

Saranac Central School District



Morrisonville Elementary School

Parent ~ Student Handbook

2023 - 2024

Saranac Central School District
32 Emmons Street, Dannemora, NY 12929
(518) 565-5600
Mr. Javier Perez, Superintendent of Schools

DISTRICT VISION STATEMENT

To provide for the Saranac District Community a strong foundation for its children that will enhance their strengths and inspire them to become lifelong learners and productive citizens.

DISTRICT MISSION STATEMENT

To provide learning experiences that foster excellence, empowering all students to achieve their greatest potential, and preparing them for the challenges of 21st century society. To offer nurturing support that will help students apply acquired knowledge in life situations and achieve their goals.

Morrisonville Elementary School



Vision

Our vision at Morrisonville Elementary School is to foster a positive school family culture that inspires everyone to confidently soar. We believe in open hearts and challenging our minds to continually grow and reach our dreams.

Mission

Our mission is to build strong connections through meaningful relationships. Mindful support ensures that all students will learn in a safe, caring environment. Students will encounter rich, varied experiences that will meet their unique learning styles. By our example, we will challenge our students to be critical thinkers and problem solvers who lead with their hearts as well as with their minds in an ever changing world.

Table of Contents

Morrisonville Elementary Vision/Mission	3
SCSD Goals / Objectives	4
BOE Members /Morrisonville Elementary Faculty	5-6
Student Conduct / PBIS	7
Parental Involvement	7-9
General Information A to Z	10-13
Academic Information	13-14
Special Services Areas	14 -15
District Transportation	16-17
Cafeteria / Nutrition Services	17-18
Health Services	19-20
Bullying / Harassment / Hazing / DASA	20-21
Disciplinary Procedures	21-22
Public Conduct on School Property	22-23

Morrisonville Elementary School

Principal: Kathleen Moore ~ kmoore@saranac.org

Main Office Secretary: Shawna Dutko ~ sdutko@saranac.org;

Brittany Bowen ~ bbowen@saranac.org

Office Phone: 565-5980

Fax Number: 565-5972

Office Hours: 7:15 a.m. to 3:00 p.m.

Instruction: 7:30 a.m. to 1:35 p.m.

Teachers: 7:20 a.m. to 2:35 p.m.

Nurses' Office: 565-5923

Director of Special Services: 565-5646

School Lunch Manager: 565-5705

District Office: 565-5600

Bus Garage: 565-5630

* Start here with bus issues

Buses Release Students: 7:20 a.m.

Afternoon Dismissal: 1:35 p.m.

When your child is sick:

Please call the main office before 7:40 a.m. at 565-5980.

An absence excuse must still be sent from home when your child returns to school.

Saranac Central School District Goals & Objectives

- **Basic Skills:** To master the basic skills of communication and reasoning necessary to live a productive life, including reading, writing, speaking, listening, mathematical computation, problem solving, planning and evaluation.
- **Health: Mental, Physical and Emotional:** To have the ability to maintain one's mental, physical and emotional health. Areas to promote this include health habits necessary for physical and emotional well-being.
- **Knowledge:** To understand the humanities and social and natural science at a level required to participate in this complex world. Our students must know where to find information and then apply this in solving problems.
- **Cultural Appreciation:** To obtain an appreciation and knowledge for our cultural heritage and to have the ability for creativity, worthwhile recreation and self-renewal. Our young people should be able to develop individual talents and make wise use of leisure time.
- **Career and Occupational Education:** To have the ability to secure employment in relation to ability and aspirations and to perform work in a suitable manner. Youngsters should develop work skills and should be made aware of post-secondary education.
- **Self-Realization:** To understand that learning is a lifetime process and is necessary to adapt to new ideas, opportunities and values. Youngsters should have self-respect, personal dignity, self-esteem, self-worth and the ability to evaluate one's self.
- **Citizenship:** To understand the processes of effective citizenship in an effort to participate in and contribute to the government of our society. The young person should have knowledge of our political, economic and legal systems, our tax and fiscal structure, and should participate in the political process.
- **Human Relations:** To possess compassion and respect when relating to other people in our own surroundings and in others, including those of different sex, origins, cultures, and aspirations, and become involved in the home, community and society.
- **Physical Environment:** To have knowledge of our environment and the relationship between one's own acts and the quality of the environment and our resources.
- **Values and Ethics:** To develop values - spiritual, moral and ethical - which are essential to human dignity.

Who are the Members of the Board of Education?

They are district residents who are unpaid public officials elected by the voters of this school district to take formal legal actions and assume the major responsibilities for the operation of the school. They have taken on the additional tasks of Board membership in order to provide leadership for the welfare of district students.

The members of the Saranac Central School Board of Education are:

Tracy Allen-Waite – President
Amy Belair
Norman Lewis

Michelle Pelkey
Charlene Favaro – Vice President
Daniel Ashline-Beaudet

Meetings of the Board of Education:

In order to perform its duties in an open and public manner, and in accordance with state law, the Saranac Board of Education holds regular business meetings on the second Monday of each month in the District Office Conference Room. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in educating district students.

Board of Education policies are available on our website, www.saranac.org.

Morrisonville Elementary Faculty

Morrisonville Elementary Classroom, Special Area Teachers and Staff

Last/ First Name and Email Link	Position
Ahern, Lindsay	Grade 1
Bergevin, Heather	Grade 1
Bowen, Brittany	Secretary
Broadwell, Sara	Physical Therapist
Brooker, Nicole	Speech
Brown, Danielle	Special Education
Brown, Kristina	RTI Coordinator
Charland, Ashley	Special Education
Chase, Tara	Kindergarten
Damiani, Jennifer	RTI
Denton, Whitney	Grade 3
Drollette, Suzanne	Teacher Assistant
Duffy-Corver, Kelly	RTI
Dutko, Shawna	Secretary
Duval, Rebecca	Grade 3
Fay, Cheryl	Teacher Assistant
Fishbein, Lia	Grade 2
Fleming, Terrie	Teacher Assistant
Fleury, Aimee	Speech
Frenyea, Holly	Grade 4
Girard, Elizabeth	Teacher Assistant
Giroux, Danielle	Teacher Assistant
Glover, Heidi	Music/Band
Goddeau, Nicole	Cook Manager
Havicon, Jamie	Primary Self Contained
Jacobs, Meredith	Art
Kalvaitis, Ashley	Teacher Assistant

<u>Klooster, Deborah</u>	<i>Teacher Assistant</i>
<u>LaTulip, Amanda</u>	<i>Pre K</i>
<u>LaTulip, Ryan</u>	<i>Physical Education</i>
<u>Longe, Anne</u>	<i>Kindergarten</i>
<u>Manghis, Sarah</u>	<i>Special Education</i>
<u>Merkel, Frances</u>	<i>Kindergarten</i>
<u>Meyers, Michelle</u>	<i>Social Worker</i>
<u>Moore, Kathleen</u>	<i>Principal</i>
<u>Myers, Amy</u>	<i>Librarian</i>
<u>Neverett, Alyssa</u>	<i>Grade 3</i>
<u>Parrotte, Keith</u>	<i>Grade 4</i>
<u>Patnode, Jeremy</u>	<i>Counselor</i>
<u>Pearsall, Kari</u>	<i>Grade 4</i>
<u>Petty, Cathy</u>	<i>Psychologist</i>
<u>Pflanz, Amy</u>	<i>Special Education</i>
<u>Porter, Emily</u>	<i>Grade 1</i>
<u>Prudhon, Elizabeth</u>	<i>Grade 5</i>
<u>Rabideau, Travis</u>	<i>Teacher Assistant - Library</i>
<u>Rascoe, June</u>	<i>Head Custodian</i>
<u>Shaughnessy, Marianne</u>	<i>Grade 2</i>
<u>Smith, Martha</u>	<i>School Nurse</i>
<u>Tedford, Heather</u>	<i>Grade 5</i>
<u>Thurston, Hannah</u>	<i>Grade 5</i>
<u>Titus, Susan</u>	<i>Grade 2</i>
<u>Trombley, Stephanie</u>	<i>RTI</i>
<u>Trybendis, Brittany</u>	<i>Pre K Corrdinator</i>
<u>Waldron, Caitlyn</u>	<i>Special Education</i>
<u>Waldron, Jenell</u>	<i>Special Education</i>
<u>Zielinski, Christina</u>	<i>Occ. Therapist</i>

Student Conduct:

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classroom and throughout the school.

It is the Board's belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others. These rules will be consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all appropriate resources to create a change of behavior in the classroom. When the teacher has made every reasonable effort to bring about positive behavioral change, and has been unsuccessful, the students will be referred to administration. Once done, administration assumes the role of deciding what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. A Positive Behavioral Incentives and Support (PBIS) Committee comprised of faculty, staff, parents and the administrator has been developed to create a behavior matrix that addresses needs in a positive way and recognizes students for appropriate behaviors.

PBIS is a school wide initiative which clearly defines expected behaviors in all areas of the building. The expected behavior is clearly posted and taught like any other academic skill. PBIS seeks to acknowledge and reward positive behavior. Research shows a direct correlation between school wide positive behavior and academic success. PBIS is an initiative which is proven effective in improving school behavior, school climate and academic success.

There are four major expectations in the area of student conduct. Namely, all students are expected to BEHAVE in a manner that demonstrates the following:

Morrisonville Elementary School



Saranac Spartan School Responsibility Matrix

	Classroom	Hallways	Recess	Cafeteria	Arrive/Dismiss	Assemblies
BE SAFE	<ul style="list-style-type: none"> Walking feet Follow teacher directions Use technology as directed 	<ul style="list-style-type: none"> Walking feet Go directly to intended location Walk on the right side of the hall 	<ul style="list-style-type: none"> Use recess equipment appropriately Follow staff directions 	<ul style="list-style-type: none"> Walking feet Follow staff directions Use both hands to carry your tray Wash/Sanitize hands 	<ul style="list-style-type: none"> Walking feet Go directly to intended location 	<ul style="list-style-type: none"> Walking feet Follow teacher directions Wait for arrival and dismissal signals
BE RESPECTFUL	<ul style="list-style-type: none"> Raise your hand Listen when others are speaking Use indoor voice 	<ul style="list-style-type: none"> Hold door open for person behind you Voices quiet Only look at displays 	<ul style="list-style-type: none"> Share recess equipment Use equipment with care 	<ul style="list-style-type: none"> Use a quiet voice Use good manners Eat your own lunch Eat your lunch neatly 	<ul style="list-style-type: none"> Use indoor voice Hold door for person behind you 	<ul style="list-style-type: none"> Listen when others are speaking Look at the speaker Express appreciation appropriately
BE HERE BE READY	<ul style="list-style-type: none"> Be on time Do your best Participate 	<ul style="list-style-type: none"> Shoes tied Follow your line Be aware of your surroundings 	<ul style="list-style-type: none"> Dress appropriately for weather Line up when called 	<ul style="list-style-type: none"> Know your lunch number and lunch choice Get everything you need the first time Line up when called 	<ul style="list-style-type: none"> Arrive on time Give teachers notes from home Be ready to leave on time 	<ul style="list-style-type: none"> Stay with your class Ask appropriate questions
BE A COMMUNITY CONTRIBUTOR	<ul style="list-style-type: none"> Perform class jobs Help your classmates 	<ul style="list-style-type: none"> Be quiet and considerate of others learning 	<ul style="list-style-type: none"> Report equipment damage or dangerous situations Include everyone 	<ul style="list-style-type: none"> Remain in your own personal space 	<ul style="list-style-type: none"> Keep lockers neat and organized 	<ul style="list-style-type: none"> Be a positive participant

SARANAC SPARTANS ALWAYS...

- USE KIND WORDS AND ACTIONS
- HAVE SAFE BODIES

- KEEP OUR SCHOOL ENVIRONMENT CLEAN
- TAKE CARE OF PERSONAL AND SCHOOL BELONGINGS

Bill of Rights and Responsibilities for Learning: Standards of Conduct, Standards for Achievement

The traditional mission of our public school has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood begins with standards of conduct and standards of achievement in our school. Other education reforms MAY work; high standards of conduct and achievement DO work—and nothing else CAN work without them.

Recognizing that rights carry responsibilities, we declare that:

- **All students and school staff** have a right to schools that are safe, orderly and drug free.
- **All students and school staff** have a right to be treated with courtesy and respect.
- **All students and school staff** have a right to learn and work in school districts and schools that have clear discipline codes with fair, appropriate and enforced consequences for misbehavior.
- **All students and school staff** have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
- **All students and school staff** have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
- **All students and school staff** have a right to learn and work in schools where teachers know their subject matter and how to teach it.
- **All students and school staff** have a right to learn and work in school districts, school and classrooms where high grades stand for high achievement and promotion is earned.
- **All students and school staff** have a right to learn and work in school districts and schools where students receive academic intervention services to help them meet the standards.
- **All students and school staff** have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge, skills and attitudes essential for college or a good job.
- **All students and school staff** have a right to be supported by parents, the community, public officials and businesses in their efforts to uphold standards of conduct and achievement.

(A campaign of the American Federations of Teachers)

Parental Involvement

The SCSD Board of Education believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Research shows that student achievement is directly linked to parental involvement. Schools, families, and community must all be actively involved in developing strong programs and policies that support the academic success of every student in the Saranac district. Parental involvement may take place either in the classroom (as volunteers) or during extracurricular activities.

Family School Organization (FSO):

Parents/Guardians are encouraged to participate in the FSO. The purpose of the organization is to support the school community by bringing families and school staff together through learning opportunities, social celebrations and fundraisers. The Morrisonville Elementary School FSO Officers are

Melissa Catton – President; Rebecca Carter - Vice President; Brittany Bowen – Secretary; and Heather Dilley-Seabrook - Treasurer. The meetings are held in the library monthly at 6:00pm. Dates and times can also be found on the monthly calendar on our school website.

Field Trips:

Field trips are an important part of the educational program. Permission slips are required to be signed for each field trip by a parent/guardian for any field trip that takes students off school property.

Field trip guidelines:

Students must ride the school bus if the trip is during the school day.

Chaperones include adults over 18 who are a child's guardians, parents or grandparents.

As a chaperone, you are responsible for the group of students assigned to you; making sure every student is accounted for at all times. By attending this activity, we expect all visitors to model our schools' behavioral expectations for our impressionable students, as well as follow our Board of Education approved policy for public conduct for volunteers.

We also ask that you do not purchase or share treats with other children due to the risk of food and latex allergies.

While on this trip, we ask that you be at the field trip site on time. If you are following the bus, please be at school 15 minutes prior to departure.

We thank you in advance for helping us to ensure that this is a safe and rewarding educational experience for all students.

Visitors to the School:

The Board of Education encourages parents and other district citizens to visit the districts' schools and classrooms. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds for these reasons; the following rules apply to visitors to the school:

- Anyone who is not a regular staff member of each respective elementary school or student is considered a visitor.
- All visitors must report to the main office upon arrival. They are required to sign the visitor's register and wear a visitor's badge/sticker at all times while in the school or on school grounds. The visitor must return the badge to the main office before leaving the building.
- Visitors attending school functions open to the public, such as an FSO meeting or public gatherings after school hours, are not required to register.
- Teachers will gladly make appointments to discuss individual matters.
- Parents/guardians, visitors and/or volunteers must seek prior permission from the classroom teacher and building principal prior to arriving on campus.
- As per Saranac Central School District Board of Education Policy, "...individuals such as parents or grandparents, who voluntarily offer their services (single-event or short term) on a limited and/or occasional basis are not required, with prior building principal permission, to complete a volunteer application form. Only long-term volunteers who provide a service to the District from time to time throughout the school year must complete an application." The complete School Volunteer Policy can be found on the school district website (www.saranac.org) by clicking "Policies" under the "Home" tab.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the district's code of conduct.
- Please drop off any items, such as snacks, treats, homework, lunch or sneakers, at the main office. We will deliver those items to the respective classroom(s).

General Information from A to Z

Arrival and Dismissal Procedures are in place to help ensure the safety of our student body. Our school is locked during school hours. Entrance is available by pressing the buzzer located by the main entrance near the flag pole.

Arrival Procedures:

Students should not be dropped off prior to 7:20 am and no later than 7:30 am. Please be sure to drop students off on the side of the building in the main parking lot in the morning. Please follow the direction arrows in the parking lot and do not block the drop off location. The front circle is designated for busses and should not be used for dropping off students during arrival times. If you wish to accompany your child into the school, please park your vehicle in the end parking lot. Parents/guardians are welcome to walk your child into the school as far as the main office. For security purposes, students will continue to their classrooms independently. If parent/guardians are bringing in a particular item for a classroom such as cupcakes, snack item and/or supplies, you may drop them off in the main office. Authorized office staff will be happy to assist to make sure the items get to the respective classrooms.

Dismissal Procedures:

Parents/guardians who wish to pick up their child during the school day or at the end of the school day, must report to the main office. Enter the school building through the doors near the flag pole. A security system is in place which will require you to press a button that is located to the left of the doors. A staff member will ask "how may I help you." Please look into the camera and state your full name and purpose for your visit. Upon entering the school building, please report immediately to the main office. Parents/guardians must sign the register in the main office indicating the student(s) they are signing out. A staff member will call the child to the office for dismissal, while the parents/guardians remain in the main lobby waiting for their child to arrive. Parents/guardians will be given a "blue slip" authorizing him/her to take the child out of the school. The "blue slip" must be handed to the teacher who is delivering the student to the parent/guardian. Finally, for security purposes, individuals will not be able to gain access (through custodial staff) to classrooms after school hours.

District Student Dismissal Precautions Policy:

Our policy allows students to be released to either parent unless a custodial parent supplies the school with a certified copy of a court order or divorce decree to the contrary. No student may be released from school to anyone other than the parent, guardian, or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders* or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the district offices. If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to school personnel.

****It is the parent's responsibility to make the school aware of any legal custody agreements pertaining to their child (ren). A copy of legal custody papers should be submitted to the main office.***

Art Following New York State standards our elementary art program instructs students in line, color, shape, space and texture which are the basic, but enduring, elements of all visual communication.

Students demonstrate their knowledge and express their ideas within a variety of Modalities with a concentration on drawing, painting and three-dimensional media. Proper techniques for using media and tools are a focus of every lesson. Styles of art including representational, and abstract are discussed and practiced. Masterworks are an intrinsic part of many units and displayed throughout the grades. Many art lessons are integrated with classroom themes. Integration reinforces learning across the disciplines and allows students to see the connection between all subjects.

Attendance procedures and practices at Saranac Central School District adhere to the procedures and practices as outlined in New York Education Law, Section 3205. Regular attendance is a prerequisite for satisfactory academic performance. In as much as each student contributes to the overall learning process, the stated purpose of the institution can only be accomplished when each individual is present. For grades K-8, the principal's office, in accordance board policy, will notify parents in writing when a student has been absent for eight (8) days. An explanation of the importance of attendance will be included in the letter.

Upon returning from any absence, the student must present to the classroom teacher a note written by the parent/guardian indicating the reason for the absence.

It is the responsibility of the student returning to school to see his/her classroom teacher to obtain the missed work or receive extra help to complete work.

Assemblies are held for the appreciation and enjoyment of the student body. Students are expected to behave in a polite and respectful manner. It is important that visitors leave with a positive feeling about our school and our accomplishments. **REMEMBER, the privilege to attend assemblies is not guaranteed; it is earned by the demonstration of appropriate and acceptable behavior.**

Band and Chorus Students in the 5th grade will be eligible to try out for the band. Students in 4th, and 5th grades will be eligible to participate in chorus. Students signing up for chorus and band are expected to complete their commitment for the full year.

District Website is a great source for calendars, lunch menus and general information. The address is www.saranac.org

Dress Code gives the primary responsibility for acceptable student dress and appearance to families. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help student development and understanding of appropriate appearance in the school setting.

All aspects of a student's dress shall:

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments, including, but not limited to tube tops, tops with spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Recognize that midsections shall be covered at all times.
- Recognize that the hem of one's skirt or shorts must be even or lower than one's fingertips when their arms are at their sides.
- Ensure that all undergarments are completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include head coverings (ex. bandanas or hoods) in the classroom, except for a medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include (but is not limited to) spikes, chains, wallet chains, pins and other sharp objects.

Electronic Devices such as cell phones, tablets, Nooks, MP3 Players, DSI, and other electronic devices should be off at all times when they are in school. Electronic devices should be kept in children's back packs in their cubbies or lockers. If a parent/guardian requests that a child call him or her the student should come to the main office and make the phone call as per building procedures. Electronic devices may be stolen or damaged while at school or on the school bus. Therefore, it is best to leave these items at home. If brought to school, SCSD is not responsible for any lost or stolen electronic devices.

Emergency Closing Plans are in place in the event it is necessary to close school for the day due to inclement weather or other emergency reasons; announcement thereof shall be made over local radio stations. When school is closed, ALL RELATED ACTIVITIES INCLUDING ATHLETIC EVENTS, AND STUDENT ACTIVITIES will automatically be CANCELED for that day and evening.

Should an emergency situation arise during the school day, it may be necessary to take children home before the regular dismissal time. Emergency dismissals will be announced using the district's school messenger automated calling system and over local radio stations. If no one is regularly home during the day, it is suggested that arrangements be made with a neighbor or family member. Emergency dismissal information is requested in September. Please be sure to update the information should your situation change during the school year.

Emergency Information *If during the year there is a change in your address, phone number, emergency number, place of employment or additional pertinent information related to your child, the school should be notified immediately.*

Library Media Center The Morrisonville Elementary Library is staffed by a Media Specialist and Teaching Assistant. Students are encouraged to borrow books from the library. They are, however, expected to treat them in a responsible manner. We do not charge for overdue books, but we do expect students to return them when they have finished in order that others may use them too. Students will be charged for books that aren't returned.

Lost and Found There is a designated area in the building for lost and found items that have been turned in. Unclaimed articles will be disposed of periodically. If your child loses something, please have him/her check on several occasions. It may not be there the first time, but it could be turned in a day or two later. (At the end of the school year, all items left unclaimed will be donated to a local outreach center.)

Notes and Flyers regarding school activities are often emailed to families. Parents and community members wishing to obtain further information about the school district should inquire first through the elementary school office (565-5980) or by visiting the District website (Saranac.org) Following the link for Morrisonville Elementary School.

Recess will be outside any time the temperature with wind chill is above 0 degrees. Please make sure your child (ren) is dressed in warm clothing during the cold weather. Snow boots, gloves, hats and coats should be worn. All students are expected to participate in recess unless excused due to health reasons by a physician.

Security Measures All doors to the building will be locked during the school day. Visitors will need to use the main entrance for **access via a buzzer system**. You will need to push the intercom buzzer, look into the camera, state your name and your purpose for coming to school. Upon entry, you are to report immediately to the reception window in the office. Please be patient with this process as the system is to ensure that your child is able to learn in a safe environment.

All parents, volunteers and visitors to the building will need to use the main entrance and report immediately to the office. Visitors will sign in and be given a badge to wear that will permit them to visit the classrooms. Faculty and Staff have been directed to stop anyone in the building without a badge and ask them to report to the office to officially sign in. This not only gives us tighter security control, but also a way to account for all people in the building, should an emergency situation arise.

Parents are to report to the office to sign students out. Unless the parent has a specific purpose to visit the classroom, they will be asked to remain in the main foyer by the office and the child will be called to the office for dismissal. If the parent has a specific reason to visit the classroom (i.e. student presentation, pre-arranged conference), he or she will follow the procedure for a visitor and be issued a badge. Your understanding and cooperation is appreciated.

Six Day Cycle Morrisonville Elementary School operates on a six day cycle rather than a five day week. Days not in session are not counted as part of the rotation. Classroom teachers will provide information as to which day in the cycle specials are scheduled.

Student Acceptable Use Policy requires parents to sign an internet acceptable use form. Students will receive training prior to using the internet. Violations of the internet use policy may result in suspension of said privilege. Only students who have returned a copy of the district's Acceptable Use Policy, which has been signed by both the student and guardian, will be permitted to access the internet

Telephone Use Telephone calls may be made to the main office between the hours of 7:00 am and 3:00 p.m. Students will be called to the office only in extreme emergencies. Only messages of an urgent nature will be delivered to a student. Students are allowed to use the telephone in the main office for emergencies only. Please do not attempt to call or text your child on his/her cellular telephone during school hours.

Academic Information

Student Progress Reports to Parents:

Saranac's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teacher, and interim reports issued as needed. Parents are urged to visit the school and to meet with the teacher whenever necessary. Please schedule all such visits in advance.

Parent Teacher Conferences:

Parent-teacher conferences are an important element in reporting student progress to parents. There are scheduled parent conference opportunities in November and can be requested to be scheduled periodically throughout the year by the parent, counselor, principal and/or teacher. Parents may initiate a conference by calling the main office and making an appointment with the teacher or building principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned so as to not interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the teacher as far in advance as possible so that another conference time may be arranged.

Grading System:

Classroom teachers evaluate students and assign grades according to the established system. All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities. Parents will be informed, at least four times a year, of their child's progress. Grading will not be used for disciplinary purposes, i.e., giving lower grades for bad behavior, unless the student's misconduct is directly related to his/her academic performance. Grading will be based, in part, upon student improvement, achievement and participation in classroom discussions and activities. Classroom participation, thus student's attendance, is an important factor in earning high grades.

Honor Roll:

Four times each year, after report cards are issued, an honor roll will be released for grades four and five based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis. High honors will be given to those students with an average of 90 or above. Honors will be awarded to students with an average between 85 and 89.

Promotion / Retention of Students:

Saranac Central Schools make every effort to communicate potential promotions or retentions of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention:

- Students will be placed in the best possible learning levels for successful educational experiences.
- Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured.
- All available resources will be used to determine the child's appropriate placement, including class achievement, standardized test scores and teacher observations and recommendations.

Parental Access to Student Records

Parents of a student under 18 years of age have the right to inspect and review any and all official records, files and data directly related to their children or themselves, including all material that is incorporated into each student's record limited to identifying data, academic work completed, level of achievement, attendance data, scores on standardized intelligence, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Parents should make request for access to that student's records in writing to the Superintendent of Schools, Counselor or Principal.

Special Services Areas

Academic Intervention Services (Rtl – Response to Intervention):

The district is mandated to provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts and Mathematics. Such services may include additional instruction services and/or students support services such as counseling and study skills. Furthermore, students may receive intervention services for physical or occupational therapy and speech.

A student's eligibility for academic intervention services is determined by his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance. If you have questions concerning Rtl (AIS), please contact Kristina Brown, Rtl Coordinator at kbrown@saranac.org.

Programs for Students with Disabilities:

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extra-curricular programs and activities, which are available to all other students enrolled in each public school of the district.

Parents/students who desire further information on these programs and services should contact the Committee on Special Education Chairperson, Jessica Mitchell at 565-5646.

Counseling Services:

Both elementary schools have a school psychologist, a school counselor and school social worker. These individuals are available for all students K-5 to support effective participation in their current and future educational program. The K-5 Counseling program has the following goals:

- Developing a comprehensive K-5 program centered on solution based counseling and self-advocacy.
- Increase achievement by assessing barriers to learning and determining the best instructional strategies to improve learning. Promote wellness and resilience by reinforcing communication and social skill, problem solving, anger management, self-regulation, self determination, and optimism.
- Identify and address learning and behavior problems that interfere with school success. Teach skills and enhance home-school collaboration
- Addressing any attendance, academic, behavioral or adjustment concerns.
- Educating students utilizing a comprehensive, research-based school counseling curriculum that focuses on developing communication, emotional management, empathy, cooperation and problem solving skills.
- Implementing PBIS ~ Positive Behavior Interventions and Supports ~ at the universal, targeted and tertiary levels.
- Design and implement academic and behavioral interventions, support effective individualized instruction, create positive classroom environments and motivate all students to engage in learning.

Equal Opportunity:

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities, regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extra-curricular activities or other school resources.

SCSD has a designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act.

District Transportation

Saranac Central School District Transportation Supervisor is Jessica DuBrey, 565-5630. Questions regarding school transportation should be directed to Mrs. DuBrey. Please visit the transportation website at <https://www.saranac.org/departments/transportation> to view even more transportation information.

Common Transportation Questions:

Is your child going someplace different after school? Send a note with your child to school requesting a change in drop-off location. Include the name, address and phone number of the person meeting your child at the alternate location. **Should you forget to send a note, please call the main office before 1:00 p.m. at 565-5980** Please do not leave this information on a classroom teacher's voice mail, as they sometimes do not have an opportunity to retrieve their messages until after dismissal.

Do you have an alternating work schedule requiring multiple drop-off locations or a permanent change in a pick-up or drop-off location? Contact the main office – 565-5980.

What if an emergency prevents me from being home for my child after school? Bus drivers make every precaution to ensure that a child is not left alone. The bus driver will call the bus garage on the radio and the bus garage office will make the necessary phone calls to locate a parent/guardian. The child will then be brought to an alternate emergency location chosen by the parent.

Student behavior concerns on the bus? Begin with the bus driver (while on route or through the transportation department at 565-5630). If the concerns are not resolved, call Jessica DuBrey, Transportation Supervisor at 565-5630.

Concerns with bus/driver safety? Speak with Jessica DuBrey, Transportation Supervisor at 565-5630.

The Saranac School District provides safe transportation to all students who are eligible to ride to and from school. Proper bus behavior is extremely important for the safety of all our students. The school instructs children about proper behavior on the bus and asks that parents reinforce rules for proper bus behavior. The bus driver is busy thinking of the safety of students on the bus and cannot continually deal with disruptive behaviors. Therefore, a bus discipline procedure is in place to deal with behavior concerns.

Bus Safety Guidelines:

- Be ready 10 minutes before the bus is scheduled to arrive
- Wait for driver's signal to come to the bus
- Go directly to seat
- While riding the bus, all students must abide by the Saranac Central School District's code of conduct
- Remain seated until bus stops at your destination.
- Talk in an "indoor voice" while on the bus
- Keep hands, arms and other body parts inside the school bus at all times.
- No eating or drinking allowed on the bus
- A student wishing to change busses or return home by some other means on a given day, **MUST HAVE WRITTEN PERMISSION FROM THEIR PARENT/GUARDIAN.**

As per Saranac Central School District Policy, drivers may refuse to pick up students who frequently misbehaves. In this case, it is necessary for the parent to bring the child to school and discuss the problem with school authorities. Please read the following District Guideline for Bus Discipline on this matter. Parents should review these rules with their children.

All students who come to school on a bus shall return home on their assigned bus unless:

- He/She is taking part in an after-school activity.
- He/She has a written request by the parent to ride a different bus. The complete name and address of the person the child is to visit should be given. Students should bring the note to their teachers in the morning as soon as they enter school. The student will be given a blue bus slip from the teacher. **When a phone call is necessary due to an emergency or last minute change, parents/guardians must call the main office by 1:00pm.**
- If you need to take your child from school, you must report to the main office to receive a blue slip. Arrangements should be made to sign a child out in advance of dismissal. Please be aware, buses will not be detained to take a child off the bus for late request. In addition, removing a child from the bus once loaded creates a safety concern.

Saranac Central School District's Bus Disciplinary Procedures

Saranac Central School is committed to providing transportation to the students of the District. In order to accomplish this mission, parental and student cooperation is imperative. The bus disciplinary procedures have been established as a means of ensuring a safe and orderly environment for all students being transported by the Saranac Central School District. (A copy of guidelines can be obtained by calling the Transportation Supervisor at 565-5630.)

Notification of Infraction

A Notification of Infraction card will be issued to a child when a Report of Bus Misconduct is being issued and the bus driver is unsure as to which card and offense must be issued. This card will ensure that the child is being issued the proper Category Card. The parent or guardian must sign this card and the child must return the Notification of Infraction card to the morning bus driver on the next school day. The bus driver will forward the Notification of Infraction card to the Transportation Supervisor, who will then review the records to determine which Report of Bus Misconduct card should be issued.

Cafeteria/Nutrition Services Information

Please visit our website at www.saranac.org ~ click on the Departments link to view even more information about Saranac Central School's Nutrition Services.

2023-2024 Breakfast and Lunch Prices:

Breakfast	Full Price K-5	2.00
	Reduced Price	0
Lunch	Full Price K-5	2.75
	Reduced Price	0
Milk	K-12	.85

Computerized Register System for the School Meals Program:

The Cafeteria Program has upgraded from a manual system for tracking meals to a computerized register system. This new system is a tremendous asset to our program. The information below outlines how this system works:

- ✓ Students enter their PIN as they approach the register. This will bring up their account.
- ✓ Money put on account will be used for meals only, unless it is accompanied by a note from a parent or guardian giving permission for snack items to be purchased with prepayment money.
- ✓ Cash or checks can be handed directly to the cashier. Include the student's name on the check and make checks payable to: SCSD School Meals Program.

On Line Payment:

Saranac Central School District is excited to offer parents the convenience of on-line payment for meals and the ability to check student accounts on-line. Go to www.saranac.org; click on Departments; click on Food and Nutrition Services then click on the Titan School Solution Link. Please contact Mr. Isaac Dirolf at 565-5705 if you have questions.

The information regarding free or reduced price meal status is securely contained within the system and transactions are processed the same way for all students. Credit balances at the end of the year will carry over to the next year.

Charging Policies for Elementary Students:

A copy of the Saranac Central School District Meal Charge Policy can be found on the website at <http://www.saranac.org/departments/lunch-menu/meal-charge-policy>.

Free and Reduced Price Food Services:

Nutrition is an important factor in students' education progress. Therefore, the school participates in federally funded school lunch programs, and shall provide free or reduced food services to qualified students. Please contact Mr. Isaac Dirolf at 565-5705 if you have questions.

If your family is not currently taking advantage of this program but perhaps qualifies, we encourage you to submit a confidential application at any time.

Snacks in the Classroom:

Many classrooms allow time for students to eat a snack during the school day. The District encourages parents to help their child select healthy snack foods. Some popular snack items include popcorn, fresh fruit, cheese and crackers, pretzels and raisins.

Health Services and Related Curriculum

The school nurse provides emergency care for students in accidental or unexpected medical situations. If a student is ill or hurt, he/she should tell a teacher and ask to go to the nurse's office. Students' parents must sign out injured or ill students in the main office.

Any student returning to school (due to a communicable disease such as chicken pox) must report to the nurse's office for clearance back into the classroom. This also applies to any infection or injury for which a child may have been medically treated.

Any report of suspected head lice, will result in a classroom head check by the nurse. Our policy is to send the child(ren) home immediately. In order to return to school the children must be brought to school by a parent/guardian, checked by the school nurse and cleared for re-entry to class.

Medication Policy:

We must enforce very strict state regulations. The State Education Department requires:

- Medication in original container.
- Written parental permission.
- Medication must be brought to and from school by a parent/guardian.
- A written order from a physician directing the nurse to give meds. The prescription container and the written order from the doctor must be the same.
- Medications should not be transported daily to and from school. Parents are advised to ask their pharmacist for two containers, one for home and one for school.

First Aid:

In emergencies, the school nurse will follow these established first aid procedures:

- No medical treatment except first aid is permitted in school;
- Master first aid kit shall be kept and properly maintained in the school and on each school bus;
- No drugs shall be administered by school personnel unless authorized by a physician;
- Parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
- In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

Accident Prevention and Safety Procedures:

- These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:
- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
- Immediately report any unsafe practices by anyone in the building or on the grounds;
- Observe the 15 mile per hour speed limit on school grounds.

Drug, Alcohol, and Tobacco Education:

The Saranac Central School District believes that education is an important preventative measure against student involvement with drugs, tobacco and alcohol. Instruction includes sessions about the causes and effects of drug, alcohol and tobacco use, especially on young people.

Parents and students who want more information on substance abuse, or would like to ask questions about specific problems, may call and/or visit the Social Worker's Office. The District believes that individuals with problems should feel comfortable to seek help without fear of punishment. Students who believe they may have a substance abuse problem are encouraged to meet with their counselor and discuss it as soon as possible.

Puberty and HIV/AIDS Instruction:

In compliance with the commissioner's regulations, the District will provide puberty and HIV/AIDS instruction as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction.

Bullying, Harassment, Hazing and Dignity for All Students Act

Saranac Central School is committed to providing an educational and work environment that promotes respect, dignity and equality. The Board recognizes that harassment, hazing and bullying is detrimental to student learning and achievement. It interferes with the mission of the district to educate its students and disrupts the operation of the school. Such behavior affects not only the students or employees who are its targets but also those individuals who participate and witness such acts.

To this end, Saranac Central School condemns and strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

For the purposes of this policy, the terms "harassment", "hazing", and "bullying" collectively shall refer to any intentional written, verbal, or electronic communication or physical act which intimidates or threatens another on the basis of race, color, national origin, creed, religion, weight, height, marital status, sex, age, sexual orientation, disability, socio-economic status, class or club affiliation or other distinguishing characteristic.

The Board of Education recognizes that bullying of students is abusive behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying bullying in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board embraces site-based initiatives developed collaboratively that will seek to: (1) assist students of all ages and abilities to respect each other, stay safe, act with civility, and believe in themselves; and (2) help staff respond effectively to students' reports and their own observations.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of bullying. To this end, the Board condemns and strictly prohibits all forms of bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

General Statement of Policy:

- Misconduct off-campus that endangers the health and safety of students or staff within the school or substantially disrupts the educational process is prohibited.
- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aide or engage in bullying.

- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate bullying.
- School staff is expected to supervise students in all areas of school and playground, to watch for signs of bullying and intervene and stop such conduct and report such conduct accordingly.
- Apparent permission or consent by a person being bullied does not lessen the prohibitions contained in this policy or the enforcement of this policy.
- This policy applies to behavior directly connected to school activities that occur on or off school property and before, during and after school hours.
- A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

Definition of Cyber-Bullying:

Sending or posting cruel text or images using the Internet or other digital communication devices. Cyber-bullying can take many forms including: posting or sending mean or embarrassing comments and or images in chat rooms, message boards, IM or text messages, websites, social networking sites, online gaming site, cell phones, instant messages, blogs, dashboards or e-mail.

Definition of Bullying:

Bullying consists of inappropriate **persistent** behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering of others.

Common Characteristics of Bullying Are:

- Physical - hitting, kicking, taking or damaging a victim's property
- Verbal - using words to berate, hurt, or humiliate
- Relational - maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional stress.

Reporting Complaints:

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of bullying and persons with knowledge of bullying report it immediately. The district will promptly investigate all complaints of bullying, whether formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

Investigation/Resolution:

If, after appropriate investigation, the district finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state and federal law.

All complainants and those who participate in the investigation of a complaint of bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

The Superintendent of Schools shall develop and implement regulations for reporting, investigating and remedying allegations of bullying. Training programs shall be presented to students and employees at the beginning of each school year to raise awareness of the issues surrounding bullying, and to implement preventive measures to help reduce incidents of bullying. Parents will be informed of this policy and the district's efforts to provide training to students and staff.

This policy shall be posted in a prominent place in each district facility and also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel interacting with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Procedures:

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to school personnel.

Suspension from Transportation:

Students' misbehavior on the bus will be brought to the attention of the building principal. Students with serious disciplinary problems may have their riding privileges suspended by the director of transportation, building principal, superintendent or their designees. In such cases, the student's parent will be responsible for seeing that his or her child gets to and from school safely.

Discipline of Students with Disabilities:

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. "Public" in this section shall mean all persons when on school property or attending a school function including students, teachers and district personnel. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school

property or attending a school function shall conduct themselves in a respectful and orderly manner and are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of a teacher, administrator, or other district employee or any person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal actions, appear libelous, obstruct the rights of others or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place in which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume sell, distribute or exchange alcoholic beverages, marijuana, controlled substances or be under the influence of either.
- Possess or use weapons or other dangerous instruments in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- Do not loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or attending a school function.

Penalties:

Persons who violate this code shall be subject to the following penalties:

- Visitors: Authorization, if any, to remain on school grounds or at a school function shall be withdrawn and they shall be directed to leave the premises.
- Students are subject to disciplinary action as the facts may warrant, in accordance with due process requirements.

Enforcement:

Any administrator or his/her designee shall be responsible for enforcing the conduct required by this code. When the administrator or his/her designee sees an individual engaged in prohibited conduct, which in her/her judgment does not pose any immediate threat of injury to persons or property, the principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop.

- The administrator or his/her designee shall also warn the individual of the consequences for failing to stop.
- If the person refuses to stop engaging in the prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his/her designee shall have the individual removed immediately from school property or the school function.

If necessary, local law enforcement authorities will be contacted to assist in removing the person.