

**G.U.E.S. SITE INFORMATION, PROCEDURES, AND RULES**  
2017-2018

**A. SCHOOL HOURS**

Guthrie Upper Elementary hours are from 8:15-3:10. Please have your child here by 8:10. If they are not in class by 8:15 they will be tardy. Doors do not open and students are not supervised until 7:30 am. Please do not bring children to school before 7:30 am. Students that are walkers or bike riders will be dismissed once the car rider line has ended. Bus and car riding students will be dismissed at 3:10. Parents, please do not double park in front of the building. Also, pedestrians have the right of way.

**B. GUTHRIE UPPER ELEMENTARY SCHOOL PROCEDURES**

1. Please eat breakfast immediately upon arrival at school or have a seat in the hallway. The students are to remain in the assigned areas until 8:00. They will then go to their classrooms.
2. Students, on the playground, are to line up immediately when the bell rings and stand quietly.
3. Students must have a pass to be in the hall during the school day. (Example – lab class, library, restrooms, office, phone, etc.).
4. Students need to have permission from the office before they leave school grounds. Parents may sign them out in the office or notify the school giving permission for their child to leave.
5. If a student is sick and will be absent from school parents should call between 8:30 and 10:30 to report the absence. If requested, missed work can be picked up after 2:30 in the office.
6. Skateboards, roller blades, trading cards, radios, music devices, toys, electronic games, spinners, etc. are not allowed at school with the exception of special activities that the principal and teacher are aware of and have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If damaged, lost or stolen the school will not investigate the missing item.
7. Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission. Water in a clear container is allowed in the classroom. All other beverages will only be allowed in the cafeteria.
8. We understand the need for students to have cell phones for safety purposes. During the school day, the cell phone must be turned off. There will be disciplinary actions if a student uses a cell phone during the school day. If a parent needs to reach their child they may call the school office, 282-5924, and we will call for the student. GUES will not be responsible for lost, stolen or damaged cell phones.

**C. HOMEWORK**

Homework falls into three major categories. It may provide for completion of unfinished classwork, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. We believe that children in the intermediate grades should have some responsibility for completing independent work during non-class time. It is an extension of the learning that takes

place in school. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time.

Homework is to be given at the discretion of the teacher. It is intended to extend learning. Teachers will assign a reasonable amount of homework, not to exceed twenty (20) minutes per subject per night, or not to exceed a total of one (1) hour for all subjects.

#### Completion of Work

If students do not complete work during class they are expected to take that work home and complete it at home. Incomplete work will result in a zero. Any incomplete homework may result in the student attending lunch/recess detention.

#### D. STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken.

Procedures may include:

- Parents contacted by phone.
- Grade level recess detention.
- Conference with the principal.
- After School Detention: a detention program (3:30-4:30).
- Saturday school: an alternative school detention program (8:00-12:00).
- In-school supervision: 1st offense 3 days, 2nd offense 5 days, 3rd offense 10 days

#### Suspension

When other forms of discipline have been used and the student's behavior is not modified then suspension will occur. Anytime a student is physically endangering others or vandalizing school property this will may lead to immediate suspension. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior or poor work habits at school.

If students are suspended from school their work may be picked up each day at 2:30 in the office or sent home with a sibling. We do not want any student to get behind in their schoolwork and hope they will come back caught up and ready to start the instructional day without any missing work. If parents cannot pick up the work the students will have a day plus another day to make up the missing work.

#### Field Trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

***Discipline procedures for specific problems:***

***Fighting/Bullying/Harassment/Racial Comments***

Fighting will not be tolerated at G.U.E.S. due to the chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students **and/or school staff** will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out-of-school suspension

2nd offense – 5 days out-of-school suspension

3rd offense – 10 days out-of-school suspension

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include out of school suspension for the remainder of the semester and the following semester.

Please refer to Section F-41 Student Behavior and Discipline located in the GPS Policy Manual on the district website.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors located in the GPS Policy Manual on the district website.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

***Playground Discipline***

A safe and bully-free playground is expected at GUES. Any students who are not following procedures or not exhibiting proper conduct will have their names added to the “Recess Discipline Sheet”. One of the duty teachers will pick up the “Recess Discipline Sheet” from the office at the beginning of each recess. If a student’s name is on the sheet, the student will need to serve the recess in a designated area.

***Playground Rules***

It will be the option of the duty teacher to suspend dangerous play. Students are to practice good judgment and safety standards at all times. The principal may suspend any recess activity or game that they see as unsafe for the length of time deemed necessary.

- A. Students must ask a teacher’s permission to get a ball that has gone into the street.
- B. For student’s safety, there are to be no contact sports at any time. Touch football, soccer games, basketball, and tetherball games are allowed during lunch recess. For safety reasons, hard balls and wall ball games will not be allowed.
- C. Students must play only within the playground boundaries.
- D. Creating a danger to others is not permitted.

- E. Due to safety there will be no penny drops from the monkey bars.
- F. Jumping from bar to bar is dangerous. It is not allowed on monkey bars.
- G. No games or activities that could result in injury or which actions are not appropriate for school.

### ***Cafeteria Discipline***

The cafeteria is a nice place for the students to relax and enjoy a good meal. Talking with friends is fine as long as the cafeteria does not get too loud. At times our cafeteria gets too loud and the duty teachers need to get it quieter. The first step is to turn the lights off and the talking needs to stop immediately. When it has been quiet for a few minutes the lights will go back on and students may resume talking in lower voices. If the noise level goes back up the lights will be turned off until the duty teacher comes and takes the students outside to recess. Some helpful hints to a quiet cafeteria are to speak with an inside voice, only talk to the people that sit next to you, and refrain from disruptive behavior. Students may receive an After School Detention if they keep talking when the lights are off in the cafeteria.

### ***Lunch Room***

- A. Lunch and breakfast monies are to be paid to the appropriate person immediately upon arrival at school.
- B. Before leaving the cafeteria, each student must clean his/her area.
- C. Food and/or drinks may not be taken from the cafeteria unless arrangements are made by a classroom teacher.
- D. Appropriate behavior is expected when standing in line in the cafeteria.

### ***Hall Discipline***

If a student is talking, misbehaving, running, etc. in the hall a contact slip will be issued to the student. The contact slip will list the punishment according to the severity of the problem. The punishments may include the student's name recorded on the "Recess Discipline Sheet", or they may be assigned an After School Detention. These punishments are according to the severity of the problem.

### **E. TARDY/EXCESSIVE ABSENCES**

School begins at 8:15. If a student is not inside the classroom by 8:15 they will be considered tardy. A parent must sign their child into the building after the 8:15 bell. A student will also be charged with a tardy if the student is checked out prior to the end of the school day (3:10 pm). An excused tardy will only be permitted if a Doctor's note accompanies the student late for school and the parent signs the student into school. After a student has acquired 5 tardies within a semester they will receive a warning. When a student reaches 10 tardies, they will be assigned Lunch/Recess Detention in the ISS room for one day. After a student has acquired 15 tardies within a semester they will receive a week of Lunch/Recess Detention in the ISS room. If a student acquires 20 tardies in a semester, they will be assigned After School Detention. Any tardies beyond 20 within a semester may be addressed by Saturday School or ISS. Six tardies will equal an absence.

There will be times that GUES offers an "incentive" reward. Participation in the incentive will be dependent upon student behavior and attendance. In this situation "excused" and "unexcused" will apply to the expected attendance rate.

### **F. TRAFFIC CONTROL**

It is our aim to keep traffic moving safely and smoothly in front of the school. All cars should turn west off of Walnut onto GUES Circle Drive. Parents should let their child out and pick the child up

in the marked loading/unloading zones in front of the building. These zones will be clearly marked with paint or signs. Drop –off in front of the building will begin at the south end of the sidewalk and extend the length of the sidewalk. Multiple cars may unload at once to speed the process along. Pick-up will start at the front of the curb by the walkway and extend west along the curb for 4<sup>th</sup> and 6<sup>th</sup> graders. 5<sup>th</sup> grade students (and anyone who rides with a 5<sup>th</sup> grader) are to be picked up on the east side of GUES. The cars are to drive south on Walnut and students will begin loading at the pick-up sign. This way several students may load/unload at the same time. Please do not let your child out in the front parking lot and have them walk across the walking zone made for teachers. This will alleviate students crossing in front of moving vehicles. The parent can exit onto BlueJay Alley, which takes them to Crooks Drive or they may circle around in the front parking lot and exit back onto Walnut. Please do not drive around cars that are letting students out of their vehicle or pass other vehicles on Walnut. Walnut is a two-way street. Always be aware of students that are walking, riding bikes, or going to their car. Parents are not to let students off or pick students up on Walnut, at the high school, in the 6<sup>th</sup> grade parking lot, or by the GUES bus zone. Buses unload on the west side of the building and students enter through the cafeteria doors. Please do not drop off car riding students in or around this bus loading/unloading area.

#### **G. GIFTED/TALENTED POLICY**

Guthrie Upper Elementary School’s committee will identify students for the gifted/talented program by reviewing I.Q. scores (97% or above). Letters will be sent to parents of students who qualify giving them the option for the participation in the Gifted and Talented Program. Parents who do not want their child to participate will sign a waiver, which will be kept on file at Guthrie Upper Elementary School.

#### **H. PARENT RESOURCE CENTER**

G.U.E.S. is proud to offer a parent resource center. The center has over 115 items on inventory to help parents with different issues they may be facing with their child. The inventory materials include books, bibliotherapy books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please take advantage of this wonderful resource.

#### **I. SCHOOL CREED**

Today I will be Respectful, Responsible, Safe and I will strive for success.

#### **J. Visitors at GUES**

Visitors at GUES must enter the building through the front doors. A doorbell system is in place and a school secretary will unlock the door after acknowledging guests. Once in the building all guests are required to check in at the office and wear a visitor’s badge while in the building. All of these precautions are for the safety of our students.

#### **K. Outside Deliveries**

Outside deliveries from outside companies and/or parents will be accepted only if there is parental help to assist in the collection, organization, and distribution. Items may be held in the office and delivered to the students within the last hour of the day.

**L. Listed below are activities that have been available to GUES students in recent years. (Availability of such activities is dependent upon securing an activity sponsor.)**

### **ACADEMIC TEAMS**

The Upper Elementary School fields a 5<sup>th</sup> grade and a 6<sup>th</sup> grade academic team. Each year students try out for the teams. Once selected the teams practice throughout the year. They attend several academic meets during the year. In the past our academic teams have experienced success by bringing home the district championship trophy.

### **HONOR CHOIR**

We are very proud of our Honor Choir program at G.U.E.S. Early in the fall students can try out for our school choir. There is a set limit of students that can make it. Once a student is in Honor Choir they have to work very hard. First, a student has to maintain their grades and have good behavior at school to stay eligible. Then they practice 3-4 times a week in preparation of concerts and contests. Throughout the school year the choir participates in programs at various events around the state. Our Honor Choir usually receives excellent ratings at contests they attend. Each year several of our choir members receive individual honors for outstanding achievement.