



## Glenview Middle School

### Beliefs

We believe that:

- All individuals are valuable.
- Everyone has the potential to learn.
- Higher expectations yield higher results.
- Students learn best when engaged in personalized opportunities (rigor, relevance, relationships).
- Effective communication is essential for success in a diverse and global society.
- Everyone deserves a safe and positive environment that is conducive to learning.

### Mission

Glenview Middle School commits to meet the diverse needs of adolescents through relevant learning opportunities with a focus on **PRIDE** (Potential, Reflection, Individuality, Determination, and Excellence).

### Vision

We aspire to promote a positive school environment which facilitates the growth of our entire learning community.

(Academic equity and achievement, technology, diversity, citizenship, character-building, productive communication, teamwork, extracurricular activities, community partnerships)



# Glenview's Jacket Pride

## THE PLAN FOR SUCCESS

### **BE SUCCESSFUL**

Do your best in each class every day.  
Listen and follow all directions the first time.

### **BE RESPONSIBLE**

Be on time and prepared for school.  
Always have and use agenda.

### **BE RESPECTFUL**

Respect yourself, others, and their property.

### **BE SAFE**

Keep hands, feet, and objects to yourself.

# IMPORTANT SCHOOL INFORMATION

## ATTENDANCE - IT COUNTS!

It is very important that your child attend school every day. What occurs in the classroom requires the full attention and attendance of your child. A child who does not meet the attendance standards may jeopardize his/her ability to receive credit for those classes unattended. Absences should be reserved for sickness and true emergencies. Parents, help us make certain your child attends school. This simple act will reduce the chances of serious problems occurring later.

## LAWFUL ABSENCES

### (Board Policy JH)

Lawful absences will be given for personal illness, death in the family, religious holidays, or official school business. All other absences will be considered unlawful.

## EXCUSES

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. A valid excuse should include the student's name, the date(s) of the absence(s), and the reason for the absence, a parent/legal guardian signature, and a telephone number where the parent/legal guardian can be reached. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

This note is to be presented to the homeroom teacher on the **first** day (not later than the **second** day) of the student's return to school. If a note/excuse is not presented by the second day, the absence will be considered unexcused and unlawful.

The district will consider a student **lawfully** absent under the following circumstances:

- The student is ill and his/her attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- There is a doctor or dentist appointment and a statement of doctor's care verified in writing by the doctor or dentist upon the student's return to school.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- A child in foster care must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services.

## EARLY DISMISSALS

A student will be excused for an early dismissal for:

- Personal illness
- Death/sickness in the family
- An unavoidable appointment with a medical specialist\*

\* In the case of a medical appointment, a note must be presented to the office prior to the beginning of school or homeroom period on the day the early dismissal is to occur.

This note must include:

- Date
- Specific reason for early dismissal
- Parent's signature
- Phone number where parent can be reached

Parents are requested to schedule these appointments at a time that does not conflict with school hours, if possible. Early dismissal disrupts the classroom and the learning of our children. Please help us by not signing your child out early. **Any person signing out a student will be required to show a photo ID.**

**Students will not be allowed to leave unless a parent can be reached by phone or signed out by a parent.**

## TARDIES - BE ON TIME!

Tardiness is habit-forming and will not be tolerated. Any student who has not reported to his/her homeroom by 8:10 is considered tardy and should report to the office to sign in. Students who are late to school will be disciplined according to the number of tardies the student accumulates per semester.

**Strive for Perfect Attendance!**

## TARDY TO SCHOOL POLICY

5th Tardy - Warning

10<sup>th</sup> Tardy – one day afternoon detention 3:30-4:30

15<sup>th</sup> Tardy – one day of in school suspension

Subsequent accumulations of 5 unexcused tardies will result in one day of in school suspension.

## PARENTS' AND STUDENTS' RESPONSIBILITIES

Parents are expected to read this policy and not request exception for their child. Please encourage and expect regular

attendance from your child. If your child misses any classes, then he/she has missed an instructional period and a chance to learn. **Do not allow your child to be absent from school except for lawful reasons.** Parents who have unusual opportunities for an educational experience for their child outside of school should discuss the opportunity with the principal. We believe that only in rare occasions can a student miss class and still learn enough to pass the course.

## MAKE - UP WORK

The responsibility for make-up work rests solely with the student and must be scheduled at the convenience of the teacher. All make-up work should be completed as soon as possible and arrangements for the make-up work must be made within three (3) days of the student's return to school.

## ID BADGES

Students are required to carry ID badges at all times on campus. Students who ride the school bus must have ID to ride. The first ID badge and lanyard will be provided to you by the school at no cost to the student. Replacements may be purchased during homeroom. The cost of an ID is \$3 and the lanyard is \$2.

## DISTRICT DRESS CODE

### [Board Policy JCDB-R](#)

#### Items that can be worn:

1. Pants, shorts, and skirts that are worn at the waist.
2. Dresses, skirts, shorts, or pants that show no visible skin above the knee. Clothing should not touch the floor. Exceptions to length of shorts may be made for physical education, Special Olympics, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs, or midriffs, during the course of normal movement.
6. Shoes or sandals.
7. Accessories or clothing that does not pose a threat to self or others.
8. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans/pictures, and/or offensive materials.
9. Leggings, jeggings, yoga or exercise pants may be worn with a blouse, sweater, or top that comes to mid-thigh.

#### Prohibited Items:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings.
2. Items advertising alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans, pictures, and/or offensive materials.
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols.
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.
6. Sleeveless tops/shirts.
7. Clothing that is see-through.
8. Provocative and/or suggestive clothing.
9. Pajamas and/or bedroom shoes.

#### General Dress Code Statements:

1. Sagging pants will not be tolerated.
2. The school administration reserves the right to prohibit any item of clothing or symbols that is inappropriate or disruptive to the daily operation of the school.
3. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.
4. All students/parents will be given a copy of the Student Dress Code Contract to sign and return to school. Failure to return the form will not relieve a student from being held responsible for knowing or complying with the dress code.

## CONSEQUENCES TO DRESS CODE VIOLATIONS

Continuous and/or blatant violation of dress code will result in disciplinary action.

1<sup>st</sup> Violation: Warning, call parents for change of clothes (ISS if parent is not available, dress code violation form)

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Violation: Administrative referral, ISS, dress code violation form

5<sup>th</sup> Violation: Administrative referral, ISS, dress code violation form, parent conference

**Subsequent Violations may result in OSS or expulsion**

## BEHAVIOR-STUDENT RESPONSIBILITIES

Every student at Glenview Middle School has the right to the best possible education offered here. The administration and teachers are dedicated to protect this right and will discipline those students who interfere with the right.

## Here Is What Is Expected Of You:

1. Treat every member of the school community with respect: students, teachers, administrators, secretaries, custodians, cafeteria staff, visitors, etc.
2. Accept personal responsibility for proper conduct.
3. Be prepared for every class (assignments and materials).
4. Follow regulations set forth in this handbook.
5. Be on time for all of your classes. Unless you come to class with a signed pass, you will be counted late.
6. Be proud of your school and represent it well.

The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. who is on the school property.
2. who is in attendance at school or any school-sponsored activity; or whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school.

## APPROPRIATE ACTION WILL BE TAKEN AGAINST THE FOLLOWING CONDUCT

1. Classroom tardiness
2. School tardiness
3. Cutting class
4. Truancy (cutting school/3unexcused absences)
5. Lying
6. Cheating on examinations or classroom assignments
7. Abusive or obscene language, gestures, notes, or computer messages to students or staff
8. Possession, furnishing, or selling any drugs, narcotics or poisons as defined by law or school board policy
9. Any threats made to students or school personnel (implied or explicit)
10. Stealing, possession or selling stolen property
11. Any disruptive behavior that interferes with the instructional process of the school
12. Fighting, assault and battery or any acts of violence
13. Forgery
14. Smoking/possession of or use of tobacco products or paraphernalia
15. Vandalism
16. Trespassing after warning or suspension
17. Refusal to obey school personnel or agents (including volunteers, aids, substitutes or chaperones)
18. Illegally occupying or blocking school property with the intent to deprive others of its use
19. Unlawful assembly
20. Failure to complete assignments or carry out directions
21. Disrupting a school assembly
22. Extortion
23. Bomb threats

24. Possession, use or transfer of dangerous weapons
25. Sexual offenses
26. Arson
27. False fire alarm
28. Chewing gum or candy
29. Inappropriate use of the internet
30. Roaming, loitering or being out of your area without permission/pass
31. Selling of anything that is not a school approved fundraiser
32. Any conduct that may disrupt the learning environment of the school

## GLENVIEW MIDDLE SCHOOL WILL ADDRESS ANY ACT THAT INTERFERES WITH THE SAFE, ORDERLY LEARNING ENVIRONMENT DETERMINED BY THE ADMINISTRATION

### SEXUAL HARASSMENT

#### Board Policy JI

Sexual harassment of students by employees or other students is prohibited. Board policy JI - Sexual Harassment of Students specifies the definition of sexual harassment, prohibited behavior, prevention and corrective action. A copy of the policy is available in the office and in the library. Any student who feels that he or she has been the object of sexual harassment is encouraged to file and may file a complaint with the principal or the district superintendent.

### THE SCHOOL SAFETY ACT

Creates a criminal offense "Assault and Battery Against School Personnel," which is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with school in an official capacity. It is a misdemeanor.

Amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against personnel as described above.

Allows magistrates authority to exceed state penalties for assault and battery when an offense is committed against school personnel from \$500 / 30 days to \$1000 / 1 year.

Notification and inclusion in permanent record-If a student is convicted of assault and battery against school personnel, or a violent crime, the following is required:

If sentenced to either the Department of Juvenile Justice, corrections, or probation, Parole and Pardon Services, the agency will immediately notify the school where the student was enrolled or plans to enroll.

If not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within ten days of conviction.

The school administration must notify each of the student's teachers of the conviction every year that the student is in the school.

The conviction must be noted in the student's permanent record and must be forwarded to the new school if the student transfers.

Provides school immunity from civil and criminal prosecution when making a school crime report in good faith.

## FAILURE TO DO YOUR PART

Failure to do "YOUR PART" will result in the following disciplinary action.

### 1. **Detention**

This is commonly known as staying in after school. It is the simplest form of disciplinary action. Detention may be administered by the classroom teacher or the administration.

Students will be given 24-hour notice for detention.

Detention is usually from 3:30 p.m. to 4:30 p.m. on Wednesday and Thursday. Students late to D-hall will be assigned further disciplinary action for being tardy.

### 2. **In-School Suspension**

In an effort to keep students in school whenever possible, Anderson School District Five has established and supports the concept of in-school suspension for the violation of school or district policies when the school administration feels that it would be of benefit rather than out-of-school suspension.

The final decision of in-school suspension rather than out-of-school suspension will rest with the school administration.

The in-school suspension room will be supervised by a qualified staff member. He/she will be in control of the students assigned to in-school suspension (ISS) at all times.

Students assigned to ISS will be marked present at school and will be given credit for the work that his/her teacher assigns for him/her to do while in ISS.

Students assigned to ISS are expected to behave at all times. Misbehavior in ISS could lead to being given out-of-school suspension.

### 3. **Suspension**

This disciplinary action will be used after repeated violations and/or evidence of possible harm to the student or other students, either physically or educationally. A suspended student is not permitted on or near the school for any reason during the suspension (including after school activities and participation in sports). Parents will accompany students to school for a conference following any suspension.

### 4. **Recommendation For Expulsion**

The goal of Glenview Middle School is to educate all students and keep them in school for the entire year. However, when a student repeatedly fails to respond to discipline, it becomes necessary to remove the student from the regular school setting.

**Students who are late being picked up from school or an after school activity may not be allowed to attend other after school activities.**

## BUS REGULATIONS

Bus regulations will be sent home with **ALL STUDENTS** at the beginning of the school year to be reviewed by the parent and child, signed by both, and returned to the child's teacher.

If you are riding home on a different bus or with a friend, you need to have a signed note from a parent. You must take the note to the front office during homeroom so Mrs. McCorkle can call your parent. She will issue you a bus pass once she talks to a parent.

**BUS TRANSPORTATION 260-5000 ext. 10159**

## CELL PHONE POLICY

First of all, our general school and district policy is that cell phones *should not* be brought to school. However, we do understand the need for cell phones during after school hours, especially when a student is involved in after school activities and / or when a student's ride is late picking him / her up.

We do not search for cell phones unless we have reason to do so, but if they are seen or heard during the school day, the cell phone will be taken and sent to the front office

First Offense: Taken and given back at the end of the day

Second Offense: Taken and parent must pick up

Third Offense: Taken and parent must pick up

If a student has his/her cell phone confiscated four or more times, the behavior then falls under the District Five Code of Conduct Level 1- Disorderly Conduct-discipline code, which means the administration may apply sanctions which may include, but are not limited to, the following:

- Verbal reprimand
- Withdrawal of privileges
- Detention
- In School Suspension
- Referral to outside agency
- Other sanctions approved by the board.

If a cell phone is lost or stolen, the administration will make every attempt to retrieve the cell phone when possible.

## TECHNOLOGY

### One to One

Providing a safe Internet experience for our students is a top priority in Anderson School District Five. Chromebooks provide students with filtered access to a wealth of Internet resources. The Google Apps for Education Chromebook Management Console allows us to manage Chromebooks remotely. Teachers at schools in our District 1:1 Program have access to Netop Vision, which allows teachers to easily access student documents as well as monitor student activity while in their classroom.

The Management console also allows us to filter content for students who take Chromebooks home.

A One to One Student-Parent handbook policy will be shared with all students in Google Drive. These policies will be made available to students and parents on the school's website. Students will be expected to follow those policies or risk the privilege to use the devices.

In order for students to be issued a Chromebook, a student and his/her parent/guardian must sign the Student/Parent Responsible Use Agreement. **Students are responsible for taking care of their Chromebook. If a student damages his/her chromebook with charges over \$40, they will not be allowed to take their Chromebook home until charges are paid.**

## GRADING SYSTEM

- A - 90 to 100
- B - 80 to 89
- C - 70 to 79
- D - 69 to 60
- F - 59 or below

## HONOR ROLL

Honor Roll is figured every nine weeks. All academic and related arts classes are computed for the student's GPA.

**Honor Roll:** 3.625 GPA or higher

**Principal's Academic List:** 4.250 GPA or higher

## REPORT CARDS AND INTERIMS

Report cards are issued four times a year. During each nine weeks reporting period, interims are issued to all students. Students and parents are encouraged to study these progress reports together. Parents are encouraged to schedule a conference with teachers to discuss their child's progress. Parents can access grades through parent portal. Contact your guidance counselor to sign up.

## THE LIBRARY, MEDIA CENTER

The Library-Media Center, an integral part of Glenview Middle School, contains many books selected for your enjoyment, as well as to supplement your studies. There are also a variety of reference books and other materials available for use in the library. An electronic catalog is available to aid students in locating books. The library subscribes to a number of magazines and newspapers.

The library is open to students from 7:45 a.m. until 3:45 p.m. each school day. Students may come to the library any time during the day if they have a written pass from a teacher for whom they have an assignment. Students are allowed to borrow books from the library for two weeks. After this, they must be renewed. Students may have only three books checked out at a time. The library may be used by students for reference, research, recreational reading, and browsing. However, there should be no unnecessary talking or moving around in the library.

All books and other materials that are taken from the library must be checked out at the circulation desk and returned to the circulation desk. Any injury to books beyond reasonable wear and all lost books shall be paid for by the borrower. Students who owe money for lost or damaged library books may lose the privilege to purchase extra sales at lunch or to attend extracurricular school sponsored activities.

## HOMEWORK POLICY

### [Board Policy IKB](#)

Homework is an important part of the educational process. It serves a valid purpose and will be adapted to varying abilities

and needs. Homework is defined as that work assigned to a student to be completed outside the regular classroom. It shall be a relevant extension of the instructional program given only after direct instruction and guided practice.

Homework for practice is distinguished from other assignments such as reports, research projects, science fair projects, presentations, reading and writing assignments, integration and application of learned skills and take-home tests. It is inappropriate to use scores on homework for practice to determine report card grades; therefore, scores on homework for practice **will not be used** to determine report card grades. Even though the scores for homework for practice are not used to determine report card grades, the scores may be used with other daily participation scores to determine the daily participation grade that may be used to determine report card grades. Scores for all other homework assignments, such as those listed above, may be used to determine report card grades.

## PARENT-TEACHER CONFERENCES

Throughout the school year, it may be necessary for parents and teachers to meet to discuss the progress of a student. A parent and/or a teacher may request a conference at any time during the school year. All parents are requested to call the school office to arrange a conference with the teachers. The school secretary will set up a conference at a time convenient for all parties. Conferences should be arranged early in the school year if a student is experiencing difficulty during the first nine-week grading period.

### Conference Times:

Related Arts	8:15-9:00
Grade 6	2:41-3:26
Grade 7	1:04-1:49
Grade 8	10:57-11:42

## GUIDANCE

Counselors are available to help students get the most out of school. Counselors are trained to assist students with any concern by helping sort out personal problems, discussing feelings and needs, exploring options, and supporting decision making skills. Students may talk to counselors about such topics as academics, social issues, personal problems, and/or plans for the future. Information shared is confidential unless seeking additional services is in the best interest of the student and/or required by law.

## PHYSICAL EDUCATION

Your physical education classes are designed to improve overall health and muscle tone through exercises, games and sports. Students are expected to participate **daily** when scheduled for physical education class. Students will need to have paper, pencil and a class folder.

If a student is to be excused from participating in physical education, a doctor's written statement is required. This remains on file in the office.

**All students are required** to dress out daily. The required dress for PE is:

- PE uniform
- socks
- tennis shoes

Many students use the gym locker room during the day. **All items left in the locker room should be secured at all times!** Personal items should be marked or identified in some way. **Each student is responsible for the security of his/her personal possessions. The school is not liable for lost or stolen items.**

## COMPREHENSIVE HEALTH

The Comprehensive Health Education Act of 1988 was enacted by the General Assembly to promote the appreciation and understanding of health principles and problems and responsible sexual behavior. The act provides for age-appropriate instruction in topics not previously included in our health program. Because of this, our middle school health curriculum has been expanded to include units in dealing with Reproductive Health, Family Life and Pregnancy Prevention Education. Boys and girls will be in separate classes when these units are presented.

The textbooks selected for the use in the instructional program were recommended by a committee appointed by the State Department of Education and adopted by the State Board of Education for consideration by school districts. The textbooks were then reviewed by a committee of local parents, clergy, health care professionals, and educators appointed by our district Board of Trustees. These textbooks are available for your review at the school.

If you do not want your child to have this instruction, exemption forms will be available. You may wish to review the textbooks prior to making this decision. Your child will not be penalized as a result of an exemption. Procedures will be used to ensure that students exempt from the program are not embarrassed by the exemption.



## FEEES

All students are assessed an instructional fee and locker fee. The instructional fee aids the school in paying for consumable items used by students during the year.

## INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the secretary. This form must be completed by his/her parents and presented to the doctor or hospital. Cost of insurance and sign-up information can be found at the district web page ([www.anderson5.net](http://www.anderson5.net)) or by request in the office.

Students who wish participate in sports during the year need to purchase the insurance at the beginning of the year. All students participating in the Glenview football, basketball, pep squad, and volleyball programs must be covered under the school insurance plan. If parents have personal insurance, they may sign a waiver with proof of insurance opting out of the school insurance.

## LOCKERS

Lockers are provided on a rental basis for \$2.00 per year.

Under no circumstances should a student leave valuables unattended. To discourage theft, do not use your locker for such items or have them with you at school. The school cannot and will not be responsible for lost, misplaced, or stolen items or valuables. Students are discouraged from giving their locker combinations to others, even friends.

You must not tamper with lockers. Doors should be closed securely after opening. Any damage to the locker by the user will be charged to him/her. School lockers are the property of Glenview Middle School and Anderson School District Five. School officials, for health and safety reasons, may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

## TEXTBOOKS

Each student is responsible for the care of the books issued. Loss and/or destruction of these books will result in payment to the school. Found books are taken to the assistant principal's office. Students who have lost books should consult with the assistant principal for assistance.

Students are to keep in mind that books left on the grounds, in the hallways, or taken from lockers are the responsibility of the student. Therefore, students are discouraged from giving out locker combinations and leaving their books about the campus.

Students who owe money for lost or damaged textbooks may lose the privilege to purchase extra sales at lunch or to attend extracurricular school sponsored events.

## FOOD

Our cafeteria is operated under the government program for school lunches. Our cafeteria staff does its best to provide you with a nutritious lunch. The cafeteria is yours. Please help to make it a pleasant place to eat by observing these guidelines:

1. Displaying good manners at all times.
2. Practice cleanliness and sanitation; eat only from your tray.
3. Upon finishing your meal, your teacher will tell you when to return your tray and silverware to the proper containers.
4. Leave your table clean for the next person.
5. A La Carte items are available each day for student purchase.

Checks for lunch should be paid directly to the cafeteria. If you have questions about your child's account, contact the cafeteria clerk.

Prices: Breakfast- \$1.10 (regular)  
\$.40 (reduced)

Lunch-\$2.25 (regular)  
\$. 40 (reduced)

## HEALTH ROOM

### Illness at School

If a student becomes sick at school and cannot continue in class, one must ask the teacher to issue a pass to the School Nurse.

The nurse is located in the health room. All students dismissed from class because of illness should get a pass from the teacher of the class in which they are attending before they go to the health room. If a student needs to come during the change of classes, a pass should be obtained from the next period teacher. In case of emergencies, students should go directly to the health room.

Only designated personnel may assist a student in the Health Room. The Health Room will not remain open unless

supervised by an adult. If the health room is closed, students should report to the office.

Board policy states that oral medication may not be given without written consent from the doctor or parent; this includes prescription medicine and any other patient medicine. All medication must be properly labeled and in its original container and brought to the school office immediately upon the student's arrival at school. Further, prescription, herbal, and homeopathic medication must be brought to the school in a container appropriately labeled by the pharmacy, or physician, stating the name of the medication and the dosage.

**All medicines (including Tylenol) must be turned in to the school nurse at the beginning of the day to be dispensed properly.**

**Any medication found in a student's possession during the school day will be confiscated by school personnel, and the school principal will take necessary action in accordance with the school board policy.**

## MESSAGES & DELIVERIES

**Telephone messages will ONLY be delivered to students at school in extreme emergencies.** Teachers cannot be interrupted during the day for telephone calls. Messages are given at the end of the day. Please instruct your son/daughter about dismissal plans before leaving home.

No students will be allowed to place calls without permission. We encourage students to inform parents before a school event concerning time to be picked up and permission to attend instead of using the telephone at school. School events will be published in advance, stating the time they will begin and end.

## VISITORS

Parents are welcome to visit the school at any time. Arrangements may be made for parents visiting classrooms by telephoning the school office.

Students from other schools may not be on school grounds without permission of the principal. We discourage students from bringing visitors to the school as this may cause a disruption to the instructional program.

**All visitors are asked to sign in at the office and wear a visitor's pass while in the building.**

## EMERGENCY PROCEDURES

As a requirement of school safety, fire and tornado drills will be held periodically throughout the school year. You should treat all safety drills as a very serious matter.

### FIRE DRILLS

1. Teachers will explain fire drill procedures and exit routes from classrooms the first few days of school.
2. The signal for a fire drill will be a continuous uninterrupted ring of the fire alarm buzzer.
3. Students will form a line in single file behind the leader to go out the door.
4. No books or materials should be carried from the classrooms.
5. Students should walk, not run, in an orderly fashion to exits. If the assigned exit area is blocked, proceed to the nearest exit.
6. In case of an actual fire, teachers will direct you away from the fire areas.

If the fire alarm sounds during class changing times or during lunch periods, everyone should exit the building with your class via the nearest exit. Students should wait with your class until the all-clear signal is given before entering the building. If one cannot find his/her supervising teacher (e.g. – one was at the office when the alarm sounded), one should report for attendance to the flag pole by the front entrance.

### TORNADO DRILLS

TORNADO WATCH - means a tornado is possible  
TORNADO WARNING - means a tornado has actually been sighted

**The alarm signal for this drill will be given by an administrator over the sound system. Immediately following the receiving of this signal, students will move to the designated safe areas. You should line up in this manner as close together as possible.**

**\*Students who arrive to school after 8:10 will be considered tardy and must sign in in the front office.**