



# JAMISON ELEMENTARY STUDENT HANDBOOK 2015 – 2016

## Jamison Elementary School-Student Guidebook

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*This student handbook has been written to provide you with answers to many questions, which parents often ask. Together with the **INFORMATION** section in the front of the **District Calendar** we feel confident that you will have ready resources for questions about School District and School policies.*

*Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic, we encourage you to call us at 267-893-3500.*

*Best wishes for a successful school year!*

**Jamison Elementary School**  
**2090 Land Road**  
**Jamison, Pennsylvania 18929**

**School Phone Number: 267-893-3500**

**Fax Number: 267-893-5809**

### **ARRIVAL**

Children that walk, ride a bus, or ride a bike to school are not permitted to enter the building until 8:15 AM. Students that are walkers, bike riders, and bus riders must enter from the bus loading area. Car riders must utilize the “Kiss and Drop” area and enter the building through the main entrance.

### **ATTENDANCE**

The Commonwealth of Pennsylvania requires it under the Compulsory Attendance Law that an absence excuse, **signed by the parent or guardian**, be on file for every day of a student's absence. An absence not explained by an excuse note submitted within three days of the child's return to school is recorded as an illegal absence. If an excuse is not submitted for any absence, the student will be considered illegally absent that day(s).

The following excuses qualify as excused absences:

1. Religious Holiday
2. Illness
3. Education trips - such a trip will be permitted only with prior written approval by the principal.
4. Death in the family.

Two extended absences for family travel per school year will be excused and the total number of days missed must not exceed FIVE days.

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Families will receive a letter from the school if a student is absent beyond 10% of the current school day. This letter is not to question the validity of the absences, just as a personal reminder because a number of one or two day absences can add up to a significant total.

In addition to the 10% letter, families will receive a letter if a student's absence total accumulates to 15 days. Because of the correlation with success or failure in school, regular attendance is necessary to drive the maximum benefit from any school program. An excuse from the doctor will be required for all future absences regardless of their duration.

### **BEHAVIOR**

Appropriate behavior is expected from the children at all times. All children have read the "*Jamison Promise*" (please see page 12), the school's promise for appropriate behavior. The school's Behavior Notice and Communication Form are also discussed in the beginning of the school year. These two forms are a source of communication and documentation.

### **BIRTHDAYS**

Teachers may design a special birthday recognition for students that are celebrating a birthday. If a birthday falls in the summer, this can be arranged throughout the school year. The classroom teacher will notify you of the type of birthday recognition that will be celebrated in the homeroom.

Due to the State mandate on Wellness, all parties should promote healthy habits. No food is permitted during birthday celebrations.

Birthday party invitations to a select small group of children should not be distributed at school. Sensitivity to other children's feelings contributes to a healthy social development for your child.

### **BUSING**

Students that utilize the bus transportation provided by the district may **NOT** ride home on another bus. Also, children may **NOT** have fellow students ride home on their bus. If parents would like to make arrangements for children to spend time after school with one another, a parent note must be sent in by both parents to the office and arrangements for travel must be made by the parents.

Riding the bus is a privilege. Disruptive, defiant behavior will **NOT** be tolerated. Unacceptable behavior may result in the temporary or permanent suspension of bus privileges. The bus driver will report any infraction of rules to the principal. Parents will be notified in writing or by telephone of such reports.

**CELL PHONES**

All cell phones must be turned off and kept in the child’s backpack for the entire school day before entering the school. Phones must stay in the backpack until the child leaves the school building or gets off his/her bus. If a student doesn’t respect this policy, administrative action will take place.

**CENTRAL BUCKS CALENDAR/HANDBOOK**

The following topics are covered in the Central Bucks School District Calendar/Handbook distributed to all families:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| Alcohol or Drugs                     | Protected Handicapped Students       |
| Assistance Teams                     | Remedial Programs                    |
| Attendance Requirements              | Report Cards                         |
| Back-to-School Nights                | School Attendance-Area Exceptions    |
| Building and District Communications | School Closings                      |
| Buses                                | School Closings and Early Dismissals |
| Communications                       | School Enrollment Policy             |
| Community School                     | School Hours                         |
| Computer Use                         | School Safety                        |
| Contact Information                  | Search of Student Lockers & Cars     |
| Directory Information                | Services for Students                |
| Dress Regulations                    | Smoking Policy                       |
| Drug & Alcohol Policy                | Snow Make-Up Days & Graduation Dates |
| Family Travel                        | Special Education                    |
| Fever Free                           | Standardized Tests                   |
| Health Services                      | Testing                              |
| Homebound Instruction                | Threats Policy                       |
| Insurance Requirements               | Transportation Regulations           |
| Medications                          | Use of Medications in School         |
| Parent Conferences                   | Weapons                              |
| Parent Involvement                   | Weapons Policy                       |
| Performance Assessments              | When Parents Have a Concern          |
| Policies, Regulations & Discipline   |                                      |

**COMMUNICATION**

Communication is an important part of the home and school relationship. The ability to access the staff at Jamison Elementary is very important. As a school, we request to limit the distractions during the school day. Obviously, the school would like

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to maximize instructional time. If a parent/guardian would like to communicate with the teacher, please do one of the following:

- Email the teacher
- Call the office and ask to be transferred to the individual's voice mail (the teacher's voice mail can be directly accessed by using their individual numbers located in the Jamison directory).
- Stopping by the office to leave a note to be placed in the staff member's mailbox.

Please be aware that a response to your communication will be in a timely manner that best suits the schedule of the students and the teacher.

The school communicates utilizing several different methods. Along with telephoning, emailing, and receiving a letter, the children receive a Wednesday folder with important information on a weekly basis. The district's website will also have information posted along with the district's "E-Folder". This folder has district information filed electronically.

Communication is also important when situations arise at school. Depending on the situation, teachers can utilize forms entitled (Jamison Elementary School Communication Form or Behavior Notice) to inform parents of a situation that developed at school. In many cases, these forms serve as a communication tool between home and school. On some occasions, they may serve as a communication tool as well as a discipline notice.

Additionally, the school sends an electronic newsletter (Jamison Journal) home once a month as well as a monthly News-N-Notes email blast (on or about the 15<sup>th</sup> of each month)

### **DIRECTORY**

A school directory is available for purchase during the school year for a nominal fee (\$1). This directory includes all students' names, grades, addresses, phone numbers and parent/guardian names. This information is automatically displayed in the directory, unless a request is received in the first few weeks of school for the information to be deleted. The directory also includes a complete listing of the staff, class lists, Home and School Association committees and their chairpersons and homeroom parents.

Under no circumstances is any part of the directory to be reproduced, photocopied, entered into a database or copied by hand or other form. The directory may not be used as the basis for telemarketing without the written permission of the Jamison Home and School Association.

## **DISMISSAL PROCEDURES**

We encourage you to use bus transportation for afternoon dismissal. Walkers and private cars are dismissed at 3:15 PM. Parents are required to pick up their children by the gym (cars must drive onto the blacktop playground area). This procedure is designed to protect the students so please be patient and follow the directions given by the pick-up duty representatives.

When picking your child up at the end of the day, a request must be made in writing and sent to the child's classroom teacher. Be sure your child is also aware of any changes in transportation. All pick-ups must be made by **2:55 PM**.

As stated earlier in the handbook, students **may not** ride home on a different bus than their assigned bus. Any student, who is not assigned to a bus, also **may not** ride home on a bus.

Walkers must leave the building in a respectful manner. Running is prohibited. For supervisory issues, all walkers must leave the building immediately. Students that are walking home must walk directly home. These children are not permitted to walk on or across any major roads.

Jamison also discourages the idea of parking across from the school, or in the school parking lot, having your child(ren) dismissed as a walker, and then driving home. This practice can create a safety concern for the students. Please keep this in mind during dismissal procedures. Warwick Township, along with the Warwick Police Department, are continually monitoring this situation. They request you put safety of your child first and utilize the school dismissal procedures.

## **DRESS CODE/STUDENT**

Students are expected to dress appropriately during the regular school day and during school activities. Appropriate school dress is defined as that which is not a safety hazard and is not disruptive to learning or to the operation of the school. Good judgment is the key. Shorts that are too short or T-shirts with questionable messages or pictures are not appropriate.

Appropriate attire is not only for safety reasons; it's also our job as educators and parents to provide limits. The following are guidelines for daily school apparel for all students.

- Correct shoe sizes should be worn.
- The length of shorts is to be appropriate for school.
- Undergarments should not be visible.
- Any attire the administration considers to interfere with the quality of education shall not be permitted.

If a student is dressed inappropriately, we will contact the parents and ask they bring a change of clothing. If the parent is not available, we will provide temporary alternative attire. All issues of dress will be handled quietly, tactfully, and in a manner that will not embarrass the student. Your support of these guidelines is greatly appreciated!

### **E FOLDER**

In an effort to keep the community updated via technology, the Central Bucks School District has created an E Folder. This electronic folder can be accessed from the internet ([www.cbsd.org](http://www.cbsd.org)) where community information will be posted.

### **EMERGENCY CARDS/CONTACT INFORMATION**

Always keep your contact numbers and current living address up to date. Specific paper work will be sent home in the beginning of the school year (Census Verification Report) to be verified. Appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will abide by court directives in its files. Verbal statements of custody will not be enforced.

### **EMERGENCY CLOSING / EARLY DISMISSAL OF STUDENTS**

If it becomes necessary for you to take your child out of school for any reason during the school day, a note in the morning to the teacher is required. When you come to school to pick up your child, please come to the office. The secretary will call your child from the classroom and you will be asked to sign your child out. If your child will be returning to school on the same day, please bring your child back to the office, so that she/he can be signed back in.

If your child wishes to go home with a friend, a note is needed from **BOTH** parents. Transportation regulations prohibit the use of the bus for such visits.

Emergency school closings announced while school is in session will be broadcast by radio, television stations, using the number – 755, and the district website ([www.cbsd.org](http://www.cbsd.org)). School closing information is put on the Newline as soon as the superintendent has made the decision. District notification of emergency school closings, delayed openings, early dismissals, and bus transportation issues is now available via text messaging. Please visit the [www.cbsd.org](http://www.cbsd.org) webpage for instructions on how to sign up

In some cases children may be returning home before adult supervision arrives. Please discuss with your child the procedure you want them to follow after being sent home.



### **FIELD TRIPS**

Children are taken on field trips to provide educational experiences available only outside the school. All field trips are under the supervision of the classroom teacher with assistance from parent chaperones. Before such trips may be taken, a permission slip must be signed by the parent and returned to the teacher. Should a student not return the permission slip, arrangements will be made for that student to work throughout the school day.

Field Trips are designed for the student to enjoy the experience with his/her classmates. A select number of parents will be utilized for chaperones based on supervisory needs. All other parents are discouraged from following the class to their destination.

In addition to following the class to their destination, purchasing tickets as a school representative, when not acting as a chaperone, is prohibited.

### **FORGOTTEN LUNCHES**

Should your child forget his/her lunch, please bring it to school, clearly marked with your child's name and room number. Lunches are taken directly to the cafeteria, or the child's classroom. In the event that the child's lunch has not been brought to school, students may "charge" a lunch. Money for "charged" lunches must be turned in directly to the cafeteria on the next day of school.

### **HANDICAPPED**

Jamison is a building accessible to the handicapped. Any child that is handicapped, or becomes injured, may utilize the school's elevator. This child may have one peer to assist him or her.

### **HOME AND SCHOOL ASSOCIATION**

The Jamison Home and School Association is very active in the life of the school. You are encouraged to become a PARTNER with us in the education of your child. The Home and School Association sponsors many programs and activities such as: student assemblies, book fairs, Science Fun Day, and much, much more. Additional information about these and other activities will be provided in the *Jamison Journal / Smores Newsletter*. Flyers announcing scheduled events and meetings will be posted on the website.

**2015-2016 Officers**

Robert Miller, President  
Chris Coleman, Treasurer  
Erynn Jacobsen, Co-Vice President  
Jennifer O'Donnell, Co-Vice President  
Andrea Offner, Co-Secretary  
Christina Davidson, Co-Vice President

**HOMework**

The purpose of homework is to promote the growth of student knowledge and to reinforce that which is learned in the classroom. Homework should be used as an addition to and extension of daily instruction. It should provide the student with relevant practice and the opportunity to utilize learned concepts.

Homework also affords the student the opportunity to develop and practice good study skills and habits. An additional purpose of homework is to communicate the teacher's classroom requirements and the student's academic progress to parents. Homework is assigned every day, with Friday and holidays as a permitted exception. In addition to their daily homework, students should read independently for 20 minutes.

If your child is absent and you wish to request homework, please call the school office (267-893-3500) by 9:30 a.m. so that the classroom teacher has adequate time to prepare the assignments.

If your child forgets their homework, he/she may return to school to pick up their homework one time per semester (4 times per year). This return to school policy is from 3:15 pm to 4:15 pm.

**ILLNESS**

The school nurse provides care to students who become ill or are injured at school. If a child has symptoms of illness present, he/she should remain home so that other children do not become infected. As a rule of thumb, a child should be without fever, vomiting or diarrhea for 24 hours before returning to school. Sick children should never be sent to school with the expectation that the school nurse can be called upon to diagnose a medical problem.

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

Jamison Elementary has one support counselor, Mrs. Rebecca Levy. Mrs. Levy will provide service and assistance to the all of the Jamison students. Please contact Mrs. Levy if you are in need of support for your child.

Meeting the needs of students with academic or behavioral difficulties is an important responsibility for the school. Teachers and parents may refer students having difficulty to the Instructional Support Team. The Jamison team, consisting of the: student support counselor, referring teacher, reading specialist, speech clinician, the building principal, and school nurse meets regularly to develop instructional modifications to meet the special needs of these students.

### **INSTRUMENTAL MUSIC**

All fifth and sixth grade students are invited to participate in the instrumental music program. Instructional classes meet once a week for thirty minutes, scheduled during the school hours and occasionally prior to the school day. Participation in the instrumental music program is voluntary. All fourth grade students will have the opportunity to play the recorder and possibly the violin.

### **INSURANCE**

Student insurance is available at a nominal cost and is optional. Parents of insured children may request that claim forms be sent home when a covered accident occurs. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

### **JAMISON JOURNAL**

Parent involvement in the activities of the school is essential to the success of the instructional program. Reminders will be posted on the Jamison website listing important events of the upcoming weeks. The ***Jamison Journal*** is an online newsletter that is published monthly. It is communicated to families by e-mail and posted on the Jamison website. The Jamison Home and School Association adds information into the ***Jamison Journal***. Information about school events and Home and School activities are featured in this monthly periodical.

Your comments and questions about the events described, the activities planned, or the subjects discussed are encouraged and greatly appreciated.

**JAMISON PROMISE**

The *Jamison Promise* is a form reviewed by all students in the beginning of the year to review and promote appropriate behavior.

*The Jamison Promise*

I, \_\_\_\_\_, promise to follow the Jamison way in order to create a respectful, responsible, and safe community.

I promise to solve problems that I may have with others by demonstrating:

**RESPECT**

I will treat others the way I would want to be treated and use “Put-Ups”, not “Put-Downs.”

**RESPONSIBILITY**

I will take ownership of my actions.

**SAFE COMMUNITY**

I will be part of the solution, not part of the problem and also try to help students who are bullied.

**SPORTSMANSHIP**

I will demonstrate fair play, respect for others, and gracious behavior in winning or losing.

Classroom Signatures

**LOST AND FOUND**

The Jamison Lost and Found is located in the cafeteria. If your child has lost something during the school year, please have your child check to see if the item is there. We encourage parents to stop by the lost and found to check for that lost item. All “Lost and Found” items will be donated to the needy at the end of each academic quarter.

**LUNCH PROGRAM**

School lunches will be sold at a cost of \$2.60 per day or a student may deposit money into their lunch account. Deposits can be made in the cafeteria or at the school office. Copies of the menu can be found on the Central Bucks School District web page. Milk and juice, in one-half pint containers, will be available daily. Prices are subject to change.

**LUNCH SCHEDULE**

	<b>Lunch</b>	<b>Recess</b>	<b>Grade</b>
Lunch 1	10:50-11:20	11:20-11:50	Grade 4
Lunch 2	11:20-11:50	11:50-12:20	Grade 1
Lunch 3	11:50-12:20	12:20-12:50	Grade 2
Lunch 4	12:20-12:50	12:50-1:20	Grade 5
Lunch 5	12:50-1:20	1:20-1:50	Grade 3
Lunch 6	1:20-1:50	1:50-2:20	Grade 6

**MEDICATIONS**

In order to protect the health and safety of our students we require students to bring **all** medications, which must be taken during the school day, to the Health Suite upon the student's arrival. Medication is to be brought in a bottle with the prescription on it indicating the name of the student, medication, amount to be taken, time to be given, and the physician's name. Non-prescription medication must also be left in the Health Suite. *At no time should a student have any medication in his/her possession during the school day.*

**No medication will be administered to any student without the proper completion of the Medical Dispensing Form. (See attached)**

The form should also be used for non-prescription drugs, such as aspirin, when prescribed by a physician or dentist.

More children with serious health problems attend public schools now than ever before. Consequently the number of medications given to students during school hours has increased ten-fold in the last five years. Add to this the number of students seen for first aid, minor illnesses and emergencies and you can imagine how busy our health rooms have become. In order to service the students the following are health room guidelines for parents:

- Students who are injured or become sick at school are a priority. However, schools are **not** clinics and cannot treat injuries and illnesses that don't occur at school. If your child becomes sick at home or is injured at home or at a sporting event outside of school hours, please do not ask the child to come to the school nurse for treatment.
- Please keep all emergency information up to date. When a sick child must be sent home, the telephone number of a responsible adult to contact is essential.
- Please let the school nurse know if there are any significant changes in your child's health.

Thank you for your help and support.

## **OUTDOOR EDUCATION**

Jamison Elementary is fortunate to have a natural outdoor environment in which students can observe and participate. Teachers will notify parents in advance when the children will be visiting these grounds. It is the responsibility of the parent to notify the teacher if their child cannot participate in this outdoor education experience.

## **PARENT CONFERENCES**

Established progress report conference dates coincide with the conclusion of the first and third report card marking periods. Parents are encouraged to request a conference with the school faculty members whenever they have a concern about a student's progress. Parents can arrange a conference with a particular teacher by telephoning, emailing, or writing a letter to the teacher.

Non-custodial parents have the right to request copies of the child's report card. If a non-custodial parent would like weekly correspondence, the parent should provide the teacher with self-addressed envelopes.

During the third marking period, traditional report cards are not utilized. "Portfolios", displaying the child's work, are displayed at a conference where the child's strengths, weaknesses, and goals are discussed. The parent also has the opportunity to pre-view this portfolio at Portfolio Preview night. This night is designed to give the parents a snapshot of their child(ren)'s work. Students in grades 1 through 6 are encouraged to participate during the parent/teacher conference.

## **PARTIES**

District Policy allows for three (3) parties per school year. Each party should be 45 minutes in length. The designated parties will be for Halloween, Winter Holiday, and the End of the Year. Primary grades may consider a Valentines Party where cards may be exchanged to all students in the classroom. Only (3) parents per party unless permission is granted from the principal. Homeroom parents should speak with their classroom teacher to make arrangements.

Due to the State mandate on Wellness, all parties should promote healthy habits. Foods that contain too much sugar and unhealthy preservatives should be monitored closely.

## **PHILOSOPHY**

The Central Bucks Schools will provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life-long learning.

## **RECESS**

Extra time is scheduled during lunch so that all children can have a recess period. The school believes that this time out-of-doors and away from the classroom atmosphere promotes learning. The school district's policy requires each child, when weather permits, to attend lunch recess, unless excused by a doctor. Your child should be dressed appropriately. The staff feels that any child well enough to attend school is well enough to play outdoors. Recess may be taken away from any child due to inappropriate academic or social behavior.

When indoor recess is necessary, appropriate games or a toy may be brought from home; however, lost or broken games are not the school's responsibility. Radios, electronic toys, and gum chewing are not allowed during recess. Skateboards and motor-operated 4 wheel vehicles are also prohibited. The Jamison Staff provides appropriate supervision during recess.

## **REGISTRATION**

All registration takes place at the district office at 16 Welden Dr in Doylestown. They can be reached at 267-893-2111.

## **REPORTING STUDENT PROGRESS / REPORT CARDS**

Pupil progress is reported four times per year. Reporting on student progress with goal setting happens in the fall and spring. Specific reporting marks toward subject areas are reported in the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

There may be questions that arise concerning your child's progress other than at regularly scheduled conferences. You are invited and encouraged to contact the teacher and make arrangements for a conference.

## **SAFETY PATROLS**

While in fifth grade, students will be observed on a daily basis by the staff members of Jamison Elementary for their behavior and ability to make responsible choices. At the conclusion of the 5th grade school year, students will be selected for consideration for the opportunity to become a school Safety. Grade level teachers, specialists, guidance counselors, and the school administration will have input into these selections. Once selected, students will be given the opportunity to accept or decline the position and its responsibilities. The position will be outlined and reviewed to all selected candidates and they will be asked to sign a contract. The contract will outline their responsibilities and review expected behavior. These children will be expected to act as role models for the children of Jamison.

## **SCHOOL HOURS**

A.M. Kindergarten	8:35 AM - 11:10 AM
P.M. Kindergarten	12:40 PM - 3:15 PM
Grades 1- 6	8:35 AM - 3:15 PM
Early Dismissal	8:35 AM - 11:55 AM

Pupils will be admitted into the school building until 8:20 AM. Since adequate supervision is **NOT PROVIDED** prior to 8:20AM., we urge you to plan for your child's home departure so that he/she will **NOT ARRIVE BEFORE** this time. In the interest of your child's safety, it is urgent that you control his/her arrival time.

### **SPECIAL NOTE - KINDERGARTEN PARENTS**

**Your child should not arrive at the school earlier than 12:35 p.m. when attending the afternoon session of kindergarten. It is equally important that children attending the a.m. session be picked up promptly at 11:10 a.m. Personnel are not available to supervise your child after this time. Your cooperation will allow time for our kindergarten teacher to have lunch and prepare the room and materials for the afternoon session.**

**In addition to arriving on time, parents are asked to take their children home after pick-up. Allowing the children to play on school grounds can become a safety concern.**

## **SCHOOL PICTURES**

The school district's pictures are taken once a year. Parents are not required to purchase any, but may do so if they wish. Advance notice is sent home. Picture retakes are available for those absent the day of picture taking.

## **SCHOOL SPIRIT**

Jamison has monthly spirit days selected by the Wellness / Social Committee. Students are encouraged to wear Jamison clothing or clothing related to the selected event.

## **SPECIAL EDUCATION**

The needs of exceptional students are provided for through a number of special education programs. Included are programs for intellectually gifted students, learning disabled students, learning and adjustment students, educable mentally retarded students, and trainable mentally retarded students. Services are also available for students with visual, auditory, physical, and speech impairments.



## **STANDARDIZED TESTING**

Pennsylvania state testing, the PSSA's, is mandatory. Please avoid absences during these times. (See calendar for exact dates)

1. Informal screenings and inventories to determine reading placement, or other preliminary and tentative assessments for instructional purposes do not require parental permission and results are not normally reported to parents unless additional formal evaluations seem to be necessary.

2. Individual formal assessments for pupils not enrolled in special education programs require parental permission, and the principal generally requests this. Information that is collected in this process is confidential and reported to the parents.

3. Your child's test results will be checked carefully and maintained in the school record as long as your child attends school in Central Bucks. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

## **STUDENTS' RECORDS - ACCESS**

As a parent you have the right to inspect, review, copy and request correction of your child's school records. All requests for access to your child's education records are to be in writing and must include the following: requestor's name, correct address, and reason for requesting access to the information.

Please note that each parent will have access to the child's records unless the school district has received a copy of a court order, or similar legal document, which limits the access. This policy will prevail, even if only one parent has custody of the child.

## **TARDINESS**

Promptness to school is very important to us for two reasons:

1. A desirable punctuality pattern is formed.
2. Class work/assignments are often missed by students arriving late to class.

If a student is tardy, he/she must report to the office and be issued a "pass" to enter the classroom. Students are marked "late" if they report to school after 8:35 a.m.

**Latenesses can accumulate to constitute an illegal absence.** (330 minutes of cumulative lateness will constitute an illegal absence).

## **TELEPHONES**

*Office phones are not available for student use except on an emergency basis.* Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Children may use a classroom telephone for emergency purposes or by teacher discretion. All classroom teachers' direct phone numbers are located in the directory.

## **TEXTBOOKS**

The school furnishes books and other materials to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN A FINE.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

The desire to teach our children to be responsible for possessions and the high cost of textbooks necessitates that you encourage your child to take appropriate care of them.

## **TRANSPORTATION**

Riding the bus is a privilege. Disruptive, defiant behavior will **not** be tolerated. Unacceptable behavior may result in the temporary or permanent suspension of bus privileges. The bus driver will report any infraction of rules to the principal. Parents will be notified in writing or by telephone of such reports.

## **VALUABLES**

Toys, radios, Gameboys, and other electronic devices must not be brought to school. The only exception is for special "Show and Tell" activities. If a student brings any of these items to school, they are subject to confiscation.

## **VISITORS**

For the protection of your children, it is mandatory that **EVERY** visitor stop in the office to report their business. No parent is permitted to enter the school and walk the halls or go to a classroom without permission and a visitor pass from the office. If you are bringing a lunch, textbook, sweater, etc. to your child, we will call the student down to the office for the purpose of delivering the item to her/him. On no occasion should a parent proceed to the classroom on his/her own. With your compliance, we will have **DIRECT** control over any adults in our building and will be able to better ensure the safety of your child.

**WEAPONS POLICY**

The District will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way we can insure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school.

Any knife, including Scout knives, pen knives, and the other pocket knives, will be considered a weapon. In all cases, possessing a weapon in school will result in an immediate suspension for up to ten days; the police will be notified, and the student may be subject to arrest. Further disciplinary action may also include expulsion from school.

Weapon “look-alikes” are also threatening as they are indistinguishable from the actual weapon. It follows that the same disciplinary procedure would be applicable.

**WEDNESDAY FOLDER**

All school related papers are sent home in a Wednesday folder provided by the school. Please be sure to look for this folder weekly. Also, be sure to sign and return it back on Thursday. If a non-custodial parent would like an additional Wednesday folder to go home with a child, he/she must request one in writing to the teacher.