

Clawson Public Schools

Schalm Elementary Student Handbook



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Accredited by the North Central Association of Colleges and Schools

Dear Schalm Families,

Welcome to Schalm Elementary School...where every student shines! The goal of elementary school education is to instill in children a love of learning and a thirst for knowledge that will continue throughout their lives. We strive to create a learning environment in which students feel safe, supported, and challenged to excel. We believe that, in addition to a strong academic program, children need strong social skills development to become successful adults. We have adopted three behavioral expectations that we use as a foundation for all classroom and school rules.

- Be Safe
- Be Respectful
- Be Responsible

This Elementary Parent/Student Handbook contains basic information relating to Schalm Elementary School. Please take time to review this information and discuss relevant sections with your child.

It is truly a pleasure to serve the families of Clawson. We are certain that you will be very happy being a part of our "Schalm family" and we look forward to working with you to help your child achieve success in school. If you have questions or concerns throughout the year, please feel free to call us.

Sincerely,

Mrs. Sines
Principal

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TABLE OF CONTENTS

Attendance Arrival procedures, attendance guidelines, truancy, dismissal procedures, before, during, and after school childcare programs	Pages 4-7
Breakfast and Lunch Options, payment, rules, supervision, recess, playground rules	Pages 8-10
Parent Rights Directory information, cumulative records, class placement, parent teacher communication, grading system, standardized testing, homework, promotion/retention, parent involvement	Pages 11-14
Health General health and emergency information, accidents/illness at school, communicable diseases, immunizations, medication at school, screening, exclusion from activities, food at school, school nurse	Pages 15-17
Safety Emergency procedures, safety drills, weather related school closings	Page 18
Student Life School dress guidelines, school supplies, expenses, field trips, lost and found, party invitations, class parties, telephone use, valuable property, riding bikes to school, snacks, computer lab/internet	Pages 19-21
Discipline School rules, code of conduct, definitions of disciplinary terms, disciplinary steps	Pages 22-32
Tips to Make Your Year Successful	Page 33

ARRIVAL PROCEDURES

Students arriving at school before the first bell are expected to wait outside until the first bell rings. Students arriving early to school for the breakfast program or to do service squad duty must come in the office door, no earlier than 7:50. The first bell to signal entry into the building will ring at 8:10 AM. Class begins at 8:15 AM. It is suggested that parents help gauge the time their child(ren) leaves home in order to arrive at school as close to the first bell as possible.

Parents need to be aware that there is no playground supervision before school begins.

Students are expected to enter the building independently when the entry bell rings and go directly to their classroom.

Students need to dress for the weather as they will wait outside an entrance door before the first bell and play outdoors at recess.

Students, parents, and siblings should plan a pre-arranged drop off and pick up spots outside the school where they will meet every day.

ATTENDANCE GUIDELINES

It is the policy of Clawson Public Schools that all students be in regular and continuous attendance all day and shall report to class on time. Students arriving at school after 8:15 AM must check in at the office and must obtain a Tardy Slip before going to the classroom. Students arriving at school after 8:20 must be checked in at the office by a parent and obtain a tardy slip before going to the classroom.

Being present and on time is important because:

- It is a common courtesy. It demonstrates respect for others and one's own time.
- When you arrive late, class has already begun. Missing the morning routine is like entering in the middle of a movie.
- Being late interrupts instruction, distracting both teacher and students.
- Habits that develop early in life are hard to break. Children that learn to be on time will have one of the work ethics in place that will determine their future success.

Habitual absences and/or tardiness are considered truancy according to Michigan law and will be treated as such.

EXCUSED ABSENCES

All parents are required to notify the school whenever a child is not in attendance.

When students will not be attending school due to illness we ask that you call the Office at (248) 655-4949 by 8:30 AM. Please include the reason why the student will not be in school.

The following conditions may excuse a student from school attendance:

- o Personal illness or injury
- o Family illness
- o Death of a relative
- o Observance of a religious holiday

In cases where parents know of a student's absence beforehand, a note of explanation (or phone call) should be sent to the office staff. It is expected that this will be done prior to the planned absence.

If your child is going to be absent, it is your responsibility to call your student in by 8:30 am. If your student is not called in they will be considered unexcused. You will receive a robocall letting you know of the absence and you will have 24 hours to contact the school to report the reason for the absence. You can call the school at 248-655-4949 and leave a message if your student gets ill during the night.

PARENT INITIATED/UNEXCUSED ABSENCES

Occasionally, parents remove children from school for reasons other than illness.

Teachers are frequently asked for advice as to whether or not it is acceptable for a student to be out of school for a period of time to accompany the family on vacation. In most instances, the parent indicates that the child will make up all the work that is missed and asks the teacher to provide them with assignments. We would like you to consider the following:

It is a parental decision whether or not a child should miss school to go on a family vacation. We wish to emphasize, however, that a child cannot, in fact, "make up" work that is missed. Generally, the nature of classroom instruction is such that assignments are either preparation for, or reinforcement of, learning experiences that take place in the classroom. Doing the written assignments, therefore, does not replace the hands-on experiences that are missed or the collaboration with their classmates.

Because much of the work in elementary school consists of hands-on activities, done under the direct guidance of the teacher, it is generally impossible for a teacher to provide assignments that will be missed during a planned absence or vacation. Staff will send what work can be easily gathered but please know that if

your child misses school they will definitely miss instruction and important practice and reinforcement that cannot be made up.

It should be stressed that a child going on such a trip will be subject to the loss of valuable school classroom time and that the school's procedure in these instances will be:

1. Specific assignments, most often, cannot be given before they are presented in class. Staff has no way of knowing how long lessons will take and what type of pacing will be achieved. They can only predict general topics to be covered.
2. Tests that are missed will be subject to makeup at the teacher's discretion, within a reasonable period of time. Make-up test results will be included in the student's evaluation.

EARLY DEPARTURE

Children are not permitted to go home by themselves while school is in session. This policy is intended for the protection of the child. When it becomes necessary for a child to go home due to illness or pre-arranged appointment, a parent or other responsible person designated by the parent must call for the child in person. Parents are required to come into the office to get the child. Parents are reminded to make dental and medical appointments for students after school hours or during school vacations whenever possible.

The school office, the teacher, and the student should also be notified by the parent whenever a student will be leaving school early. Please include the time the student will leave and who will pick the student up.

Emergency dismissal of a student due to illness or injury will require school personnel to contact a parent or person listed on the emergency card in the school office. Please be sure to keep emergency contact information current so you can be reached. If you change jobs, get a new telephone number, etc. please let both the office staff and the classroom teacher know.

TRUANCY

Students shall abide by the attendance laws of the State of Michigan, unless excused by the building principal. The Compulsory Education Law requires that "every parent, guardian, or other person in this state having control and charge of a child from age six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive..." Violation of this law is a misdemeanor punishable by up to 90-days in jail, a fine of up to \$100.00, probation for up to 2 years, or some combination of jail, fine and/or probation. These cases are handled in District Court.

A violation of this law occurs "if a child is repeatedly absent from school without valid excuse." This can include a pattern of tardiness or a pattern of absences (e.g., every Monday, or 1 day per week). Students who have an excess number of absences and/or excess tardiness will be reported to the Oakland County Truant Officer.

SCHOOL DISMISSAL

Regular Dismissal– Classroom teachers will dismiss students 3:06 PM on full days and 11:25 on half days. All students are expected to leave the building promptly and go directly to their home or other predetermined destination. Parents need to arrange a meeting place outside the building. Bus students and students who attend the district child care program are expected to go to their proper destinations.

Students who are not picked up on time need to report to the office. If an emergency situation arises and you know you will not be on time to pick up your child, please contact the office as soon as possible. **Students who are not picked up in a timely fashion will be taken to latchkey and you will be responsible for all costs incurred.**

Parents are to wait outside the building's exit doors to pick up students after the dismissal bell. Parents wishing to speak with teachers may do so after all classes have been dismissed by teachers. Teachers are responsible to make sure every student exits in a timely manner and may be available to speak with you after 3:15 PM or at a prearranged time.

Early Dismissal – Normally the school district will not send children home after school has started for the day. On rare occasions, however, due to inclement weather, mechanical failures, or other emergencies, it may be necessary to dismiss school early. The Clawson Police Department and local radio stations will be notified when these instances occur. Parents will also get an automated school message sent to their phone. It is important that each student know where to go in the event of an early dismissal. Parents should discuss these plans with their child(ren). Please see the Safety section for more details.

BEFORE AND AFTER SCHOOL CHILDCARE PROGRAMS

Clawson Public Schools provides licensed before and after school programs at Schalm Elementary school from 6:30 a.m. to 6:00 p.m. Monday-Friday. Programs are also available at the Baker Administrative Building for children ages 6 weeks-5 years of age during the school day.

Programs operate concurrently with the school calendar and are supervised by qualified staff. For information on registration, cost, and space availability, call (248) 655-4421 or visit the child care page on the Clawson Public Schools website.

BREAKFAST / LUNCH

BREAKFAST

Students may participate in our breakfast program any day. Prior sign-up is not necessary. Breakfast is served from 7:50-8:10 AM in our lunchroom/multi-purpose room. Students are expected to finish eating by the time the first bell rings at 8:10 AM. Students finishing earlier must wait with other students outside of the building. Breakfast is not to be used as free childcare. The monthly food service menu lists the foods available for breakfast.

LUNCH OPTIONS

1. Lunches (in compliance with Federal Government Nutritional Standards) are available to all Clawson elementary students. Menus are sent home with students each month.
2. Students may choose to bring their lunch from home.
3. Free or reduced lunches are available for those who qualify. A Free and Reduced Lunch Application is available online during annual registration. You may apply for free or reduced lunches anytime during the school year if your family situation changes. If you would like further information, please contact the school office or food service.
4. We request that parents NOT bring fast food to school for lunch. Either send a pre-packed lunch with your child or have them order school lunch from the menu. If you must bring lunch for your child, please be on time and bring food ONLY (no pop) for your child. Students get very upset when their lunch is late. You may bring the lunch to the main office and it will be delivered to your child's class by office staff.
5. Please make sure allergy paperwork is on file with the office if your child has any dietary restrictions.

HOW TO PAY FOR BREAKFAST AND LUNCH

There are three ways to pay for food service.

1. Students can bring in the exact amount of cash for lunch the day they purchase it. Please send money in an envelope with the student's name, teacher's name and 'lunch money' on the envelope.
2. Students can bring in cash or check (payable to Clawson Food Service) for any amount to be deposited into your child's account. Cash or checks need to be in an envelope with the student's name, teacher's name and 'lunch money'. The funds will be put in the child's account, no change will be returned, and each breakfast/lunch purchase is then deducted from their account.
3. Parents may pay by credit card on the Clawson School's website. The website is clawsonschools.org—click on the parent/student link and then follow the instructions under food service.

BREAKFAST/LUNCH RULES

Schalm Elementary students will:

Be Safe

- Walk in the lunchroom.
- Choose a seat and stay there.
- Eat only your own food-no sharing or trading.
- Use a quiet voice.
- Sit with feet on the floor, bottom on the bench, facing the table.
- Be Respectful
- Let anyone sit by you-no saving seats.
- Touch only your own food.
- Touch only one milk carton-decide what kind of milk you want first.
- Stand in line quietly and wait patiently.
- Do not throw or toss anything around the table.
- Be Responsible
- Clean up your area, including the floor, when finished.
- Place (not throw) lunchboxes in the proper basket when finished.
- Stay seated until you are told to line up.
- Walk to the line and wait without pushing or crowding.
- Finish food BEFORE you leave the cafeteria.

BREAKFAST/LUNCH SUPERVISION

At breakfast, students are supervised by food service personnel. Lunch monitors supervise students while they eat lunch and on the playground during lunch recess.

RECESS

Weather permitting, children play outdoors during recess. The guideline for inclement weather is a temperature of 10° F or below. Please label all outerwear (coats, boots, gloves, and hats with your child's name.) During inclement weather, indoor activities are provided in individual classrooms.

PARENT REQUESTS FROM EXCLUSION OF ACTIVITIES

Generally, a child needs fresh air and an opportunity to go outside during recess. The school's position is that children well enough to attend school are well enough to take part in physical education classes and outdoor recess. A stay-in request will be honored if made by the child's physician in writing.

PLAYGROUND RULES

Playground rules include:

Be Safe

- Walk to and from the playground and when lining up.
- No contact games (tackle football, wrestling, etc.).
- Be aware of activities and games around you.
- What is on the ground stays on the ground.
- Go down the slide-not up.
- Ask an adult for help if balls or other items go outside the playground area.
- Keep out of water, mud, and off ice .

Be Respectful

- Follow the rules.
- Include everyone.
- Take turns.
- Share equipment.
- Use appropriate language.

Be Responsible

- Listen for the whistle and line up immediately.
- Bring in what you take out.
- Stay in designated areas.

Students should report any playground problems directly to a playground supervisor during recess.

Students are reported to the principal for:

- fighting and/or intentionally causing physical injury to others
- showing disrespect to adults
- using racial slurs
- swearing
- leaving school grounds without permission

PARENT RIGHTS

DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act, the Clawson Public Schools has adopted Policy 8960 relating to the release of directory information.

CUMULATIVE RECORDS

Parents have direct access to all their child's cumulative records. An appointment may be made by telephoning the principal to schedule a date and time for a record review.

Only those persons who have legal and direct educational responsibility for a student have the right to review or copy any cumulative or recorded data pertaining to a minor child.

Students transferring to a school out of the district must have a "Release of Records Authorization" signed by the parent/guardian before records can be sent to the new district. Records will only be released when the school office receives a request from the receiving school and the child's parent or guardian has signed the necessary release forms.

CLASSROOM PLACEMENT

The assignment of students to classrooms is a task requiring much careful planning by the school staff. The procedure used to develop elementary school class lists takes into consideration both parental input and professional judgment, with the final decision for classroom placement resting with the school.

Using a team approach, the principal and grade level teachers address the following criteria when placing students in instructional groups:

- Heterogeneous Groups: A mixture of academic abilities and needs, talents, personalities, and gender;
- Students with Special Needs: Students who are learning disabled, are physically handicapped, or have emotional and/or behavioral considerations will be placed appropriately;
- Parent input: Parents or guardians will receive a parent input form each spring to provide information to the principal for the following school year placement. If the parent/guardian feels that there is special information that would be helpful in placing their child, they will complete the form and return it to the school office by the designated date. Examples of such information include: learning styles, building organizational plan, the learning environment most beneficial to the child, individual children to consider for placement or separation, special health concerns, etc. Completing this form should be considered an optional activity.
- We do not commonly accept parent requests for specific teachers.

PARENT-TEACHER COMMUNICATION

It is important for you and your child's teacher to work together with the common goal of fostering your child's education and development. Open communication between parents and teachers is important to your child's successful school year. It is important to establish a comfortable system of communication with your child's classroom teacher.

Classroom Communication

The classroom newsletter is a primary means of communication between you and your child's teacher. It lists important dates, classroom activities, and up-coming events. Classroom newsletters are generally sent home each week via paper copy, Class Dojo, SeeSaw, or what other method the classroom teacher chooses.

Email

All staff members can be reached through email. In many cases, this is the quickest way to contact a teacher and get a response. All addresses are the person's first name.last name followed by @clawsonschools.org (Example: Bianca.Sines@clawsonschools.org)

Telephone Communications

There are telephones in every classroom. Teachers will not answer the classroom phones during instruction. Please call the office to leave a message and the teacher will return your call in a timely manner.

Staff members try to check their voice mail regularly for messages. Please call the Schalm office at (248) 655-4949 if you would like to:

- Leave an urgent message for a teacher, staff member, or student.
- Leave a written message in a teacher's or staff member's mailbox.
- Speak to someone in the office.

Please make arrangements concerning after-school pickup or childcare *before* your child comes to school in the morning as it is very disruptive to interrupt their classroom with this information during the day.

School Conferences

For the protection/safety of students we must identify all parents and other visitors in the school. Therefore, all visitors must enter only at the main entrance and should report immediately to the school office to sign in and sign out.

Parent-teacher-(student) conferences are scheduled in early November. Spring conferences are scheduled by teacher or parent request. Additional conferences may be requested by parents or teachers.

School Visitation

We welcome parents to visit the classrooms of their children. However, visitations and conferences should be planned and scheduled in advance so that the normal functioning of classroom instruction is not disrupted. Please remember anyone who plans on volunteering or attending an activity in the school MUST have a volunteer form on file, a new form must be completed each school year. Please allow 2 weeks to process the form.

Grading System

Students in all grades receive a report card at the end of each of the four marking periods with additional progress reports sent home within each marking period.

Standardized Testing

The Clawson School District routinely administers standardized tests to certain grade levels. Parents are sent test score results along with an interpretation of the scores.

Homework

We believe that homework should be used to:

- Improve academic performance
- Encourage parental involvement in their child's education
- Provide practice for newly acquired skills

In addition to daily reading, Schalm students are expected to complete approximately ten minutes of homework per day for each grade they have completed. A third grader, for example, should spend approximately 30 minutes each day completing homework. If no homework is assigned, the following activities are suggested:

- Study spelling
- Practice math facts
- Play strategy games
- Write letters or journal entries
- Review daily work with parents
- Read

Homework Hints

The following homework guidelines can be helpful for parents:

- Set aside a quiet study area with adequate work space.
- Have appropriate materials available, which may include crayons, markers, scissors, glue, ruler, paper, pens, pencils, calculator, dictionary, atlas, and thesaurus.
- Create weekly homework schedules around family activities.

- Offer lots of encouragement.
- Foster independence by helping, not doing the work for them.
- Limit television/video game time.

Promotion/retention

Students in grades TK-5 are evaluated closely the entire year and their progress is reported regularly to the parent. If grade level progress is not made by the student, the teacher, parent, and the principal will confer and reach consensus on proper placement of the child. Placement decisions will be based on what will best support increased achievement for an individual student.

Parent Involvement

Volunteers play an important role at Schalm. Parent volunteers help with curriculum enrichment programs, offer classroom assistance, and organize fundraising activities and other school programs. The Parent/Teacher Organization (ASK/PTO) and room parents coordinate many volunteer opportunities, while school staff request help with other events.

Classroom Opportunities

In the classroom, volunteers are needed to help on an occasional basis with class parties, field trips, or class projects. You may want to participate on a regular basis, such as a weekly commitment to help with math, science, reading or computers, or to assist the teacher with clerical work (preparing projects, working on the bulletin board, etc.). You can often tailor your volunteering to fit your time and interests. Teachers vary in the amount of parental assistance they desire. To find out more about opportunities within the classroom, talk with the teacher or a room parent.

Parent Volunteer Responsibilities

As we work toward a safe and respectful learning environment, volunteers are required to:

- Sign in and out at the front office
- Wear a volunteer badge when working in the school or on the playground
- Honor the privacy of students

If you are unable to be here at the arranged date and time, please notify the teacher.

Anyone who wishes to volunteer must complete a volunteer application each school year.

Please allow 2 weeks for the process to be completed. The application is available in the office and requires you to provide information so we can perform a background check before you volunteer. Parents who volunteer on a regular basis may be required to be fingerprinted at your expense.

Health

General Health and Emergency Information

At the beginning of each school year, health and emergency forms should be completed during the Annual Online Registration. This is your opportunity to update us on any significant changes in your child's health, to alert us to any potential health problems with your child, and to furnish us with information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually available and willing to take responsibility for your child. Please make sure to keep your information updated online and let the office know of any changes during the school year.

First Aid and Illness

- If your child is absent due to illness, please call the office at (248) 655-4949 by 8:30 a.m.
- If your child has had a fever the child must stay at home for 24 hours after the temperature returns to normal without fever reducing medication. If your child has vomited or had diarrhea, the child should also stay home until 24 hours after the last episode. If your child has any rash, check with your family physician before sending the child to school.
- All communicable conditions (e.g. chicken pox, strep throat, head lice, pink eye) should be reported to the school and notices of the symptoms will be sent to all students in that classroom as appropriate.
- If your child has any rash check with your family physician BEFORE sending the child to school. The Oakland County Health Department requires us to exclude any child with a rash that has not been diagnosed by a doctor; a note from the physician stating the child is not communicable is required for the child to return to school.

Accidents or Illness at School

School personnel can render only minimal first aid. If your child is ill at school, the school staff will attempt to call the parent first and then the names on the contact list.

Sick children and/or injured children are held in the office until a parent or guardian can arrange for pickup. We have no available facilities and/or medical staff for long term holding of sick and/or injured children.

When a serious and/or emergency situation requiring immediate medical attention occurs and a parent cannot be reached, 911 will be called.

Any parent who objects to medical aid on religious grounds should make this known to the school office in written form. It is also important that any health problems a child has should be made known to the teacher and the office.

Toileting

Students are expected to independently care for their own toileting needs while at school. Although we are aware that accidents may occur, continuing toileting issues present hygiene concerns for the students and their classmates.

Please review bathroom procedures with your child. We expect them to efficiently and privately use the bathroom fixtures appropriately, flush when finished, then wash their hands with soap and water and dispose of their paper towels in the wastebasket.

Communicable Disease

All cases of communicable disease must be reported to the school office. This information is relayed to the Oakland County Health Department to keep them abreast of development within the school district and county. Please refer to the Communicable Disease Chart in the back of this booklet for symptoms, conditions for return to school, etc.

Immunizations

All newly enrolled students upon enrollment must provide dates of immunizations required by Michigan law. In order to start school, confirmation of the following is required for transitional kindergarten/ kindergarten students:

- DPT—5 doses DTP or DTaP, one dose must be on or after 4 years of age
- Polio-4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required
- MMR-2 doses on or after 12 months of age
- Hepatitis B-3 doses
- Varicella-2 doses of varicella vaccine at or after 12 months or age OR current lab immunity OR Reliable history of disease

Medication at School

Some children must take medication at school.

Medication is considered to be any prescription medication AND over the counter fever and pain reducers, cough syrup, allergy medication, cough drops, etc. School personnel are permitted to administer medication, but only in strict accordance with a doctor's order and Michigan Law. If your child needs to take prescription medication an authorization for medication form needs to be on file in the school office. This form is available upon request in the school office and online and must be completed by a parent/guardian and physician prior to the administration of medication. Medication to be administered at school is to be kept in the office with the exception of inhalers. Inhalers may be kept on the student with the doctor's written permission. Students must come to the office to use the inhaler if it is carried on them. When a student requires any prescription medication at school, the parent and physician must fill out the school district medication form, which includes:

- Written parent permission authorizing school personnel to administer medication.
- A written order from the physician indicating the time and dosage the medication is to be given.

- Medication must be brought into the office, by an adult, in the original labeled container.

School staff cannot be responsible for breaking tablets in half. Tablets should be in half when turned in to the office if necessary.

If your child needs to take over the counter medication at school for a period of 5 days or less, a parent medication form can be filled out. Medication must be in the original container and labeled with the student's name. Forms are available in the office.

Screening

Hearing testing is done annually in grades TK, K, 2nd and 4th. Teacher referrals are screened where there is concern. Hearing testing is carried out by a trained technician through Oakland County Health Department. Parents are contacted only in those cases where professional attention is required.

Vision screening is done annually in grades TK, 1, 3, and 5. Teacher referrals are screened in grades K, 2, 4, and where there is concern. Parents are contacted only in those cases where professional attention is required. A trained technician through Oakland County Health Department carries out vision screening.

Food at School

You've all read the headlines and seen the news stories: health issues including childhood obesity, diabetes, and food allergies are a growing concern in schools across America. Many children who are perfectly healthy must watch every bite they eat, or risk suffering a severe or even fatal reaction. Other children are seriously overweight because of poor eating habits or an inactive lifestyle. The Student Wellness Policy, adopted unanimously, by the Michigan State Board of Education states,

...poor food choices and inadequate physical activity contribute to overweight and obesity. Currently, obesity among children is at epidemic levels.

Major health issues such as these need to be taken very seriously, and it has always been the policy of this school to make the safety and well-being of our students our top priority. Please read the food guidelines for lunch, birthday celebrations and school parties carefully.

This is a learning process for all of us, but we trust that you understand how important it is to respect and adhere to these guidelines. If you have any questions or concerns about food allergies or the student wellness policy, please contact Mrs. Sines.

School Nurse

Schalm Elementary does not have a school nurse.

Safety

Emergency Procedures

All exit doors at Schalm Elementary School will remain locked at all times. (All classroom and entry doors allow exit when locked.) Everyone entering the building during school hours must come through the main entrance and sign in at the office, wear a visitor's pass/badge while in the building and sign out when leaving. All staff and students have been instructed not to open other building doors for anyone to enter. Even though office personnel and/or your child's teacher may know you, others (staff, students, etc.) may not know you. It is very important that we know everyone who is in the building at all times. Should there be an emergency we must be able to account for everyone.

Schalm Safety Patrol students are instructed to open all entrance doors from the inside for students to enter when the entry bell rings each morning until 8:15. Any adults wishing to enter the building at any time must only enter at the main entrance on N. Selfridge Blvd. At the end of the day please wait outside for your student at your pre-determined meeting spot. Students must cross streets at designated crosswalks. Be mindful of no parking zones.

If an emergency situation arises that requires everyone to pick up their children early, staff members will try to notify parents. Students will then be released from the main entrance only, to parents or adults listed on a student's emergency form who present identification. If an emergency requires us to evacuate the building, you will be contacted from our relocation site to pick up your child there. School personnel will remain with students until all students have been picked up.

Fire, Extreme Weather, and Safety Drills

Necessary fire, extreme weather, and safety drills will occur throughout the school year to assure the safety of everyone in the event that a real emergency occurs. Teachers will explain drill procedures to students and directions are posted in each classroom.

Weather Related School Closings

In cases when weather, in the opinion of the Superintendent of Schools or thier designee, would unnecessarily expose students and staff to dangerous conditions created by ice, snow, impassable roads, etc., school will be closed for the day.

During severe weather, parents are requested to listen to the following TV stations for information on school closings:

Please watch channels 2, 4, or 7 for weather information. You can also check www.clawsonschools.org where school closing information will be posted (with the exception of a power outage.) A school messenger announcement will be sent out.

Please make sure to keep all information up to date online and on your student's emergency card!

Student Life

Student Dress Guidelines

Schalm Elementary School is committed to providing a safe, friendly learning environment for its students. Therefore, students have the responsibility to wear clothing that represents a positive attitude of respect for self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. Schalm Elementary School views the Student Dress Guidelines as a serious issue and expects parents to promote their observance. The building administrator has the final decision as to the appropriateness of all clothing and attire. Following are guidelines for the students:

1. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse, or an unhealthy attitude or disrespect of people or school are not productive for a positive school environment and also are not permitted.
2. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by a principal or physician.
3. Low cut tops, tank tops, spaghetti straps, and shorts or skirts shorter than the end of your fingertips when arms are at your side are examples of styles that are considered unacceptable for students. Shirts and tops must be long enough to be tucked in.
4. See-through clothing is not permitted. Clothing that has excessive rips, tears, or holes is not permitted. All undergarments are to be covered.
5. Clothing that compromises the safety of the students is not permitted; an example is extremely oversized clothing. Clothing which touches the floor is not permitted.
6. Appropriate footwear will be worn at all times. Shoes should be both comfortable and safe. Platforms, high heels, roller skate shoes, etc. are dangerous indoors and out. Flip flops/beach shoes are not appropriate for school. All shoes must have a back strap for safety purposes.
7. Jewelry and hair accessories are a personal choice but should not be distracting or dangerous to oneself or others. Hair should be a natural color.

School Dress Guidelines – Procedures for Violations:

Building administrators have the final decision as to the appropriateness of all clothing. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing, if possible. Parents will be contacted if they need to bring clothes to the student.

Parents are an important part of the Elementary Dress Guidelines and will be informed if the student is repeatedly in violation of the same. The building administrator will work with students and parents to enforce our Elementary School Dress Guidelines.

School Supplies

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Students may bring their own supplies as listed on the classroom supply lists. The list of school supplies can be found online. Students are responsible for the care and safekeeping of all books and materials issued to them. Any book or material that is lost or damaged beyond normal use will be the responsibility of the parent. Parents will be charged the replacement cost if new materials have to be issued. Materials may include textbooks, reading books, math materials, and library books.

Expenses

Extra costs do occur throughout the year, including: lunch accounts, field trips, ASK-PTO membership, room party dues, yearbooks, and school pictures. There are also instances when students are asked to pay for lost or damaged books and equipment. These assessments are made by the teacher, media specialist, or principal as circumstances dictate. Any family needing financial assistance (scholarships) for their child's school expenses are asked to contact the principal at (248) 655-4949. All requests are confidential.

Field Trips

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Clawson Public Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

Lost and Found

The Lost and Found is located outside of the cafeteria. Please check this area for your child's missing items. As items accumulate, unclaimed, and unlabeled items are donated to charity. Parents are requested to put their child's name on all personal belongings.

Party Invitations/Birthdays

Birthdays are a special time for children, but snacks sent to school can pose a problem for food-allergic children, and directly violate the student wellness policy. Instead of edible snacks, your child may bring a pencil, stickers, or other non-edible treats for his or her classmates. Students who are celebrating birthdays will be given a "birthday prize" from the prize box in the office. Please check with the teacher regarding celebrations of birthdays during class time. We also will not disrupt class to deliver flowers, balloons, etc; please save those for your celebration at home. For parties held outside of school, if your child is not including the entire class, invitations will not be distributed at school.

School Parties

Each grade level has class parties during the year. These parties are facilitated by the room parents in cooperation with the classroom teacher. We will keep the food at holiday parties to a minimum. As with birthday celebrations, non-consumable "treats" will be encouraged on these occasions. Edible treats need to be pre-packaged with clear ingredient labels. Contact the room parents if you would like to help with any of the class celebrations. Although appreciated, teacher gifts are not encouraged or necessary. However, if you wish to show your appreciation, a heartfelt note or a donation to the classroom such as books, supplies, etc., is preferred.

Telephone Use

Students may make telephone calls from the office during the day in emergency situations with permission from a staff member. Arrangements for transportation, going home with another student, etc., should be made before leaving home. Cellular devices including, but not limited to, phones, smartwatches, or tablets are not permitted during the school day and must be kept in your child's backpack in the "off" position. Cellular devices that are out during school hours will be turned in to the office and may be picked up by a parent.

Cellular device warning: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly known as texting, sexting, emailing, etc) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and a LIFETIME inclusion on sexual offender registries.

Valuable Property

The school will NOT accept responsibility for the loss of personal property. Therefore, students should not bring valuable property such as iPods, expensive jewelry, electronic games, cellular devices, radios, CD and MP3 players, etc. to school.

Riding Bikes to School

We recommend that students who ride bicycles to school lock them to prevent theft.

Snacks

Most classrooms allow students to bring a healthy snack to eat outside of the scheduled lunch time. Examples of healthy snacks include fruit, crackers, etc. Check with your child's teacher for more information. Students will NOT be permitted to chew gum at any time.

Computer Lab/Internet

Each elementary school has a computer lab that classes use weekly for educational purposes. Keyboarding and word processing skills are taught as well as additional educational software programs. With the permission of parents/guardians, elementary students may be a participant in internet resource projects during the school year.

Direct internet access is available in Clawson elementary school classrooms and computer labs. This service is provided by Clawson Public Schools through MOA net, the Macomb-Oakland Area Network, and is governed by the MichNet Acceptable Use Policy. The district is pleased to provide student internet access. Our mission requires the promotion of educational excellence using a variety of informational sources and the internet offers vast, diverse and unique resources for our learning community.

Students will be briefed by their teachers and our elementary media teacher on the following:

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- Proper use of the internet for educational purposes
- Appropriate internet behavior
- Directions to appropriate internet resource materials
- Policies and procedures for student access to the internet including e-mail

Agreements regarding the privilege of being a responsible Internet user are part of the Annual Registration.

Discipline

Student Code of Conduct Policy

Philosophy - The primary goal of the Schalm Elementary School is to create a safe, positive learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal there must be a shared commitment among parents, staff, and students.

We hope to accomplish this by fostering respect for self and others and by promoting positive social behavior among our students. Ongoing, open communication between the home and school and working cooperatively will help us achieve our goal. Together we will encourage the growth and development of each child to reach their fullest potential.

When thinking of discipline, punishment often comes to mind. Discipline is more than just punishment or reacting to a problem. Discipline is instruction; a learning process rather than simply a demonstration of power. It is therefore imperative that parents and school staff work together to support each other.

Schalm Elementary School is committed to learning by following a code of behavior which is based on these values and beliefs:

- Respect for all people, property, and the environment
- Personal responsibility
- Cooperation with others
- Caring, empathy, and kindness for each other
- Fairness
- Trustworthiness and truthfulness
- Best personal efforts
- Active listening and positive communication

Principles of Effective Discipline

Our school discipline policy is based on the following principles:

- Learning starts at home, continues at school, and requires a cooperative relationship among the school community
- Seek long-term behavior changes rather than short-term fixes

- Teach responsibility for behaviors
- Be fair, taking into consideration the unique circumstances of each situation. Fair isn't always equal.
- Model the behavior we expect
- Treat students, staff, volunteers, and visitors with respect and dignity
- Every child has the right to feel safe in school
- Violence is to be avoided as a choice in conflict or as a response when angry
- Emotions can be understood
- Learning takes place in different ways and we respect and respond to these differences.
- Learning is a life-long process that occurs best with active involvement, safe risk taking, social interaction, and cooperation

Responsibilities of the School Community

Discipline within the school is a cooperative effort that involves the students, parents, and school staff. An environment, which is safe, orderly, and conducive to learning, cannot be maintained unless everyone cooperates. Therefore, it is necessary that the total school community of students, parents, and staff understand its responsibilities.

- A. The **STUDENTS** have the responsibility to:
1. Accept that learning is their responsibility and that it is a life-long process.
 2. Attend school regularly, arrive on time, and be prepared to learn.
 3. Conduct themselves properly in class, on school grounds, on buses, or at any school-related activity.
 4. Respect the rights and feelings of fellow students, parents, teachers, other school visitors, and guests.
 5. Know and comply with school district rules and policies.
- B. The **PARENTS** have the responsibility to:
1. Support the school's efforts to provide a safe and orderly learning environment.
 2. See that the student attends school regularly and on time.
 3. Provide for the general health and welfare of the student.
 4. Provide a home atmosphere and a study area suited for learning and the development of good study habits.
 5. Cooperate with school personnel and community agencies in solving their student's school problems.
 6. Know and support school and district rules and policies.
- C. The **SCHOOL DISTRICT'S** staff members have the responsibility to:
1. Provide a good atmosphere for learning and teaching.
 2. Accept students as important and worthwhile individuals.
 3. Help students to act in responsible ways.

4. Schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems before they become serious matters.
5. Enforce the rules and policies of the school.
6. Encourage students to participate in classroom, extracurricular, and other school-related activities.
7. Participate in formulating rules and procedures in the school.
8. Keep parents informed of a child's progress and problems.

Definition of Discipline/Conduct Terms

The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action.

EXPULSION - is the total and permanent exclusion of a student from the Clawson Public Schools and is subject to the provisions of the Federal/State laws.

SUSPENSION- is the denial of a student's right to attend school, attend or participate in a selected activity or class, be present on school grounds, or attend any or a selected school function.

1. Long-term suspension is a suspension exceeding 10 days.
1. Short-term suspension is a suspension not exceeding 10 days.

HARASSMENT - means sexual harassment and/or ethnic, religious, and general harassment/intimidation as defined below:

1. Sexual harassment - consists of unwelcome sexual advances, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational or social environment on school property.
2. Ethnic, religious, and general harassment/intimidation means: slurs, verbal references, gestures or other behavior which tends to humiliate or threaten others on the basis of race, creed, religion, ethnic background, nationality or personal characteristics.

BULLYING – is when a stronger, more powerful person hurts or frightens a smaller or weaker person deliberately (on purpose) and repeatedly.

INSUBORDINATION – Repeatedly failing to comply with the directions of teachers, student teachers, secretaries, substitute teachers, teacher's aids, bus drivers, the principal, or other school personnel.

MISCONDUCT - is a violation of one or more provisions of the code of student conduct as defined in this policy.

ATTENDANCE - Daily attendance in all classes is necessary for school success. It is the policy of the Clawson Schools that all students shall be in regular and continuous attendance all day and shall report on time. Since repeated absence from school interferes with both the student's progress and the teacher's ability to conduct

the instructional program effectively for all other students in the class. Excessive truancy may result in referral to the Juvenile Division of the Oakland County Probate Court.

WEAPON – shall include a dangerous weapon as a term that is defined in Section 1313 of the School Code of 1976, as amended (MCL380.1313; MSA 15.41313), a pellet gun, air pistol, starter pistol (whether operable or whether loaded or unloaded), a reasonable facsimile of a firearm, a bomb, Molotov cocktail, slingshot, billy club, bludgeon, blackjack, sand club, metallic knuckles, gas-ejecting container or device which will either temporarily or permanently incapacitate, knife (other than a regulation scout knife in student’s possession in conjunction with a scout activity), karate sticks, stars, numb-chucks or similar martial arts weapons or other objects or instruments a principle use of which is to inflict injury or physical harm upon the person of another. A weapon shall also include an object or instrument which is not in and of itself a weapon as defined, but where the possession or use of same is coupled with intent by the student to inflict injury or physical harm upon the person of another.

POSSESSION OR USE OF WEAPONS - Students are strictly prohibited from possessing or using any weapons, as have been defined.

OFF-CAMPUS CONDUCT - students in attendance at school-sponsored, off campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the Clawson Public Schools.

FIGHTING/PHYSICAL VIOLENCE - A student shall not engage in fighting or other physical violent behavior with any other student, staff member, or school visitor.

DISRUPTIVE CONDUCT - A student shall not engage in any type of conduct that causes, or has the potential for causing, disruption or obstruction of any function, process, or activity of the school district.

CHEATING OR PLAGIARISM – Students should not give or receive information regarding individual graded activities. Students should not turn in work completed by anyone but themselves.

FALSE FIRE ALARM - A student shall not cause a false fire alarm within any school building or vehicle. A student engaging in such conduct may be reported to the police department in addition to being subject to disciplinary action.

USE OF TOBACCO - Students shall not possess or use smoking or smokeless tobacco.

THEFT - Students shall not, without permission, take the property or belongings of other persons and shall not maintain in their possession objects that have been either stolen or taken from other persons without their consent.

THREATENING BEHAVIOR- Students shall not make any gestures, comments, threats (verbal or written), or actions to a student, staff member, or volunteer, which cause, or threaten to cause, bodily harm, reasonable fear for personal safety, or personal degradation.

Verbal assault is communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal threats or assault may result in suspension and expulsion.

Making bomb threats or similar threats directed at a school building, property, or a school-related activity may be cause for suspension or expulsion.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is engaged in school business.

Placement and movement on the disciplinary system will be proportionate to the severity and frequency of the misconduct. The administration reserves the right to deal with each offense on an individual review basis which may result in disciplinary action being more or less severe than outlined.

Where a range of disciplinary steps is established for an infraction, the factors that lead to more severe penalties include:

- The actual harm or injury caused
- The risk of harm to the student and/or others
- The intent of the student
- The number and seriousness of prior infractions committed by the student
- The seriousness of the penalty required in the circumstances to discourage future violations by the student or others.

Appropriate Consequences:

When a student's behaviors cannot be redirected to keep themselves and others safe, teachers, supervisors, or administrators will apply one or more of the following consequences as deemed appropriate by the circumstances.

- Reminder of the school expectations, first warning, discussion of redirections, solutions, and reprimand.
- Cleaning, picking up, repairing, apologizing, or making restitution to undo the damage caused by the misbehavior. Some type of restorative practice.
- Developing, writing, signing, and carrying out a plan for improved behavior. I.E. formal or informal behavior plan with the teacher.
- Communication to parent(s), who may be asked to attend a conference about the situation.
- "Time-outs" in an appropriate location on the playground, in the classroom, or in the school to take a break and reflect on unacceptable behavior.

The following are examples of infractions that may result in disciplinary action. We always take the 7 Factors into consideration when determining the appropriate disciplinary action. The appropriate discipline can range from a **warning up to expulsion**.

<u>INFRACTION</u>
<p>1. Swearing, foul language, rude, inconsiderate or disrespectful behavior.</p> <p style="padding-left: 40px;">Swearing, rude, inconsiderate and/or disrespectful behavior directed toward a staff member.</p>
<p>2. Violation of specific classroom regulation which are consistent with Board of Education policies and administrative procedures.</p>
<p>3. Leaving class without permission.</p> <p style="padding-left: 40px;">Leaving school without permission.</p> <p style="padding-left: 40px;">A student will not leave the school building, classroom, cafeteria, or assigned area without permission from authorized personnel.</p>
<p>4. Physical assault of another student, staff member , visitor, or volunteer.</p>
<p>5. Insubordination/Unruly conduct: A student will not willfully ignore or refuse to comply with directions or instructions given by school personnel. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway, or any other location when instructed nu a school staff member, or running away from school staff when told to stop constitutes unruly conduct.</p>
<p>6. Disorderly Conduct: A student will not knowingly misbehave in a manner that causes disruption to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a</p>

<p>teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.</p>
<p>7. Rough play which may include pushing, shoving, and or wrestling. Fighting on school premises or at any school sponsored activity. Inciting a fight and/or encouraging others to participate in fight. Planning, pre-arranging a fight.</p>
<p>8. Written or verbal slurs which intend to humiliate another's personal characteristics.</p>
<p>9. Littering in the building and/or on school grounds.</p>
<p>10. Defacement of School Property or property of another individual. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, tables, and spray-painting surfaces are acts of defacement.</p> <p>Destruction of Property -Restitution may be required. A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.</p>
<p>11. Breaking/entering school, theft, defacement, or destruction of school property. Penalty may include restitution. Police involvement may occur.</p> <p>Unauthorized possession of school property or property of another individual, theft and/or robbery. (Penalty may include restitution)</p>
<p>12. Gambling: A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.</p>
<p>13. Appropriate dress and grooming: A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.</p>

<p>14. Possession of inappropriate personal property: A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to, obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reason, if approved by administration. Students must surrender items when requested by school personnel.</p>
<p>15. Harassment/Intimidation: A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation.</p> <p>“Harassment or intimidation” means any gesture or written, verbal or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, to that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.</p>
<p>16. Profanity and/or Obscenity towards students: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.</p>
<p>17. Profanity and/or obscenity toward staff: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting obscene gestures toward any school district staff members or adult volunteers.</p>
<p>18. Falsifying or changing any note, pass, school communication, or document.</p> <p>Falsifying, theft, damage, or defacement of school records including teacher’s grade books or discipline records.</p> <p>Theft or unauthorized possession and/or distribution of tests and/or exams.</p>
<p>19. Use or possession of any fireworks, smoke or stink bombs, or any related material on school property or at any school sponsored activity.</p>
<p>20. Use of any illegal or unauthorized medicine, inhalants, drugs or narcotics. Police involvement will occur.</p>
<p>21. Sale of any alcohol, illegal or unauthorized medicines, drugs or narcotics. Police involvement will occur.</p>
<p>22. Possession or use of dangerous or deadly weapon on school property, in any school owned vehicle, or at any school sponsored activity. A weapon shall include firearm(s), a pellet gun, air pistol, starter pistol (whether operable or inoperable or whether loaded or unloaded) a reasonable facsimile of a firearm, a bomb, Molotov cocktail, sling shot, billy club,</p>

bludgeon, blackjack, sand club, metallic knuckles, gas ejecting container or device with will either temporarily or permanently incapacitate, knife, karate sticks, stars, numb chucks, or similar martial arts weapons or other objects or instruments a principle use of which is to inflict injury or physical harm upon the person of another. Any electronic device that inflicts or causes pain or suffering is likewise to be considered a weapon.

Use or possession of items that are facsimiles of weapons.

Use of an object or an instrument which is not in and of itself a weapon but where the possession or use of the same is coupled with intent by the student to inflict injury or physical harm upon the person of another.

Police involvement will occur.

23. Refusal to leave the building during an emergency drill

24. Tampering with a fire alarm box or system or firefighting equipment.

Setting off a false fire alarm. Police involvement will occur.

Initiating or being a party to a bomb threat.

25. Arson. Police involvement will occur.

26. Use and/or possession of tobacco products or smoking any paraphernalia on school property or at any school activity. Police involvement will occur.

NOTE: Where arson or possession of dangerous weapons occurs on school property, state law sets certain mandatory penalties. This handbook establishes only temporary measures to be taken pending further action under state and federal law.

TIPS FOR A SUCCESSFUL SCHOOL YEAR

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- See that your child arrives at school on time and attends regularly.
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- See that your child can take care of his basic needs, going to the bathroom, washing hands, blowing his/her nose, putting on a coat, etc.
- Guide and monitor your child's television viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not demand more than your child is capable of doing.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from your doctor will be required if your child should remain inside because of a physical condition.
- Provide the teacher and office with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.

- Provide an opportunity for your child to talk to you about their emotional well-being. Listen and validate their feelings.
- Refrain from listening to and repeating neighborhood gossip. **If you have a question or concern, always contact your child's teacher first.**