

**NORTH CEDAR ELEMENTARY CENTER
AT LOWDEN AND MECHANICSVILLE
STUDENT/PARENT HANDBOOK
2016-2017**

WELCOME

Welcome to North Cedar Elementary. It is the sincere desire of the administration and staff that your child has a pleasant, rewarding and challenging educational experience at North Cedar Elementary. We also want to get to know you in order that we may work together in the best interest of your child. The North Cedar Staff is dedicated to teaching so that all students learn. Together with you, we will provide the best education for each and every student at North Cedar School.

This handbook has been compiled to inform you of procedures and programs at North Cedar Elementary. Our goal is to make this a convenient and practical guide. We hope you will take time to read it and keep it all year. We welcome suggestions for future handbooks. Please feel free to call me or any of the staff members for further information.

The staff and I look forward to working with you and your child this school year.

Elementary Principal and
North Cedar Elementary Staff

SCHOOL HOURS

School Hours	8:15 a.m. to 3:21 p.m.
Office Hours @Lowden	7:30 a.m. to 4:00 p.m.
Office Hours @Mechanicsville	7:30 a.m. to 4:00 p.m.
Telephone @Lowden	941-5383
Telephone @Mechanicsville	432-6933

ATTENDANCE

Board Policy 501

Each day your child is absent from school for any reason, please call the office between 7:30 and 8:20 a.m. (941-5383 @Lowden and 432-6933 @Mechanicsville) or send a note to explain his/her absence. If the school has not heard from you, we will try to contact you at home or at work to be sure your child is safe and that you are aware of his/her absence.

If your child will need to be gone from school for reasons other than illness, call the school prior to the absence. Unless absolutely necessary, please schedule doctor or dentist appointments outside of school hours. Taking students out of school for vacations is discouraged. If your child is absent from school more than ten days, a letter will be sent home and notifying you of absences. Frequent absences can have an impact on your child's academic and social progress. Student achievement is directly related to school attendance, and we hope you take necessary steps to ensure very few absences and tardies. Students who are absent ten days per trimester; a letter will be sent home informing parents. Students who are absent fifteen days or more per trimester; a letter will be sent to the county attorney. Each situation is unique and will be evaluated as such.

AFFIRMATIVE ACTION

Board Policy 401.1

Title IX, part of North Cedar Community Schools' Affirmative Action Plan, assures that students, employees and volunteers will not be subjected to discrimination in any educational program or activity. Our plan guards against discrimination based on race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability. The Affirmative Action Plan also guarantees equal opportunities in employment regardless of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

If you wish your son/daughter not to participate in regular school activities or functions because of religious beliefs such as patriotic activities or holiday celebrations this request will be honored by the school.

However, the school will not be responsible to see that the child has "other work" or other activities to compensate for the ones not completed because of beliefs.

ARRIVAL AND DISMISSAL

7:50	Breakfast will start being served @both centers
8:15	All classes begin @Lowden and Mechanicsville
3:21	Students dismissed @Lowden
3:23	Buses leave the school @Lowden
3:21	Stanwood shuttle bus dismissal for students @ Mechanicsville
3:25	Mechanicsville town students dismissal
3:45	Mechanicsville late bus dismissal
3:55	Clarence/Lowden rural student bus dismissal

THE FRONT DOORS WILL REMAIN LOCKED UNTIL 7:45AM. The doors will open at 7:45AM for students, unless decided differently by administration. Students who walk

to school should arrive at school between 8:00 a.m. and 8:10 a.m. Please arrange for your child to leave home at a time that will permit them to arrive at school just before school begins unless he/she is eating breakfast. **Early arrival is discouraged.** Students are expected to leave the school grounds as soon as they are dismissed. You will be notified if teachers are requesting that your child stay after school. These students will be supervised by the teacher.

BREAKFAST & LUNCH

Breakfast is served every morning from 7:50 – 8:10AM. Students will eat lunch during their scheduled lunch times.

CALENDAR FOR THE SCHOOL YEAR

Please consult the school calendars for information about school vacations, early dismissals, and school events. You may find the calendar on the school web page.

CALENDAR - 6-DAY CYCLE

North Cedar Schools use a 6-day cycle to schedule special classes such as physical education, music, media, etc. In other words, these classes are scheduled every so many days, not on certain days of the week, in order to equalize the schedule for all groups of students. For example, students may have physical education every third day, on Days 3 and 6. If you have any questions concerning the 6-day cycle, contact the principal.

CANCELLATION, DELAY, OR EARLY DISMISSAL OF SCHOOL

Radio Station WMT Radio, KCRG TV, KGAN TV, KWQC TV will cooperate with our school system in announcing days of **NO SCHOOL** due to weather (i.e. heat, cold, or snow) or road conditions which make bus travel unsafe. Parents may sign up for School Messenger, an automated system, which provides parents notification through a phone call or email. The announcement is made as early as 6:15 through 7:30 a.m. on days when there is **NO SCHOOL. (Parents should plan with their children what the children are to do in the event school is dismissed early due to inclement weather and the parents are not at home.)**

CHANGE OF ADDRESS

Notify the school immediately if you have a change of address or phone number during the school year. It is very important, for emergency and administrative reasons, that up-to-date information on every student be available in the school office.

CONCERNS

If you have a concern regarding a situation at school you are urged to follow this procedure:

1. Contact your child's teacher to discuss the problem and possible solutions.
2. If the concern is not resolved, contact the principal.
3. If the concern is not resolved, contact the superintendent.

CONFERENCES

Parent-teacher conferences are scheduled in the fall and late winter each year. At those times you are asked to meet with the teachers of each of your children. You will receive their report cards prior to or at conferences. In order for the children to get the most benefit from their education, the school and parents must work as a team.

We urge you not to bring the student's brothers or sisters to the conferences.

Either you or the teacher may ask to schedule additional conferences at other times during the year if there are special concerns.

DELIVERIES AND GIFTS

The district discourages the delivery of gifts, balloon, flowers, etc during school hours. Deliveries to the school will be given to the student at the end of the school day.

EMERGENCY DRILLS

Fire, tornado and emergency drills will be conducted periodically throughout the school year. Procedures and routes will be explained to students by their classroom teachers.

EQUITY

Board Policy 401.1

North Cedar Community School does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment or employment in, its programs and activities. Any persons having questions concerning equitable treatment are invited to contact the Superintendent who is the District Equity Officer at the Central Office in Stanwood. Anyone wanting to file a complaint can find forms at Central Office or any of the building offices.

FEES

The school charges book rent and other registration fees at registration day or on-line registration in August. Additional fees are assessed for field trips, etc.

FIELD TRIPS

Classes may take educational field trips during the school year. Detailed information will be distributed by the classroom teacher prior to a field trip. Field trip permission slips must be signed by parent before student may attend field trip.

HARASSMENT

Board Policy 502.10

It is the policy of the North Cedar Community Schools to maintain learning and working environment that is free from harassment. It is a violation of the policy for students or staff to harass anyone through sexual conduct or behavior that reduces the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. Students or staff found in violation of this policy will be subject to discipline.

Students who believe they have suffered harassment shall report such matters in a timely manner to the building administrator.

HEALTH INFORMATION

Board Policy 507

Screenings – Grant Wood AEA provides a hearing screening during the school year. If you do not want your child to be screened, please indicate in writing to the school office. The following screening is conducted routinely in the grades listed:

Hearing	Grades K,1, and 2
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Student medications - Any medication, even over the counter, that a student is to take must be dispensed from the office. Students are not allowed to keep any type of medication (including cough drops) in their personal possession, in their desk, or locker. Parents will need to complete the "Medication Permission Form" or a note indicating the name of the medication and its use for ALL medication. These forms may be obtained from the office or the school nurse. All medication must be in its **original container**. When you have a prescription filled, the pharmacist will, upon request, provide a second labeled container for school use. **IN THE EVENT OF A LATE SCHOOL START**, medication normally given at 8:00 **WILL NOT BE GIVEN**, unless permission to do has been received by parents. This can be done through phone call or note giving permission to give the medication at a later time. This will alleviate confusion and possible over-medication of child.

No non-aspirin pain reliever or other over the counter medications will be issued by the school unless ordered by a physician.

Emergencies - The school attempts to have on record for each child the following information:

1. The phone number of the parents' home and place of employment.
2. The name of the family physician.
3. Relatives or friends to be called if the school is unable to contact the parent.
4. Authorization by the parent to provide emergency medical care.

Should the child become ill or injured at school, the parent will be called first and if the parent is unable to be contacted, the emergency contact name will be called. If no response can be obtained, medical care will be provided. Please notify the school of a change in the relative or friend to be called in an emergency.

Immunizations and vaccinations - State law requires that every child who is enrolled in schools must be immunized against diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella. A certificate, validated by a health official and signed by a parent must be submitted to the school.

Children who are ill should not be sent to school – Children who are ill should not be sent to school. A child's temperature should remain normal for twenty four hours without the use of a fever reducer. A child who has a temperature of 100° or higher will be sent home. A child who has vomited or has/had diarrhea the last twenty four hours should not be sent to school. The district nurse will provide an informational sheet at registration.

HUMAN GROWTH AND DEVELOPMENT

The North Cedar School District has developed a Human Growth and Development Program in compliance with Chapter 270.5 of the Code of Iowa. Parents have the right to view the program guide and instructional materials.

INDEPENDENT STUDY OR HOMEWORK

Homework is assigned for practice, review, enrichment, or incomplete work. Parents may need to monitor students' progress.

If school work is not completed, a student may be required to complete the work at recess or after school. Parents will be notified if a child is to stay after the regular 3:25 p.m. dismissal time.

INTERNET/TECHNOLOGY

Students will have opportunities to explore technology and the internet. Students who misuse technology and/or the internet will lose technology privileges at the discretion of the teacher, principal and/or technology director.

KINDERGARTEN/PRE-SCHOOL

Children entering kindergarten are required to be 5 years old on or before September 15. Children entering Pre-School are required to be 4 years old on or before September 15. Round-up (pre-registration) takes place each spring. Information regarding the date and time of Round-up will be published in the Tipton Conservative, other local papers and local cable channels.

LEAVING SCHOOL BEFORE DISMISSAL

If it is necessary for a student to leave school before the regular dismissal time, he/she must bring a note from home stating the reason, time, and place. The note must indicate if the student will be leaving with someone other than the parent with physical custody. The note must be signed by the custodial parent or legal guardian. A phone call by guardian or parent also will be sufficient. Students leaving the building or school property without permission will be subject to disciplinary procedures.

LOCKER SEARCHES

School administrators and/or designated representatives have the authority to conduct a reasonable search of student lockers. (**Iowa Code 279.8, 280.14, 808A, 281 .A.C. 21.8**)

LOST AND FOUND

Lost and found items are taken care of by the office. Have your child check with them to recover lost articles. Please encourage your child to be responsible for his/her personal property, label all articles, and leave valuables and money at home.

LUNCH AND BREAKFAST PROGRAMS

A school hot lunch and breakfast is available to all pre-school through sixth grade students. Price information is available at registration and by calling the school office. Applications for free and reduced price lunches are available at registration and in the office throughout the year. We encourage all persons who qualify for free or reduced lunch to complete the application. If your wage is decreased anytime throughout the year, you may apply for free or reduced meals anytime. Parents are welcome to eat with their children at any time. Money in your child's account can be used for breakfast, lunch, or milk in the lunch line. Parents can make payments for student's lunch account at school or on the school's website using PaySchools. Please contact the office for more information on PaySchools. School policy is no pop with lunch at noon. Please encourage your children to eat a well balanced, nutritional breakfast and lunch. Please note that if your child's account has a negative lunch balance of more than \$15, your child will receive an alternative lunch until their account has a positive balance.

MULTICULTURAL/GENDER FAIR EDUCATION

Board Policy 603.4

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

NAMES

Student's legal names must be used at school. The last name on the birth certificate will be used unless a court document is presented that indicates an adoption has been completed and/or the child's surname has been changed.

NON-DISCRIMINATION POLICY

Board Policy 401.1

Students, parents, employees and others doing business with or performing services for the North Cedar Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: Superintendent, 102 E. North Street, Stanwood High School or call 5630942.3358 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, title IX, the ADA, Section 504 and Iowa Code 280.3 (2007).

Individuals can file a complaint through the grievance procedure as outlined in board Policy 102 and supporting documents 102.E1 (Notice of Discrimination), 102.E2 (Grievance Form for Complaints of Discrimination or Non-compliance with Federal or State Regulations requiring Non-Discrimination), 102.E3 (Grievance Documentation), or 102.E4 (Section 504 Student and Parental Rights). Forms are available in the Central Office or any building office.

NON-CUSTODIAL/DIVORCED PARENTS

Non-custodial parents of students may receive school bulletins, report cards, and other school communication, upon request. The request may be made each year with an updated address, etc. If there is a change in custodial rights, please inform the office and present appropriate documents.

NURSE

North Cedar's district nurse is scheduled one day per week in each elementary building. It is the parent's responsibility to notify the school each year if your child has a serious health problem. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

PARTIES FOR HOLIDAYS AND BIRTHDAYS

Parties may be planned for Halloween, before winter break, and Valentine's Day. These parties will be held at appropriate times during the day. Birthday parties should not take class time. However, children may bring treats for their birthday. We ask that treats be commercially prepared, simple and nutritious.

If you do not want your child to participate in holiday or birthday celebrations, please contact the building principal. Invitations to outside-of-school parties may be distributed at school only if **all** students in the classroom will receive one.

PERSONAL APPEARANCE

Board Policy 502.1

Dress that detracts from the ongoing process of the school day will be subject for review. Hats and do-rags, halter tops, bare midriffs or "spaghetti strap" shirts are not to be worn. Jeans must be secure around the waist. Undergarments may not be showing for boys or girls. Flip flop shoes are not recommended.

PERSONAL BELONGINGS

Personal belongings such as CD players, iPods, computer games, videos, toys, trading cards, playground items and cell phones should be left at home. The district is not responsible for lost, stolen, or damaged items.

PHILOSOPHY

We believe all students can and will learn. It is the responsibility of North Cedar Elementary Center at Lowden and Mechanicsville, through the District's curriculum using today's technology and resources, to guide, assist, and encourage all students in their social, personal, and academic development.

PHONE USE/STUDENT CELLPHONES

Students may use the school phone for an emergency. Phone calls asking to stay after school hours or asking permission to visit a friend are discouraged. All long-distance calls are to be made from the office collect, unless the call is a result of an illness. In cases of necessity, the office will deliver telephone messages. Students will not be called from class unless the call is of **utmost importance**. No calls are to be made by students without permission. Please help us keep the phones for school business and student emergencies only. Student cell phones are not encouraged. Cell phones brought to school need to be kept in student backpack and turned off. The district is not responsible for lost or damaged cell phones.

PICTURES

Individual student pictures are taken each fall and spring by a picture company. Detailed information about the prepay packages for purchasing these pictures will be sent home about a week in advance.

PICTURE RELEASE

Your son/daughter may have their picture taken or be videotaped throughout the school year for class projects, individual projects, or school projects. If you do not want your child's picture taken or videotaped, please notify the school office.

RECESS/P.E. POLICIES

Always see that your child is dressed appropriately for outside recess. Usually students will go outside for fresh air and exercise at recess unless it is raining or the temperature or chill factor is zero. The decision whether to stay inside or go out is left up to the recess associates. During cold weather students need to dress warmly. **Boots will be required for playground activities depending on the condition** (mud, rain, snow) of the playground area. If your child doesn't wear boots on "messy days", they will be limited to the sidewalk area.

Please don't ask us to keep your child in for recess unless there is a medical reason to do so. Students are more attentive to their lessons if they have had a chance to be physically active at recess. If your child needs to stay inside for recess, a written excuse from you must be sent to school. Students are not required to participate in games or activities while at recess. Instead, they may choose to be less active but enjoy the break in their day and the opportunity to get some fresh air. If a student is to stay in from recess for more than one day, please call the school office. If a student's physical education and recess activities need to be restricted for more than a week, a doctor's statement is required.

REPORT CARDS/STUDENT PROGRESS REPORTS

Your child's progress in school is reviewed with you at both the fall and late winter parent-teacher conferences. The final report will be mailed or picked up at the elementary office. A copy is also placed in each child's cumulative file at school.

SCHOOL ANNOUNCEMENTS

Parents are encouraged to **minimize** all calls to the school requesting announcements of non-school activities. If there is a need to inform students of changes in non-school activities, **please call the office prior to 8:20 a.m. or 2:50 p.m.** and an announcement will be made.

If a student is to go home with someone else, parent contact must be made with the school. Parents are to send a note to the teacher or office.

SPECIAL SERVICES

Speech and Language - The clinician is scheduled at North Cedar on a regular basis. Children may be recommended by parents or teachers for assessment. After an evaluation, it is decided, at a meeting with the parents, whether the child will get special help from the speech and language clinician. Students receive help on a priority basis.

School Psychologist - A psychologist is scheduled in the building on a regular basis. The teacher, principal, and/or parents may initiate appropriate testing and/or consultation with the school psychologist.

Social Worker - A school social worker is scheduled at North Cedar on a regular basis. The social worker is available for meeting with parents and children on situations affecting their school program.

Educational Consultant - An educational consultant is scheduled on a regular basis. The teacher, principal, and/or parent may initiate testing and/or consultation with the educational consultant.

Other Specialists - Other specialists, in areas such as vision, hearing, etc., are available for various needs and services through Grant Wood Area Education Agency. Contact your child's teacher with any concerns.

Comprehensive evaluations of preschool children are also available. If you feel your preschool child is having difficulty communicating, hearing, or seems to be developing at a slower rate than you think is

Typical for his or her age, please call for more information. It may be that a comprehensive evaluation is needed. This service is provided at no cost to the parent.

Resource Teacher (SCI) – A class with daily integration. -A teacher is provided to work with a limited number of students who need extra help at school. Teachers or parents may recommend students. Tests then are given to determine if the child is eligible according to state guidelines. Students usually leave their classroom for one-half hour to one hour daily for work in the Resource Room on reading, language, math, etc.

Title I - A reading program for a limited number of qualifying students is offered to provide extra help to students in reading. Students leave their classroom for approximately one-half hour daily for Title I reading classes.

ELP - The Extended Learning (ELP) program is provided to work with a limited number of intelligent, motivated, and creative students. Students may be recommended for testing by teachers and parents. The program focuses on creative and critical thinking, beginning research, and affective activities.

Guidance Counselor - A guidance counselor is scheduled at North Cedar on a regular basis. The guidance counselor will meet with all children in large groups occasionally. He/she will counsel small groups of students and individual students, on situations affecting them at school. The counselor may also meet with parents, on occasion, about student/school concerns.

STUDENT ABUSE BY SCHOOL EMPLOYEES

Board Policy 402

It is the policy of the North Cedar School District that school employees not commit acts of physical, verbal or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. North Cedar school district's level-one investigator is Troy Bergman and our alternate investigator is Kim Hilby. Troy Bergmann, 7-12 school counselor, can be contacted at (563)452-3179 or email tbergmann@north-cedarstu.org. Kim Hilby, elementary school counselor, can be contacted at (563)941-5383 Lowden or (563)432-6933 Mechanicsville or email khilby@north-cedarstu.org.

STUDENT BEHAVIOR

Board Policy 503

Students learn more if they have a safe and orderly school environment. For that reason, there are a limited number of reasonable rules and children are expected to obey them. The staff is expected to be firm, fair, and consistent in dealing with the students.

Just as an academic program must be structured to ensure progress and balance, a discipline plan should help students improve their behavior from year to year. North Cedar has a plan with several parts -

- * Sets of rules describing appropriate behavior.
- * Specific ways that students receive positive rewards for good behavior.
- * Discipline plans that work for classroom teachers according to their philosophy.

* Consequences to deal with inappropriate behavior may include; removal from class or area, phone calls to parents, teacher/parent conference, in-school or out of school suspension.

Students who cause substantial disruption, display inappropriate conduct, or present a threat to the health and safety of students, personnel, or visitors on school premises or at school-directed activities will be sent to the principal.

The parent or guardian may be contacted for cooperation and participation to address the behavior. A mutual agreement between both parties will be attempted regarding in-school suspension, out-of-school suspension or expulsion of the student. If parent or guardian desires to appeal the disciplinary decision, it will follow the procedures of the North Cedar's Good Conduct Policy.

STUDENT BEHAVIOR AND SAFETY – WALKING/RIDING TO AND FROM SCHOOL

Pupils' conduct on the way to and from school is a joint concern between the parents and the school.

Please help insure every child a safe and pleasant walk to and from school. Discuss appropriate behavior with your child and review these rules periodically:

1. Walking/riding to and from school in safe and orderly way.
2. Respect people and property.
3. Bicycles may be ridden to school and should be put in the bicycle rack and left until the end of the day. Bike riders should obey all traffic rules. Helmets are recommended.
4. Skateboards should not be brought to school.

School rules apply before and after school when students are in the school area.

Please help to insure your child's safety while walking/riding to and from school:

1. Plan the safest route to school and be sure that your children understand that they must follow the plan.
2. Teach your children to walk across streets in crosswalks at street corners.
3. Encourage your children to come home immediately after school.
4. Teach your children never to converse with a stranger and never to get into a car with a stranger.

STUDENT BEHAVIOR - RIDING THE BUS

Board Policy 503

Parental help is needed to insure a safe bus ride for student passengers. In general, any activity which distracts the driver or is disturbing or unsafe to other students is objectionable. Please discuss these rules:

1. Behave in a safe and orderly way.
2. Respect people and property.
3. Follow directions.
4. Accept correction or a consequence.

Every effort will be made to resolve any bus problems that are brought to the school's attention. Misconduct is reported to the transportation director or principal by the bus driver for disciplinary action. **Students may be temporarily suspended from riding the bus for inappropriate behavior by the transportation director or principal.**

A note written by a parent is required if there are any changes in a student's usual bus procedures. In Lowden the note is shown to both the teacher and the bus driver. If two students are involved, both students need notes from their parents. In Mechanicsville the note goes to the teacher and the office issued a bus pass for the child to give to the bus driver.

STUDENT RECORDS; ACCESS AND CONFIDENTIALITY Board Policy 506

The school does maintain a cumulative record file in each student. The file contains grades, attendance, standardized test scores, anecdotal records, and other items pertaining to the child's history in school.

These records are confidential and used for professional purposes only. Parents of children under 18 years of age have the legal right to see the contents of these records by making an appointment to do so with the principal. Copies may be made of items in the record at a minimal fee, but the original records may not be removed from the building. Parents may place statements in children's records if they desire and if the statements pertain to the school record. Parents may also request that items be removed from the child's file. The school may or may not comply with the request. In case of such an impasse, parents may appeal the decision to the next highest school official, and ultimately the school board.

STUDENTS STAYING AFTER SCHOOL (EXTRA CURRICULAR)

Students staying after school for athletic and/or extracurricular activities must be supervised by the coach/parent. Supervision is not provided by school personnel.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after the bell rings is considered tardy.

Students arriving tardy should check in with the office before going to class.

TOBACCO/ALCOHOL/ILLEGAL DRUGS/PRESCRIPTION MEDICINE Board Policy 502.7

Possession, distribution, or use of tobacco, alcohol, illegal drugs or illegal prescription medication products by students is prohibited by law on all school property. Students failing to follow these guidelines will be subject to disciplinary procedures.

TRANSFER

You are asked to contact your child's teacher or the office if you are moving and your child will be attending a different school. Records will be sent directly to the new school when the request is received from that school.

VISITORS (PARENT)

Parents are most welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe their children's performance in a classroom learning situation. To make the visits more worthwhile, the school suggests that parents should make their classroom visits after the first two weeks and before the last two weeks of the school year.

The first nine weeks of Kindergarten class are a period of adjustment from home to school. Teachers prefer to be alone with these children during this period. After this time, parents are encouraged to visit the classroom.

A courtesy call to the teacher before a visit is suggested. Please sign in at the office before visiting the classroom. However, student visits are not encouraged. The office should be contacted to inquire about any student visits.

VOLUNTEER PROGRAM

We welcome parents or anyone else willing to give an hour or more of their time during the week to help in classrooms. We will schedule times at your convenience. If you are interested in volunteering, please call the office. Volunteers are appreciated by both students and teachers.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary financial hardship should contact the office for a waiver form. The waiver does not carry over from year to year and must be completed annually.

WEAPON-LIKE TOYS/DANGEROUS WEAPONS

Students are not to bring toy guns, knives, weapon-like toys, or weapons to school. Students who bring these items to school may be subject to discipline procedures. Parents will be contacted to pick up any weapon/toys deemed to be dangerous.

