to have a truancy problem if there are 5 or more unexcused absences. However, teachers should report any child's name to the attendance clerk when they have missed 3 consecutive days. The attendance clerk can then run an attendance report. This will enable us to check for any students with excessive absences. The Chief of School will contact the district office personnel for intervention.

SCHOOL HOURS

The school day for students at LaGrange-Moscow Elementary School begins at 8:15AM and ends at 3:15PM. The doors open at 7:45AM. 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 8:00AM each morning. Students will be dismissed from the cafeteria and escorted by teachers to classrooms at 8:10AM.

STUDENT RECORDS

Information contained in school records is recorded in compliance with federal and state laws and is confidential. Parents and guardians should contact the school office at (901) 877-6854 regarding attendance or student records.

Notes for absences from parents or doctors will only be accepted up to five days after the absence. Notes will not be accepted after that time and the absence will remain unexcused. After ten (10) absences (excused or unexcused), the student will go to the doctor's note only list.

WITHDRAWING FROM SCHOOL

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

PROCEDURES

ANNOUNCEMENTS

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

ASSEMBLIES AND SPECIAL ACTIVITIES

Assemblies and other activities are designed to be informative and/or entertaining. Attendance at any LaGrange-Moscow Elementary function is a privilege. Students should be on their best behavior during such events. The following are to be observed:

1. Sit in your assigned seat/area.
2. Follow teacher and/or staff directions.
3. Refrain from talking during assemblies.
4. Be attentive and courteous to the participants in the activity.
5. Be hospitable to all guests in our school.
6. Respond to the participants in an appropriate manner (no booing, stomping, or disrespectful noises at any time.)
7. Leave the activity in a quiet and orderly manner.

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.

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, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

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 are okay with shirt of modest length and covers front and back
7. Ear piercings

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:

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

ELECTRONIC DEVICES - FCPS Policy 6.312

Students may possess personal communication devices so long as such devices are turned off and stored. Improper use or improper storage of a device will result in confiscation. **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. The FCPS text alert, LMES Twitter (@LMESTigerNation), and LMES REMIND will also provide text information.

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.

FIELD TRIPS

Field trips are carefully coordinated with the instructional program and must have exceptional educational value. 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.

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 on the bus.**

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 2018-2019 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 will be served at lunch in the cafeteria.

PERSONAL POSSESSIONS

The school assumes no responsibility for personal items brought to school by students. This includes jewelry, money and other items that are not a necessary part of the educational process. Due to the possibility of theft and disruption to the learning process, radios, CD/tape players, beepers, electronic toys, baseball cards and trading cards, games, toys, large amount of money, etc. are not to be brought to school.

Protect your property. Print your name in ink on all tablets, gym clothes, folders, etc., for which you are responsible. 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 8, April 26

Report Cards: October 25, January 10, March 28, May 24

TELEPHONES

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher. Parents are encouraged to call their child's teacher at a time when are not permitted to have cell phones at school.

TEXTBOOKS

All student textbooks are provided by the Fayette County Public School System to enhance the learning process. They are issued to students in grades PK-5. Textbooks must be properly maintained and returned in good condition at the end of the school year. Books may be covered when received and remain covered throughout the school year.

A "Textbook Form" is completed by the teacher recording details about the condition of each textbook when it is issued. Any previous damages to the book are recorded on this form so students are not fined for past damages. Parents should sign and return these forms to school.

VISITORS IN THE 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. Visitors are not allowed to walk children back to class. Upon leaving the cafeteria, the parent should proceed to the office to sign out.

Visitors for lunch are not encouraged until the third week of school to allow students time to acclimate themselves to cafeteria procedures.

VISITORS TO THE 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.

SCHOOL-WIDE DISCIPLINE

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) will continue 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' RRRRS!" 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

SCHOOL EXPECTATIONS	READY	RESPONSIBLE	RESPECTFUL	SAFE
Hallway	<ul style="list-style-type: none"> •Listen to teacher •Face forward with open ears •Know your destination 	<ul style="list-style-type: none"> •Help to keep areas litter free •Walk directly to your destination and return promptly 	<ul style="list-style-type: none"> •Level Zero •Keep your hands and feet to self •Hold the door for the person behind you 	<ul style="list-style-type: none"> •Walk on the third block on the right side of the hall
Cafeteria	<ul style="list-style-type: none"> •Speak your lunch number clearly •Finish eating in a timely manner •Be prepared to leave 	<ul style="list-style-type: none"> •Get everything you need when you go through the line •Use utensils and napkins •Clean up after yourself 	<ul style="list-style-type: none"> •Use soft inside voices •Say please and thank you •Chew with your mouth closed 	<ul style="list-style-type: none"> •Remain in single-file line and wait your turn •Sit with feet on the floor, bottom on the seat •Walk at all times
Bus	<ul style="list-style-type: none"> •Know your bus number •Sit quietly and listen for your bus number 	<ul style="list-style-type: none"> •Keep your bus clean •Make sure you have all of your belongings 	<ul style="list-style-type: none"> •Follow your bus driver's directions •Accept consequences 	<ul style="list-style-type: none"> •Stay seated, facing forward •Keep hands and feet to yourself •Keep head, hand and objects inside the bus
Bathroom	<ul style="list-style-type: none"> •Leave all writing utensils in the classroom •Leave the bathroom dressed properly •Wait your turn 	<ul style="list-style-type: none"> •Flush •Use only what you need of soap, toilet paper, and water •Return to class promptly •Report problems to an adult 	<ul style="list-style-type: none"> •Respect the privacy of others •Keep bathroom clean 	<ul style="list-style-type: none"> •Avoid horseplay •Shake hands over the sink •Walk at all times

DISCIPLINE - OFFENSES/CONSEQUENCES



2018-2019
Fayette County Public Schools
Discipline Form Grades PreK-5

Student Name _____

Grade _____ **Homeroom** _____

Referring Faculty/Staff _____

Location of Infraction _____ **Date of Infraction** _____

Level of Primary Infraction	Max Action Assigned To Level
Level 1 *	Level 1
<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 <input type="checkbox"/> Checking/Teasing	<input type="checkbox"/> Official Office Warning <input type="checkbox"/> 3 Days In School Suspension (ISS) <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Corporal Punishment (3 Swats) Administered by: _____ Witness: _____
Level 2:	Level 2:
<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"/> Accessory to disturbance <input type="checkbox"/> Threatening bodily harm to peers and/or adults <input type="checkbox"/> Instigating a fight <input type="checkbox"/> Theft <input type="checkbox"/> Harassment/Intimidation	5 Days In School Suspension (ISS)
Level 3:	Level 3:
<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"/> Gambling <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	5 Days Out of School Suspension (OSS)
Level 4:	Level 4:
<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	10 Days Out of School Suspension (OSS)
Level 5:	Level 5:
<input type="checkbox"/> Repeat of step 1, 2, 3, 4 <input type="checkbox"/> Bomb threat/arson <div style="text-align: center; margin-top: 5px;"> <u>The Infractions below are Automatic 180 Day (One Year) Expulsion Offenses: TCA 49-6-3401</u> </div> <input type="checkbox"/> Firearms – Possession/Use of <input type="checkbox"/> Striking staff/faculty <input type="checkbox"/> Unlawful possession of drugs	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

***Both sides of this form must be completed by referring faculty/staff member.**

CAFETERIA CONDUCT

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 voice levels.
- Misconduct in the cafeteria will be reported to the teacher and/or principal.
- Breakfast is not served after 8:15AM.

OUT OF SCHOOL SUSPENSION (OSS)

Students may be suspended or expelled from LaGrange-Moscow Elementary School in accordance with the regulations prescribed by the Fayette County Board of Education and the laws of the State of Tennessee (TCA 49-6-3401). The Chief of School and the Deputy Chief of School have the authority to suspend or expel students from school in accordance with the Fayette County Public School Policy. The infractions of school discipline in Fayette County Public Schools are listed in categories according to the seriousness of the offense.

SAFE AND DRUG FREE ENVIRONMENT

In compliance with federal and state laws, students are prohibited from possessing, using, buying and/or selling drugs, tobacco, and alcohol on school property or any school sponsored activity. Weapons of any sort are prohibited on school property. Violations will be reported to the proper law enforcement authority according to the policies and procedures of Fayette County Public School System. The LaGrange-Moscow Elementary School Parent/Student Handbook has detailed information regarding disciplinary consequences of student behavior at school. Please review this information with your child.

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 shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

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.

SCHOOL PRIDE

Each student at LaGrange-Moscow Elementary should do his or her part to keep our school looking as attractive as possible. Our school grounds, hallways, classrooms, restrooms, and cafeteria should be clean at all times. Students should not litter and should keep hands and feet off of the walls and windows. Please dispose of all litter in trash cans-not on sidewalks or school grounds.

CARE OF 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.

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.

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 principal, bus driver and Transportation Supervisor 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 Supervisor 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 school office and homeroom teacher must have a written, signed note from the parent/guardian (see below). The school will then issue the student a bus pass to be given to the bus driver.
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 buses 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.

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.

Morning Car Rider Procedure:

- Parents are asked to escort students to the cafeteria entrance door when dropping off. This will prevent students from crossing the bus lane unsupervised.

Afternoon Car Rider Procedure:

- Parents in the car rider line should remain in their cars and not call to students to cross the bus lane unsupervised.
- Each car must have a name decal issued from the office and must be displayed so that it is visible to the person calling car riders.

- o A designated faculty member will call student names out and those students will line up. Those students will be escorted by a faculty/staff member across the bus lane to their appropriate cars. All car riders should be loaded before the cars begin to move. This is for the safety of all students and faculty.

HEALTH AND SAFETY

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.

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.

*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.

2018-2019

LaGrange-Moscow Elementary School Parent/Student Handbook

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 LaGrange-Moscow Elementary School 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