



MERRYHILL SUMMERLIN

*Home of the Mountain Lions*

Grades Infants-6<sup>th</sup>

School Expectations Guide 2024-2025

# Welcome to Merryhill Summerlin

Our school's mission is to support the development of students with active and creative minds, a sense of understanding of the world around them, and a passion for life-long learning and service. We stress the total development of each child - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports individual differences and learning styles through developmentally appropriate practices, academically challenging curriculum, and the integration of technology.

We believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we have built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through social awareness. They learn to work together, making the most of everyone's talents.

Our pursuit of excellence as a school depends on each student's desire to pursue his or her talents and academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe this is best accomplished when an administration with vision, a committed faculty, supportive Families, and focused students work together.

## Guide to Terms

We strive to use language that embodies our Culture of Care, which emphasizes relationships in schools and workplaces, and for that reason, we use language that supports diversity, inclusion, and belonging. Throughout this Expectations Guide, we use "us" and "we" to refer to us, the School. Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, or another similar title at the School. "Family" or "You" to refer to you as the parents, legal guardians, and other trusted adults that care for your children. We use "Child" or "Student" interchangeably to refer to our students, your children.

# SCHOOL CONTACT

## **Merryhill Summerlin Preschool**

2150 Snow Trail Las Vegas, NV 89134

Front Office Phone: 702-242-3230

Front Office Fax: 702-242-1479

Website: <https://www.merryhillschool.com/preschools/las-vegas/summerlin/>

## **Merryhill Summerlin Elementary and Middle School**

2160 Snow Trail Las Vegas, NV 89134

Front Office Phone: 702-242-8838

Front Office Fax: 702-242-8830

Website: <https://www.merryhillschool.com/elementary/las-vegas/summerlin/>

Facebook <https://www.facebook.com/MerryhillSchoolSummerlin>

Instagram: @MHSSummerlin

## **School Administration**

Title Name Email

Head of School Jami Yingling [jami.yingling@merryhillschool.com](mailto:jami.yingling@merryhillschool.com)

Principal (PS) Erika Van Rhyn [erika.vanrhyn@merryhillschool.com](mailto:erika.vanrhyn@merryhillschool.com)

Assistant Principal (ES/MS) Marcel Ludlow [marcel.ludlow@merryhillschool.com](mailto:marcel.ludlow@merryhillschool.com)

Assistant Principal (PS) Regina Mertz [regina.mertz@merryhillschool.com](mailto:regina.mertz@merryhillschool.com)

Enrollment Director Linda Gambon [linda.gambon@merryhillschool.com](mailto:linda.gambon@merryhillschool.com)

Office Administrator Shelby Haines [shelby.haines@merryhillschool.com](mailto:shelby.haines@merryhillschool.com)

Office Administrator Kimberlee Butler [kimberlee.butler@merryhillschool.com](mailto:kimberlee.butler@merryhillschool.com)

# School Calendar

# SCHOOL HOURS

Campus Hours of Operation: 7:30AM-5:30PM

## Academic Hours:

Preschool Academic Hours: 8:30AM-3:00PM

Elementary School Academic Hours: 8:00AM-3:00PM

Middle School Academic Hours: 8:00AM-3:15PM

## Arrival & Dismissal Hours:

### Preschool

- AM drop off for non-B&A students: 8:15AM - 8:30AM
- PM pick up for non-B&A students: 3:00PM – 3:15PM

### Elementary

- AM drop off for non-B&A students: 7:45AM-8:00AM
- PM pick up for non-B&A students: 3:00PM-3:15PM

### Middle School

- AM drop off for non-B&A students: 7:45AM-8:00AM
- PM pick up for non-B&A students: 3:15PM-3:30PM

## Before and After School Hours:

### Preschool

- Before School Program Hours: 7:30AM - 8:15AM
- After School Program Hours: 3:00PM – 5:30PM

### Elementary

- Before School Program Hours: 7:30AM - 7:45AM
- After School Program Hours: 3:00PM – 5:30PM

### Middle School

- Before School Program Hours: 7:30AM - 7:45AM
- After School Program Hours: 3:00PM – 5:30PM

# What Do You Need to Do Before School Begins?

1. All Back to School Paperwork must be submitted before the first day of school and is required for all students.
2. Elementary and middle school students should provide their own backpack.
3. Students must adhere to the Nevada Immunization requirements at all grade levels and will not be able to attend should immunizations not be up-to-date as per those regulations.
4. Review arrival/departure procedures below.
5. Uniforms should be purchased prior to the first day. Review uniform details below.  
Should delivery of uniforms be delayed, students are permitted to wear plain navy or white polo shirts with khaki or navy bottoms in the interim.

## Preschool Required Paperwork

1. Applicant Information Form
2. Tuition Agreement Form
3. Consent Forms
4. Family Handbook Acknowledgement Form
5. Merryhill Family Questionnaire
6. Copy of Current Immunizations
7. Copy of Birth Certificate
8. Health Statement
9. Parent Orientation Acknowledgement Form

## Elementary and Middle School Required Paperwork

1. Applicant Information Form
2. Tuition Agreement Form
3. Consent Forms
4. Family Handbook Acknowledgement Form
5. Copy of Current Immunizations
6. Copy of Birth Certificate
7. Health Statement

## 8. Parent Orientation Acknowledgement Form

# ARRIVAL AND DEPARTURE PROCEDURES

To maintain safety and security, it is imperative that all families follow the school's arrival and departure procedures. Students will only be released to a family member (parents/guardians and other authorized individuals) listed on the emergency information form. Students will not be released to a family member (a parent/guardian or any other authorized person) who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up.

Elementary and middle school students arriving late to class will need a tardy pass from the office. Please make every effort to have your child arrive on time. If you need to pick up your child early, please go to the office to sign your child out.

Please obey the speed limit (5MPH) in the parking lot and use caution at all times. It is extremely important that all families follow our arrival and departure procedures to ensure the safety of all. Please be patient, especially during the first two weeks of school. Please notify the office of any changes in authorizations or emergency information.

## Drop Off Procedures

### Preschool

All students must be checked into the school, using their personalized PIN number on the iPad in the front lobby (prior to entering their classroom). Students then will be walked into their classrooms by their parent/guardian or any other authorized person. At this age, we do not offer carline style drop off. To avoid classroom disruptions, we ask that all students are dropped off by 9:30AM. Any drop offs after 9:30AM will result in administration taking your child to their classroom. We ask that you notify your child's teacher via the Links to Home App if they will be arriving at school late due to an appointment.

### Elementary and Middle School

In the morning, carline drop off will be offered.

- Parents may also park and walk their child onto campus until 8:00AM, though curbside drop off

is recommended to help move traffic through the parking lot and move students into the building quickly.

- If arriving late to school, parents must park and escort students into the building, where they will be checked in at the front desk in order for attendance and arrival time to be logged. Parents may not escort students to classrooms when arriving late.

## Pick Up Procedures

### Preschool

Parents/guardians and any other authorized person will pick students up from their classroom and then check them out using their personalized PIN number on the iPad in the front lobby.

- Late pick ups after 5:30PM will result in a late fee of \$5 per minute

### Elementary and Middle School

Parents/guardians and any other authorized person picking up their students will pick up students using carline. Please have your pick up pass displayed from your rearview mirror. Carline for elementary students grades Kindergarten-4th grade will begin at 3:00PM. Carline for middle school students grades 5th-6th grade will begin at 3:15PM.

- Please display your pick up pass from your rear view mirror with your student's name and
- Late pick ups after 5:30PM will result in a late fee of \$5 per minute
- Merryhill School staff is not responsible for ensuring your student's seatbelt is fastened prior to your departure.

## Parking Lot Reminders

- We ask families to cooperate with the school by following the basic rules during car drop-off and pick-up. While on school property, adhere to a 5 MPH speed limit and refrain from using cellphones.
- Park in designated spaces. Use the sidewalks/walkways leading into the building and proceed carefully through the parking lot.
- Families, students, and visitors enter through the main double doors from the outside, families will enter by either ringing the doorbell or by using their access code on the keypad unlocking the doors to the lobby area.
- Parking in handicap spaces is prohibited unless you have the proper permit.



# COMMUNICATION TO FAMILIES

In order to stay informed, be active in school programs, and be an integral part of your child's academics, please take advantage of the following communication pieces:

- **Weekly Newsletters** – Every Friday a newsletter will be emailed to provide families with upcoming school-wide events, special dates, and important reminders.
- **Classroom Newsletters and Calendars**
  - Preschool** Your child's teacher will provide you with a monthly calendar and newsletter to inform you of important and upcoming dates and events within your child's classroom
  - Elementary and Middle School** Your child's teacher embeds a weekly newsletter in our school's weekly communication. Be sure to read through the communication weekly.
- **End of Month Folders – (Preschool only)** Every month, students will bring home a folder containing completed assignments with pictures and activity descriptors attached. In here you will also find a parent letter, which includes a list of skills learned at school that month, as well as activities to do at home. Folders should be returned to school empty. Student work remains at home.
- **Friday Folders- (Elementary/Middle School Only)** Every Friday, or last day of the school week, Friday folders will be sent home with information for upcoming events.
- **Email** – Email is an excellent way to communicate with your child's teacher(s).
- **Links to Home App – (Preschool only)** To avoid class interruptions, you can always utilize the "chat" feature on the app to communicate with your child's teacher. They will respond at their earliest convenience.
- **Phone Calls** – To avoid class interruptions, we discourage teachers and students from receiving phone calls during instructional hours. Phone messages can be left with the front office, and calls will be returned at the earliest opportunity. If it is an emergency, please notify the front desk so you can be assisted appropriately.
- **Online Access to Grades** – In August, each family Kindergarten through 6th grade will have access to the Alma parent portal which houses grades. Be sure to check this often to keep informed on your student's assignments and their current progress. Grades are updated weekly.
- **Conferences** – Family-teacher conferences may be scheduled throughout the year as needed. There will be two conference dates during the year in which school will not be in

session to allow for conferences to take place (this does not apply to our youngest learners who do not wear uniforms). For a conference outside of these pre-scheduled dates, contact your child's teacher through the office or email. Due to time constraints, after-hours meetings are not available unless a request is made in advance. Conferences may be scheduled in person or on Zoom.

In the event of an adverse or emergency situation affecting our campus, communication may be sent to families using an automated emergency notification system. This communication will be sent to primary email addresses the families have provided to the school, so it is essential that these are current. Should a family need to update their child's demographic information (address, phone, email) they may use the Alma link on our school website.

Communication is essential for strong family-school relationships. We value your suggestions, questions, and concerns. As a general rule of thumb, it is best to begin with the person in closest contact to the question or concern. Front office staff are a great source of daily information and often will be able to either provide an answer immediately, or direct your queries.

## FAMILY INVOLVEMENT AND SPECIAL EVENTS

Families are invited to attend special events throughout the year, such as holiday parties, multicultural weeks, school picnics, winter and spring programs, and other social events. Please review the school calendar/school newsletters to remind you of these fun events.

Birthday celebrations are welcome. If your child has a birthday that falls on a weekend or holiday, we can celebrate it on the closest school day before or after the actual birthday. Please make special arrangements with your child's teacher regarding scheduling a birthday celebration and providing nutritious, store-bought snacks/treats. Any celebration must not impede the learning in the classroom. We are unable to host luncheons or parties at school, please reserve these for the weekend.

Families are encouraged to participate in the Parent Teacher Organization at our campus. This is a great way for families to meet and have fun! The committees will host special events throughout the year, welcome new families, support school activities (e.g., book fairs, family picnics, teacher appreciation week, etc.) and build a stronger school community. If you are interested in joining our PTO, please contact your administration team.

# FIELD TRIPS

Elementary and Middle school students will be permitted to participate in field trips if the family gives written authorization. The school will contract with a service or use school owned buses to supply transportation for these student field trips.

# ATTENDANCE

It is our expectation that all students will be present for school each day, when they are healthy enough to do so. Please call or email the school to notify us when your child will be absent and the reason. Students with unexcused absences may be unable to make up missed assignments. We discourage lengthy vacations during the school year, but we do understand that it may be necessary. Merryhill Summerlin requires at least one week's notice of travel to the front office and the classroom teacher so that assignments can be provided to the student. • All assignments are required to be completed and returned to the teacher on the day the child returns to school.

- The teacher may give additional assignments that were given during the child's absence once the student returns.
- Due dates for any additional assignments will be provided by the teacher.
- Without 1-week prior notice, assignments may not be provided ahead of time. If this occurs, the student will need to complete all missed assignments once they return to school. All assignments not received will be graded as incomplete and the child will receive a grade as though they were present for each assignment.

If your child's absences become excessive, the teacher and administration will request a conference to determine how to remedy the situation. Please consult with the administration if you have any questions or concerns.

Student tardiness to school is sometimes unavoidable. A pattern of repeated lateness, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us

preserve the importance of the academic day by helping students arrive on time. Excessive tardiness may result in dismissal.

Any student who has an excused absence is responsible for making up missed work. Students will receive one day for each day missed. Failure to make-up work will impact a student's progress and overall grade.

# HOMework GUIDELINES

Learning does not end arbitrarily at the end of the school day and can take place in all environments and at all times. Young people need to gradually develop independent study habits in preparation for further academic pursuits. Recognizing these facts, Merryhill Summerlin sets guidelines for homework completion. The assignments given will reinforce previously taught skills and will provide meaningful practice for mastery. A general, but not rigid, guideline for homework time per night is as follows:

- Pre-K:
  - Homework is optional and is prepared in the form of weekly packets. Occasionally projects may be included.
- Kindergarten: 15-20 minutes
  - Typically prepared in the form of weekly packets. Projects may be included. ●
- Grade 1-2: 20-30 minutes
  - Typically prepared in the form of weekly packets. Projects may be included. ●
- Grades 3-4: 45-60 minutes
  - Students will be assigned homework daily and will be provided a planner to record daily and long-term assignments. Projects may be included.
- Grades 5-6: 60-90 minutes
  - Students will be assigned daily and long-term assignments/projects which can be recorded in a Merryhill planner or monitored through Schoology.

## Homework Tips and Policies:

- Organization is a key to homework success.
- If your child is spending an inordinate amount of time on homework or seems to not understand the concept covered, please arrange a time to speak with the teacher.
- Note that not all assignments are due the following day. It is important for students to work on homework daily, even if it is not due until the end of the week. Procrastination is not a

value we want to foster.

- If homework is not complete at the beginning of class, it is considered late. Late work is accepted for partial credit (amount of credit determined by each teacher). It is the student's responsibility to turn in missing assignments.

# REPORTING STUDENT ACHIEVEMENT

## Preschool

Student achievement is officially reported to families at the end of each trimester with their progress reports.

## Elementary and Middle School

Student achievement is officially reported to families once per quarter. Progress reports are distributed at mid-quarter and report cards are distributed at the end of each quarter. Each teacher calculates grades using his/her grading plan which includes daily assignments, tests/quizzes, projects, homework, and participation. Grades reflect a student's effort and responsibility and it is stressed that grades are earned, not given, and belong to the student and not to the teacher or the family.

Report cards are most effective when they clearly communicate a student's learning and identify strengths as well as developing areas. A comprehensive report also assesses both academic and social development, is aligned with academic standards, and supports self-evaluation. In order to provide a more comprehensive look at a student's performance and to convey more detailed information about what a student is learning and at what level it is being demonstrated, we will continue to use the hybrid report card model. We pride ourselves on providing clear and detailed communication and want to ensure that each tool we use is providing rich information for our families and students.

Family/Teacher conferences for all students will be held in October and February. During these conferences, students will not be in school (please refer to the school calendar). Additional conferences with teachers and/or school leaders are available upon request. Please do not request a conference during the first two weeks of school as it is too difficult to properly assess your child's work. Children may take two weeks or more to adjust to the new environment.

# LIBRARY SERVICES

Checkout period is for approximately 14 days. All books are to be returned to the return drop box. Please do not have students bring their books to the library to turn them in. If a student does not return their library book, they may borrow another book while on campus. Students will not be permitted to check out another library book until the late book is returned. If a book is lost, the student's Family must replace the book. Purchase of the book will clear the student's library record.

# SCHOOL UNIFORM AND DRESS CODE

Our mission is to provide a secure, safe, and supportive learning environment for our students. The school uniform and dress code policy supports the classroom learning environment so all students have the opportunity to learn, grow and discover their sense of self during their years at school. Being well-groomed and appropriately attired for school, and all school related activities, is an important step in helping nurture students' confidence in themselves, their academic pursuits and personal achievements as part of our community and beyond. **Please be sure to label all sweaters, jackets and P.E. uniforms.**

*Uniforms are required for all students in Beginners – 6th Grade.*

## Ordering Instructions

1. Go to [www.globalschoolwear.com](http://www.globalschoolwear.com)
2. In the FIND YOUR SCHOOL section, please enter either your Partner School Code **MERRS7** or search by school name. Please also select your student's grade, gender and program type.
3. The website will automatically apply logo requirements (or options) as determined by your school's administrative team.
4. Once you have identified a product for purchase, select your color, size, logo (if applicable), and quantity. After clicking "Add to Cart", the items will be added to your

- shopping cart, and you will be prompted to either Continue Shopping or Checkout Now.
5. If you have questions about sizing, click on the Size Chart link. If you still have questions after using our Size Chart, please call the toll-free customer service number below; our customer service team will be happy to assist.
  6. Upon placing your order, you will receive an email confirmation that your order has been received. Once your order has shipped, you will receive an email confirming ship date and tracking information.

*Please allow 10-12 business days from the time your order is placed for it to be delivered.*

7. Your order history will be stored in your account, and you can come back to the website anytime, 24/7, to place additional orders.

*For all customer service questions, please call 1.877.825.2860*

## Preschool Extra Clothes

Students enrolled in the preschool program are required to bring an extra pair of clothes to store in the classroom. All extra clothes must comply with uniform colors. Ex: white, light blue, or navy solid colored tops/dresses and khaki or navy bottoms.

## PE Uniforms

PE uniforms may be worn in place of regular school uniforms on designated PE days.

## Spirit Wear and Spirit Days

Every Friday, students may wear Merryhill spirit t-shirts and uniform bottoms. Please note that spirit shirts are not part of the daily school uniform and should not be substituted for required uniform polo.

Non-uniform dates will be communicated in the weekly school newsletter.

In addition to those outlined on the Uniform Guidelines below, students must also adhere daily to the following standards:

- Socks, tights and leggings must be of solid color (white, navy, black or gray).
- Sensible, safe, and comfortable closed toe shoes, with a back strap, are required. UGG-type boots and plastic soled shoes are to be avoided. Crocs are not permitted.
- Hair must be of natural color and cannot extend into the eyes in a way that obstructs learning.
- Alterations to the uniform are unacceptable; i.e., shortening skirts, rolling, or other types of alterations.
- Clothing must fit, which means no sagging, no shortening of length, or too tight.
- No extreme make-up.
- Bangle bracelets cannot exceed three.
- No dangle earrings, body piercings or tattoos
- Baseball caps, visors, and hats must be worn outside only. When caps and hats are worn, the bill of the cap must be facing forward. Bandanas are not permitted.
- All outerwear must be free from inappropriate slogans or pictures.

### Free Dress Code for Students:

- Clothing cannot promote or advertise rock groups, alcohol, tobacco products, violence, foul language, or other offensive symbols.
- Skirts and dresses must be fingertip length.
- Backless attire and/or off the shoulder, halter, spaghetti straps, or low cut necklines are not permitted.
- Shirts must be long enough to cover the stomach and back when arms are extended above the head. Absolutely no midriffs, sheer, or see-through clothing permitted.
- Clothing must fit, which means no sagging, or too tight.
- Undergarments may not show.

### *Consequences for Dress Code Violations*

- 1st offense: Dress code violation note sent home.
- 2nd offense: Change clothing.



- 3<sup>rd</sup> offense: Change clothing and possible lunch detention.
- 4<sup>th</sup> offense: Change clothing and possible suspension.
- During special functions such as a school dance, the student will be asked to go home and change

# NUTRITION

## Hot Lunch Program

Our hot lunch program is provided through Better Lunches, and can be purchased directly through their website, [www.mybetterlunch.com](http://www.mybetterlunch.com)

Preschool campus code: SNOWP

Junior Kindergarten, Elementary and Middle School campus code: SNOW

If not purchasing hot lunch, students should bring lunch from home daily.

- Preschool lunches are consumed in the classrooms. Microwaves and refrigeration are not available for student lunches. Ice packs are recommended to keep lunches cool. Lunch times are as followed:
- Preschool: 11:30AM-12:00PM
- Kindergarten & 1st grades: 10:55-11:45
- 2nd & 3rd grades: 11:50-12:40
- 4th-6th grades: 12:45PM-1:15PM
- Napkins and utensils are also available for students.
- On the occasion that a student arrives at school without lunch, families will be called. Emergency lunches are available for \$10.
- **We are a nut free campus.** No foods containing nuts are permitted in student lunches or snacks. **This includes Nutella.**
- Any food allergies must be reported to the front office.
- A morning and afternoon snack is provided for preschool only; students in preschool can also bring their own snacks.

- Elementary/Middle School students will be provided with a nutrition break. Please have your student pack a healthy snack for these breaks.

## Extended Day Programs/Camps/Clubs

Our school offers an extended day program that enables students to arrive as early as 7:30AM and depart as late as 5:30 PM. Additional fees apply.

Students are expected to adhere to the school's behavior code and expectations during the various school sponsored after school activities, extended day and extracurricular club activities. Students are not permitted to bring to school electronic devices, such as but not limited to, iPods, video games, MP3 players, or CD players. All types of trading cards should remain at home.

### *Before and After Care Program (B&A)*

The after school program consists of daily activity rotations Monday through Friday for students in K through 6th grades.

- After School program hours are 3:15PM-5:30PM. Students not enrolled in the B&A program should be dropped off no earlier than 7:45AM and picked up no later than 3:15PM.
- The After School program is highly structured, and runs concurrently with clubs and classes. • Students enrolled in after school clubs and classes do NOT have to be enrolled in the B&A program, but should be picked up immediately following the club or class.

### *Clubs and Classes*

Our after school programming extends student learning beyond the academic day through fun and creative options for all students.

- After school club and class options change throughout the year with new catalogs updated and emailed to families three times each school year: Fall, Winter, Spring.
- The Fall Catalog will be made available to families in late August. The catalog will contain descriptions for each club/class, including designated age group, cost, dates, and times for each option. The Fall Session is expected to run for 10 weeks from mid-September through mid-November. Each subsequent session runs for approximately 10 weeks with exact dates TBD.
- Clubs and classes range from \$100-\$200/10 week session (a total of \$10-12.50 per club/class) depending on the supplies required.

- A QR code will be included in the catalog for online enrollment submissions.
- In general, most clubs/classes run once weekly from 3:15-4:30. K-6 students enrolled in these earlier lessons/clubs will be dismissed from class on the day of their lesson/club.
- After school clubs and classes are taught by Merryhill Staff, as well as outside vendors who bring their courses to our campus.
- We do expect that classes will fill quickly, and encourage prompt registration and payment to ensure your child's space. Spaces are filled on a first come, first serve basis. When filled, a waitlist is formed.

## STUDENT CODE OF CONDUCT

Families are required to review these respective codes with their students. Students and Families are expected to adhere to these documents throughout the school year. By enrolling your child in our school, we expect that they agree to the Code of Conduct below. Families are expected to explain and share this Code of Conduct with their child.

### *Behavior Policies:*

- Individual class rules are established by the classroom teacher with student input. Rules will be stated in positive terms and posted within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced.
- Consequences include reflection on the part of the student and the identification of appropriate choices.
- With recurring inappropriate behaviors, the goal is to teach and reinforce the appropriate choices through assigned recovery time. Individual behavior plans may be required if behavior is frequent and not redirected through varied techniques.
- Recurring inappropriate or difficult behaviors may be documented by the classroom teacher and communicated directly to family. Depending on the severity and frequency, a student may be referred to the office.
- Notification of an office referral will be communicated to the family by the administration.
- Consequences will be designed to fit the needs of individual students and/or situations.
- **Behaviors that put others or self at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom. Any type of unwanted or aggressive behavior will result in the student being sent home for the day. If this type of behavior continues, students are at risk for longer suspension and possible expulsion.**

### *School Agreements:*

- Mutual respect of things, ourselves, and others

- Attentive listening
- Appreciation of others
- Positive participation in school activities

## Elementary/Middle School Student Code of Conduct

### *At all times, students are expected to:*

1. Be respectful of others (share, collaborate, use appropriate language and humor, no bullying, fighting)
2. Be honest
3. Be respectful of school property (clean-up after self and others, no graffiti, eat in designated areas only, no gum on campus, dispose of garbage, keep books and equipment in good condition)
4. Maintain safe body (walk, quiet voices, no throwing of objects, no pushing, follow playground rules)
5. Be respectful of all staff and follow instructions given
6. Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms)
7. Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, good sportsmanship)
8. Be in appropriate uniform

### *Within the classroom, students are also expected to:*

9. Complete all assignments and come to class prepared (paper, pencil, notebooks, planner, books)
10. Be respectful of teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times, raise hand)
11. Follow established rules as well as those specifically assigned by each teacher
12. Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected. Time missed beyond reasonable expectation may result in consequence.
13. Complete own work. Students may not copy the work of others, peers or authors, without citing their sources. If a student is caught cheating or committing plagiarism, they will be assigned a zero on the assignment/test/paper and family will be notified. If the behavior is repeated again during the school year, a conference will be held with the family and child. This could result in a suspension or removal from the school.

## *Disciplinary Action*

It is the goal of our school to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Positive reinforcement remains the utmost focus to strengthen FIERCE actions and choices.

However, consequences for behaviors contrary to expectations may include but are not limited to. Depending upon the offense, other disciplinary measures may also include the following: ● Verbal warning and/or redirection

- Removal from the classroom or school activity
- Written notification to Family
- Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
- Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or miss tests.
- Expulsion – Students are dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or Families.

Most behaviors do not proceed past steps one or two and families are not notified under these circumstances unless the behavior procedures are required on a regular basis. If a child's behavior moves beyond step two, the family will be notified.

## **Cell Phones:**

Cell phones are allowed on campus (at your own risk), but we encourage students to leave them at home.

- Cell phones and smart watches are not permitted to be used during the school day and should be stored in their backpack. If these devices are out and/or in use without permission, they will be confiscated. Confiscated items are given back at the end of the day to the students.
- After multiple offenses, families will have to pick up the device from the front office.



## Parent Orientation/School Expectations Acknowledgement Form

---

Students Name (please print)

The information in this guide applies to all students and parents. Your signature means that you have received this Expectations Guide and understand the policies and procedures of our campus, and agree to abide by it, as will your child(ren).

---

Full Name

---

Relationship to Student

---

Parent Signature

---

Date

---

Full Name

---

Relationship to Student

---

Parent Signature

---

Date