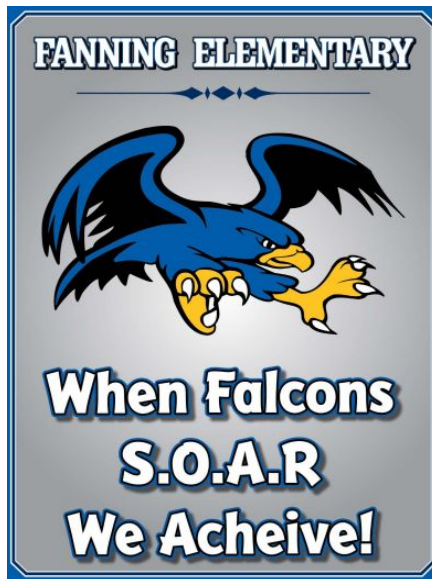


Fanning Elementary Falcons



650 N. Apricot Ave.
Brea, CA 92821
(714)529-3908

Parent/Student Handbook 2017-2018

This handbook belongs to:

Name _____

(First)

(Last)

Grade: _____

Teacher: _____

William E. Fanning Elementary School

Theresa Stevens, Principal

William E. Fanning Elementary

650 N. Apricot Ave.

Brea, California 92821

Telephone: (714) 529-3908

<http://fanning.bousd.us> / Instagram - fanning_falcons

Attendance Phone Number: (714) 529-9737 (24 hour answering machine)

Office Information: (714) 529-3908 (7:30 a.m. - 4:00 p.m.)

Day Care: (714) 990-7527 (7 a.m. - 6 p.m.)

Campus Hours for Students: Students may not be on campus before 8:30 a.m. or after 3 p.m. without the permission of a staff member.

Office Staff:
Theresa Stevens, Principal
Sherry Villaflor, Administrative Assistant
Roberta Dirks, Attendance Clerk
Melodee Wentz, Health Clerk

Bell School Schedule:

<u>TK/Kindergarten</u>	Session I (AM)	Session II (PM)
M/T/TH/F	8:45 - 12:15	11:05 - 2:55
(Early Release Wednesday)	(8:45 - 12:00)	(10:35 - 2:10)

<u>Grades 1-6</u>	
M/T/TH/F	8:45 - 2:55
(Early Release Wednesday)	(8:45 - 2:10)



Mission Statement

The mission of Fanning School is to provide an outstanding and innovative educational program in an environment that offers each student opportunities for success. We believe this can best be accomplished in a spirit of cooperation among staff, students, parents and community.

FANNING ELEMENTARY POSITIVE BEHAVIOR EXPECTATIONS



Anytime - Anyplace

Make good choices • Use kind words • Keep self to self



	MEDIA CENTER COMPUTER LAB	PODS WALKWAYS	RESTROOMS	LUNCH SHELTER/CAFETERIA	PLAYGROUND	DROP OFF PICK UP ZONE
S STAY SAFE	<ul style="list-style-type: none"> -Stay with class -Use eyes and ears to be aware -Walk at all times -Be on school approved websites 	<ul style="list-style-type: none"> -Walk on sidewalks and designated areas -Open doors carefully -Students must be accompanied by staff in the pods 	<ul style="list-style-type: none"> -Keep feet only on the ground -Keep water in the sink 	<ul style="list-style-type: none"> -Walk carefully from place to place -Raise your hand and get permission to leave your seat 	<ul style="list-style-type: none"> -Walk on blacktop -Use eyes and ears to be aware of your surroundings -Stay in designated play areas 	<ul style="list-style-type: none"> -Walk to your designated area and stay on walkways -Watch out for vehicles -Arrive to school at 8:30a.m.
O OWN YOUR ACTIONS	<ul style="list-style-type: none"> -Take care of your belongings 	<ul style="list-style-type: none"> -Use proper voice level -Walk quietly, face forward, in a single file line 	<ul style="list-style-type: none"> -Go, flush, wash, & exit quietly -Tech devices stay in the classroom 	<ul style="list-style-type: none"> -Keep your area clean -Report problems to an adult 	<ul style="list-style-type: none"> -Think before you act -Keep self to self 	<ul style="list-style-type: none"> -Be polite with everyone
A ACT RESPONSIBLY	<ul style="list-style-type: none"> -Engage/Focus on your work -Clean up your area -Listen and follow adult directions -Stay in your assigned area 	<ul style="list-style-type: none"> -Walk directly to your destination 	<ul style="list-style-type: none"> -Use the appropriate amount of toilet paper -Throw trash away -Be quick/prompt 	<ul style="list-style-type: none"> -Put unopened food on the cart -Sit down in the next available seat -Help clean area around you -Use good manners at all times 	<ul style="list-style-type: none"> -Follow directions from all adults -Line up immediately after the bell 	<ul style="list-style-type: none"> -Have bus pass ready -Listen and follow adult directions -Respect the environment and people's property -Follow school rules for personal devices
R RESPECT EVERYONE AND EVERYTHING	<ul style="list-style-type: none"> -Take care of all books and equipment -Be considerate of others -Work quietly 	<ul style="list-style-type: none"> -Be considerate of other learners -Respect others' property and privacy 	<ul style="list-style-type: none"> -Knock before entering a stall -Respect the privacy of others -Report problems to an adult 	<ul style="list-style-type: none"> -Wait calmly on the white line for your turn -Follow adult directions 	<ul style="list-style-type: none"> -Use equipment appropriately -Take turns -Show good sportsmanship and include everyone -Follow rules when playing games 	<ul style="list-style-type: none"> -Keep self to self

WHEN FALCONS S.O.A.R WE ACHIEVE

Fanning School Procedures A To Z

After Hours Access

Doors to all classrooms and all entrances to the library are locked immediately after dismissal. Check in at the office if you or your child needs to speak with the teacher. Office staff or custodians may not unlock classroom doors, and students may not enter school rooms without a teacher or other school employee. This rule is in effect before and after school, as well as during all recesses.

Arrival at School

Students are not to arrive on campus prior to 8:30 a.m. There is no adult supervision on the campus prior to this time. Child care offers full and part time daycare to accommodate parent needs. Call 714-990-7527 to make arrangements.

When arriving late to school, a parent **must** accompany the student to the office to sign in the student. If you are late because of a doctor or dental appointment, please remember to get a re-admit to clear the unexcused tardy.

Attendance Procedures

All students are expected to be in school each day and **on time** unless they are ill or a family emergency arises. A phone call to the school message recorder (24 hour) 714-529-9737 to report that your child is absent will greatly help the school account for all children each day.

Schools receive their state funding based on A.D.A. (Average Daily Attendance), which is based solely on daily attendance. Please make every attempt to schedule doctor and dentist appointments outside the school day as removing students from class causes a disruption to the learning process. If your child is out of school for more than 30 minutes (arriving late or leaving early) in a day, they will be given a truancy for the day without a medical re-admit.

The school will work with parents to remedy attendance difficulties. The School Attendance Review Board (SARB), a community agency, may be enlisted to explore alternatives if absences or tardies become excessive. As of January 1996, state law defines excessive absences as “. . . tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year.” (Ed Code 48260.5)

If a student is planning to be out five days or more, please contact the teacher **and** the office at least one week prior to leave date and the office staff will give you the necessary paperwork to complete. Please call our main office for more information.

During the school day, students will only be released to parents/guardians or those persons listed on the emergency card who bring proper identification. All students who are released during the school day must be signed out through the office.

Following dismissal, students must go directly home unless enrolled in extended day care or after school programs.

Bell Schedule

Kindergarten

Morning: 8:45 - 12:15 p.m. Afternoon: 11:05 - 2:55

A.M. Recess: 10:45 - 11:05

P.M. Lunch: 12:15 - 12:35

Recess: 12:35 - 12:55

Early Release Wednesday

Morning: 8:45 - 12:00 p.m.

Afternoon: 10:35 - 2:10 p.m.

Grades 1 - 6th

8:30 a.m. Students allowed on campus

8:42 a.m. Line-up bell rings

8:45 a.m. School begins

2:55 p.m. Dismissal

Grade Recess Schedule

1-3 10:15 - 10:30 a.m.

4-6 10:35 - 10:50 a.m.

Grade Lunch Schedule

1-2 11:50 - 12:30 p.m.

3-4 12:15 - 12:55 p.m.

5-6 12:45 - 1:25 p.m.

Early Release Wednesday:

Grades 1-6 2:10 p.m.

Minimum Day Schedule:

All TK & Kinder in a.m. 8:45 -12:15 p.m.

Grades 1-6 8:45 1:15 p.m.

Bicycles

Students in grade 3 through 6 may ride their bicycles to school. All bicycles are to be walked from the street to the bike racks. Bicycles are not to be ridden on campus. All students who choose to ride a bicycle to school must meet the following conditions:

1. The student has parent approval.
2. The bicycle is licensed by the city.
3. The bicycle is kept locked in the bike enclosure.
4. Bicycle safety helmets are worn as required by law.

Birthdays

Each week during morning announcements, student birthdays are recognized. Students are given a birthday pencil to celebrate their special day. To maximize instructional time, we encourage students to celebrate birthdays at home with friends and family. If you want to recognize your child's birthday at school, we encourage you to buy and dedicate a book to your child's classroom library. Any flowers, balloons etc. that are delivered to school will remain in the office until after school. Party invitations may NOT be passed out at school unless ALL students in the classroom are invited.

Bullying/Harassment

All students have the right to be safe at school, free from harassment of any kind. No student should harass another for any reason whatsoever, whether it be for personal habits, appearance, sex, race, color, religion, ancestry, or origin. Harassment through actions or words is a major offense, and disciplinary action ranges from parent notification to suspension or expulsion. Any student who feels they are the victim of harassment or have witnessed another student being harassed should report it immediately to a teacher or the principal.

Bus Service

Bus service is provided for a fee. Questions or concerns about transportation can be addressed by calling 714-990-7839. For safety reasons, student behavior on the bus to and from school is expected to be outstanding.

Cafeteria

Our cafeteria serves a well-balanced hot lunch each day. Menus are distributed to students at the beginning of each month. The school calendar is printed on the back. Parents are encouraged to prepay for meals by bringing in cash or a check payable to BOUSD to the school office or by paying online through e-funds call 714-990-7838 or visit the www.bousd.us for information).

For low-income families, free or reduced-priced meals are available, an application form is sent home with every student registered on the first day of school. Applications also are available from the school office. Students must reapply each year.

Cafeteria/Lunch Line Rules:

1. The cafeteria/eating area is a place to talk with a regular voice volume, not shout.
2. Food is for eating. Any throwing of food is not allowed.
3. Students are to remain seated until dismissed by cafeteria supervisors.
4. Students are to clear their area before they are dismissed.

Campus Access & Visitors/Volunteers

During school hours visitors are only allowed if they are here for school business or volunteering. Visitors are asked to report to the office upon arrival and wear a visitor's badge while on campus. For student safety, adults are not allowed to use student restrooms and should use the restroom in the main office.

The city of Brea and the Brea Olinda Unified School district enjoy an amicable working partnership. After school hours, our campus facility is used by the city for athletic events and afternoon enrichment classes. According to City Ordinance #805, it is unlawful to ride skateboards, bicycles, mopeds, or any other coaster devices on school property. Dogs must be on leashes and cleaned up after.

All facilities in the BOUSD are tobacco free. Smoking is prohibited at all times.

Cell Phones

Students may carry cell phones in their backpacks to be used before or after school hours. During school hours, phones must be turned off and in backpacks. Violations of this policy will result in the phone being confiscated and turned into the principal for parent pick up.

Classroom Helpers

All parents are encouraged to do volunteer work at school and can help in a variety of ways, such as aiding a classroom by performing clerical duties for the teacher, work with individual or small groups of students, assisting in the computer lab or library and providing help with special projects. Ask your child's teacher about volunteer opportunities. WE ♥ OUR VOLUNTEERS

Communication

Regular home-school communication is key to student success. We communicate with our families in a number of ways, including:

- Website <http://fanning.bousd.us> – Bookmark us! Website is updated weekly.
- Weekly “Principal’s Newsletter” via email – Make sure the office has your current email on file to receive these emails.
- School Messenger phone calls home – We provide occasional phone messages for school activities, special schedules, emergency broadcasts, etc. Tell the office if your phone number changes so you can keep current.
- Class emails, newsletters, etc.

Computers

Our school has chromebook computers for our computer lab. All students, TK-6 have regular access to the lab. The PTA has established a Technology Fund to help keep our equipment in the lab and classrooms current. We accept donations to this fund on an ongoing basis and thank our families for their support of campus technology.

Conferences

Parent conferences are scheduled in October, and these days are minimum days. The conference is a very important opportunity for parents and teachers to get together to discuss pupil progress. Communication between home and school is essential, and parents or teachers may request a conference at any time. Please contact your child’s teacher whenever you have a question or concern. We strive to respond to all emails and phone calls within 24 hours.

Daily Planner

Students in grades 3 - 6 are provided a daily planner courtesy of the P.T.A. Teachers instruct students in the regular use of the planner to help students build organizational skills and remember their homework and assignments. Planners are also an important home to school communication tool.

Discipline

At Fanning, we have positive behavior expectations that we teach students. School and classroom rules are intended to promote an atmosphere that is conducive to learning as well as to ensure the physical and emotional safety of every child on our campus.

Students who choose to disobey the rules may lose part of the recess, serve recess detention and/or be referred to the principal. Students whose behavior is in violation of Education Code 48900 as described in the following text may be suspended from school and/or recommended for expulsion.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug

paraphernalia.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. A replica that is substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

EDUCATION CODE:

48900.2 Sexual harassment (grades 4-12 only)

48900.3 Act of hate crime (grades 4-12 only)

48900.4 Harassment, bullying (grades 4-12 only)

Donations

Due to reductions in funding for schools, BOUSD wishes to maintain the high level of programs expected by our schools and community through the solicitation of donations. These contributions are requested to help defer, or offset, the additional costs of providing our exceptional programs and activities at their current high level. Education Code does require that all students be allowed to participate in core curricular and co-curricular activities without limitations. Without your support of these programs through your donations, we may need to redesign programs to match the limited funding provided by the State. Please be assured that we appreciate your support in order to make these experiences more meaningful for all students.

Dress Code

Student dress should indicate respect for the educational environment and should be suitable for an active schedule. On P.E. days, students should wear athletic shoes. If a student comes to school and his/her dress, hair, or makeup is a distraction to others, parents will be notified to bring change of clothing or the student will be removed from class.

Several examples of inappropriate attire include:

- Midriff baring, strapless, or backless tops.
- High heeled, open-toed or backless shoes, like flip flops.
- Shorts and skirts that do not reach at least fingertip length.
- Hats are not allowed inside buildings.
- No displays of obscenity, drugs, alcohol, sex, and/or violence are permitted on clothing, jewelry or other apparel.
- Students' hair must be a naturally occurring hair color and the style should not be disruptive.
- Make-up or cosmetics are not suitable.
- Large or "dangling" earrings are not allowed for safety reasons.

The Fanning staff wants all students to have a safe and wholesome environment in which they can learn and grow. Variances in student dress code only include whole school sponsored spirit days/and or activities, per the principal's direction.

Emergency Preparedness

Our school has a well-established emergency preparedness plan. We regularly practice emergency procedures for fire, earthquake and lockdowns. We request that each student bring a personal emergency preparedness kit to school to keep in their classroom for the year. Detailed information is on the Supply List (on website).

During an actual emergency, parents may pick up their child at the designated checkout station which is located at the fence at the north end of the parking lot.

Field Trips

Students in each grade level participate in field trips that enrich their studies. Our PTA generously contributes toward the cost of buses for these trips, but many trips have additional fees. In these cases, we ask parents for donations.

G.A.T.E. (Gifted and Talented Education)

Students are identified for GATE in grades 4-6. See the BOUSD website for criteria and additional information.

Grading

Report cards are issued three times during the school year. During the first trimester, parents are invited to a parent-teacher conference to discuss pupil progress. Throughout the year, teachers will inform both the student and parents when a student is in jeopardy of failing. Our goal is to work together to identify students who are not meeting grade level standards early on so that we can work together to provide them with the support they need.

Homework

The purpose of homework is to reinforce and extend what your child has learned in class as well as to develop a sense of self-discipline, personal responsibility and the ability to learn independently. It should be follow-up or unguided practice for the learning that has taken place in the classroom. Nightly, you can expect approximately 15-20 minutes at the primary level and 20-60 minutes in grades 4-6.

Parents are encouraged to help students keep up with class work when a child is out ill. If you think your child will be out two days or more, please call or email the teacher in the morning so that there will be time in the day to gather together the homework. Homework is normally ready to be picked up in the office 30 minutes after students have been dismissed.

Illness or Injury

Our health clerk provides basic first aid as needed. In case of emergencies, we call 911 and administer first aid to the best of our training. Parents are notified immediately and apprized of the situation. For less serious or non life-threatening situations, we call the district nurse (parents are still notified). In case of usual headaches, stomach aches, etc., the health clerk will take the student's temperature and decide if this is a case for TLC (tender loving care), a short rest in the nurse's office, or a parent phone call home. It is imperative that parents keep the school office informed when contact information (phone numbers) have changed in case of emergency.

The district nurse routinely tests students for hearing and vision.

Independent Study

Sometimes family matters make it necessary for a student to be out of school for five consecutive days or more. In these circumstances, an Independent Study Contract can be completed to give the student the ability to keep up with their studies (as much as is feasible) and the school credit for the missed days. At least one week prior to the planned absence, inform the teacher in writing about the dates and the duration of the planned absence and come to the office to complete the Independent Study Contract application. The teacher will provide assignments to be completed by

the student. Upon returning from the absence, the student returns the completed work and signed contract to the teacher. Failing to turn in the completed work with the contract makes it necessary for the absences to be noted as "Unexcused."

Medication

Medication should not be sent to school with your child, including cough syrups, cough drops, ointments and pain relievers. In the event that medication must be taken at school, a school form provided in the office must be completed by your physician before bringing the medicine to the health clerk. The form states the type of medicine, its use and dosage. The medicine may only be taken in the nurse's office. We are not permitted to administer aspirin or any other medication without written permission from the parent and physician. (Education Code 49423).

Parent Involvement

Parent Involvement is an essential component to any successful school. Parents can become involved in several ways:

- Join the P.T.A.
- Become a member of School Site Council
- Become a classroom volunteer or Room Parent
- Volunteer to help with our annual Jog-A-Thon, chaperone a field trip or assist in the library or computer lab
- Attend D.A.C. (District Advisory Committee) or ELAC (English Language Advisory Committee) meetings
- Become part of the WATCH D.O.G.S (Dads of Great Students)

Parking Lot Safety

Please see the page "Drop off & Pick up Procedures." Children may never walk into the parking lot unless they are accompanied by an adult, and please, for your child's safety, do NOT drop your children off at the bottom of the ramp as this area is unsupervised.

Personal Property

The school is not responsible for lost, stolen or damaged personal property. We ask that students not bring valuable items (i.e. electronics) or large sums of money to school. Please label your child's lunch box, backpack and jackets so they may be easily returned if they are lost. Lost articles are kept in the lost and found, which is located in our Media Center. Several times each year, unclaimed articles are donated to charity.

Physical Education

We have an elementary physical education teacher who works with our students one day each week. Students should wear athletic shoes and appropriate clothing on their P.E. day.

Playground Safety

- Safe play is the rule at all times. There is no tackling, rough housing or other behavior that endangers the physical safety of another child.
- All eating should be done at the lunch benches.
- There is no climbing on the slopes, back stops or fences.
- Students may not play in or around the restrooms.
- Running is allowed only on the grass.
- All play equipment used at recess is provided by the school. No toys of any kind are to be brought from home.
- Balls may be kicked only on the grass.
- Students who check out play equipment are responsible for returning the equipment to the checkout area.
- All play stops when the bell rings.

Psychological Services

The school psychologist's role revolves around concern with those children who are challenged with learning, social, personal behavior, or attendance issues. The school psychologist meets with students individually or in small groups on an as needed basis. Referrals can be made by teachers or parents.

P.T.A. (Parent Teacher Association)

The Fanning P.T.A. is a dedicated group of parents and teachers working together to improve each child's education. Our amazing PTA has supported our Accelerated Reader and RAZ Kids computer programs, numerous art and music assemblies, field trips, campus technology, an instructional aide position and more. The PTA also coordinates events to build a sense of community, such as "Pastries for Parents," Family Night and an end-of-year Carnival. Membership is open to all, so we hope you will join and serve. Meetings are held regularly according to bylaws. Dates are posted on our website.

School Site Council

The Fanning School Site Council is responsible for the planning, implementing and evaluating of the school improvement program. The council consists of the principal, one classified employee, three certificated teachers and five parent members. Meetings are held four times per year. All parents are invited to attend School Site Council meetings and to participate in the discussions.

Skates, Skateboards, Shoe-skates and Razors

We do not have the facilities to house or secure skates, skateboards or razor scooters. City ordinance #805 prohibits skateboards, bicycles, and any other coaster device on public property. Shoe-skates (Heeleys) are also prohibited. If any of these items are brought to school, a parent will be asked to pick up the confiscated item.

Snacks

Children may bring a snack to eat at their first recess. All snacks must be eaten at the lunch benches. We hope that parents will send healthy and nutritious items such as fruit or vegetables and try to avoid candy and chips.

Speech and Language Program

Our speech and language therapist works with students on a weekly basis. Parents and teachers may refer students for diagnosis and evaluation.

Student Council

Student council officers are elected from fourth, fifth and sixth grade students twice each year. In addition to the elected officials, class senators meet with the council. The Student Council discusses school improvement issues and concerns. They also plan special events for the school each year.

Student Recognition Program

At Fanning, we regularly celebrate our students for positive behavior and academics. Below are a number of ways.

Daily

- Soaring Falcons S.O.A.R. Cards are given by ALL staff to students who are "caught" "S.O.A.R. ing" Staying Safe, Owning your own Actions, Acting Responsibly, Respecting Everyone and Everything.

Weekly

- The principal randomly select S.O.A.R. cards and announces the names of these students to come to office to receive prizes.
- The principal announces the class who has highest percentage of students wearing Fanning shirts (or a shirt displaying school colors) on School Spirit Fridays and delivers the Spirit Wear trophy to that class for the week.

Monthly

- Popsicles with the Principal – Students who have received multiple Spirit Cards are invited to lunch with the principal and given popsicles.
- The grade level with highest number of spirit cards turned in gets an extra 10 minutes of lunchtime or recess.
- At our Flag Ceremony, teachers recognize 1-2 students in each class who exemplify the Character Trait we focused on for that month. These are presented as the “SOARing Stars of the Month”

Trimesterly

- At the end of each trimester, students in grades 4-6 are recognized for academic performance (Honor Roll and Honorable Mention) and responsibility (Citizenship). We hold these awards ceremonies in the Media Center by grade level, and we send home notices to let parents know to come to the ceremony.

Annually

- As the culmination of their academic careers at Fanning, on the last day of school 6th grade students attend an award ceremony where top 6th graders are presented with the national “Presidential Award.”
- The student with the MOST SOAR at the end of the year gets to be “Principal for the Day!” and spend the afternoon shadowing Mrs. Metcalf.

Technology

School Board Policy 6163.4 on Student Use of Technology is followed in regards to Online Services, Internet Access, and User Obligations and Responsibilities. The school will not be responsible for personal property. No electronic devices (ex: iPod players, iTouch, ipad, etc) are permitted at school without proper permission. Students who choose to bring cell phones to school must keep them turned off and in their backpacks unless they are given permission by a staff member. If classroom projects allows students to bring their own technology to complete assignments, this must be approved by the teacher. To ensure safety for all students, and appropriate usage, these electronic devices are not to be used at recess or lunch and must be kept in the classroom.

Telephone

Students are discouraged from using the office telephone for personal use. We ask that messages from home be kept to an absolute minimum and limited to true emergencies. In these cases, please call our office and we will make every effort to communicate with your child.

Textbook Care

Students are responsible for keeping their textbooks in good condition. Covering each book may help in preserving the book. Students and parents will be financially responsible for lost, stolen, or damaged books.

Toys

Except for designated “sharing days,” we appreciate students leaving all toys, including balls at home. Music players, toys, electronic games or sports equipment may not be brought to school as they can get lost or damaged and can interfere with learning in the classroom. Projects that require toys or special equipment will be at the discretion of the teacher.

Visitors

In order to maintain a safe campus and avoid potential disruptions, all visitors are to report to the office before visiting classrooms. A visitor's badge is to be worn at all times while on campus.

Visiting the Classroom

We would like to extend an invitation to you to visit your child's classroom sometime during the school year. In accordance with district policy, visits during school hours must be arranged with the teacher and principal/or designee prior to the visit. Contact your child's teacher at least one day in advance with your request.

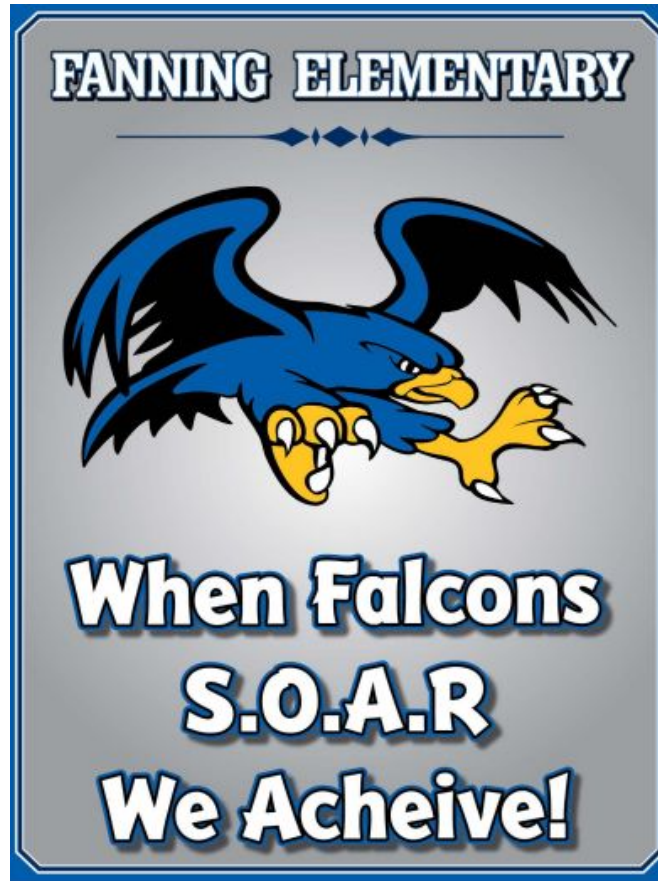
Teachers may not hold discussions with parents during class time because it impairs the educational process. If a conference is desired, an appointment should be set with the teacher during non-instructional hours.

Walking to School

Children are encouraged to use sidewalks whenever possible and to use crossing guards and crosswalks when crossing streets. Please stress with your child the importance of not accepting rides, candy or favors from unknown persons when going to and from school. If your child is ever approached by a stranger, he/she should immediately tell an adult and school administration.



Parent/Student Handbook 2017-2018



Date _____ Student Name(Print) _____

I have read and reviewed the Parent/Student Handbook with my student.

Parent Signature

Student Signature

