



# Parent & Student Handbook

## 2018 - 2019

### Elrod Elementary Student/Parent Handbook

#### Welcome

We welcome you to Elrod Elementary School. This handbook has been prepared to give you and your parents information concerning your school and to help you become more familiar with some of its basic requirements and policies. More detailed information on school district policies can be found on the district web site or you may call the school with any questions.

## Staff Assignments

Kindergarten: Heather Anderson and Chelsea Kammerzell  
1st Grade: Halle Fusaro and Tiffany Strauss  
2nd Grade: Mikelle Wiley and Ryan Streiff  
3rd/4th Grade: Lisa Tannehill  
3rd Grade: Jenna Morgan  
4th Grade: Maggie Sherrill  
4th/5th Combo: Susie Mayhue  
5th Grade: Kara Basko

## Lunch/Breakfast

Elrod Elementary is fortunate to offer free breakfast and lunch for all students! Breakfast begins at 7:50 am

## School Hours:

8:25 - 4<sup>th</sup> and 5<sup>th</sup> Grade bell  
8:30 - K, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade bell  
10:00 - K, 1<sup>st</sup>, 2<sup>nd</sup> Recess  
11:30 - 12:40: Lunch (varies by grade level)  
2:00 - K & 1st Recess  
2:15 - 2<sup>nd</sup>- 5<sup>th</sup> Recess  
3:30 - Dismissal

## Universal Expectations:

Be Respectful  
Be Responsible  
Be Safe

## Discipline

Administrators will use informed judgement to determine whether behavior incidents represent an infraction of policy and to what degree. Elrod strives to use collaboration and a progressive level of interventions to change student behavior. Administrators reserve the right to assign consequences as deemed appropriate. Restitution may be required for behaviors that result in loss or damage to school and/or personal property. The disciplinary consequences for serious incidents may begin at a higher level. **Repeated chronic or cumulative offenses may require higher levels of consequences.**

Fighting, foul language, harassment and bullying or any other action that can harm or carries the threat to harm student or staff will not be tolerated. These actions will result in consequences ranging from detention to suspension/expulsion dependent upon the severity and number of occurrences.

District policy and state law prohibit students from carrying firearms, knives, explosives, or other dangerous or deadly weapons.

## Attendance Policy

Students are expected to be in school each day. Teachers will report and the school will keep a record of all absences and tardies. The automated school system will contact you by 9:30 am if your child is absent from school, but has not been reported absent for the school day. This is to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

## Student Arrival and After School Departure

Students should arrive no earlier than 7:45 a.m when supervision is present on the playground. All students go directly to the playground upon arrival. No students can arrive early as there will be no supervision. All students are required to leave school grounds immediately after the 3:30 dismissal. Public park is open to all after 4:00 pm.

## Student Dress

"The District recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others." *Policy 3224* **Shorts must be "finger tip" in length, no "spaghetti style" straps, no midriff shirts.**

## Emergencies at School

If a child becomes ill or injured at school, every attempt will be made to notify the parents or guardians. If the parent or guardian, or another person designated by the parent or guardian cannot be located and informed, the child may be transported to the emergency room for medical attention if deemed necessary and appropriate. Home, work, and emergency numbers are vitally important to the school. In the case that your child becomes ill or injured it is imperative that the school be able to reach the parent/guardian or designated friend or relative.

***Please update all phone numbers as necessary***

## Medications: Prescription, Over the Counter

The school understands that it may be necessary for your child to take prescription medication during the school day. In order to do so, these guidelines must be followed:

If a student requires administration of medication for more than 2 weeks, the student's parent/guardian must complete a Physician's Request for Administration of Prescription Medication.

This includes OTC and prescription medication. All medications must be brought to school by the student's parent/guardian in the original container. The original container must be labeled with the student's name, medication, dosage, and directions for use, time to be given, prescribing health care provider, and date. School personnel will not administer medication that is not in its original container.

Students are not allowed to carry or possess any medication while at school. Medications brought to school by a student will not be administered. Please plan to drop off and pick up any unused medication in person.

### Cell Phones:

Student possession and use of cellular phones or other electronic devices is a privilege. We recognize the value for students and parents to communicate before and after school. However, in response to recurring problems with cell phones/phone watches, including disruptions, theft, bullying, harassment and cheating, students are encouraged to leave all devices at home. Cell phones brought to school must remain off and secured in a student's backpack/bag or in their teacher's possession during normal school hours. Telephones are available for students in all classrooms and the office throughout the day.

If a cell phone or any other electronic device is deemed a distraction to the learning environment, the device may be confiscated by the teacher and left in the office. A parent or guardian may be asked to pick it up. Students cannot use cell phones for the following (as per FERPA):

- The use of cell phones during class for any reason without the approval of the classroom teacher.
- Taking pictures in locker room.
- Taking any picture of another person (falling asleep, chewing food with mouth open...it doesn't have to involve nudity) or using a device for the purpose of ridiculing / harassing another person.
- Use of cell phone or any device to cheat.

Consequences of unacceptable device use could include, but are not limited to the following:

- Device shall be confiscated.
- The device may be subject to search.
- May be turned over to law enforcement
- Parents may be informed.

Students who do carry cell phones or other electronic devices assume the risk of damage and/or theft as the school cannot, and will not, be responsible for lost, stolen, or damaged phones/electronic devices.

### Technology Usage

All students will be given their own electronic device to use during the school year (Chromebook and/or iPad). Your child is responsible to follow the technology rules and procedures as lined out in the Technology Contract. If damages occur due to students mishandling, families may be responsible for the repairs.

### Classroom Transfers/Requests

Students will not be allowed to transfer between classes during the school year or make a request for a particular classroom teacher. All Elrod teachers are highly qualified and committed to working with both parents and students to promote a safe, positive environment that fosters student learning and well-being. Classes are carefully balanced at the beginning of the school year based on learning styles, academic strengths and weaknesses, social, emotional and behavioral needs. A classroom transfer causes a disruption in the learning environment for teachers, the student, and for other students in the classroom.

### Head Lice

1. When a student is found to have active head lice at school, the parent will be called to take the student home and will be given instructions on what is expected before the student returns to school.
2. Students with active lice will be required to have their hair treated with lice treatment by parents, and nits combed out before they return to school. They will be checked by the school nurse, or

other staff, when they return to school, and will be sent home if active lice still remain. They will not be sent home if nits remain, but parents are encouraged to continue to comb nits out of hair. Nits are not a sign of active infestation. (NASN position statement)

3. The school nurse, or other staff can do follow up checks as needed or requested by family or teachers.
4. We suggest that families check for lice and nits and comb daily at home for 14 days, and retreat in 7-10 days after initial treatment.
5. School personnel will also check siblings of infected students in the school.
6. Remind students not to share combs, hats or other items to prevent transmission of head lice.
7. We suggest families continue to check their child's head every 2 weeks for a month.
8. Classroom screenings will be done if 3 students in the class are found to be infested within 2 consecutive weeks.

## **Bicycles**

Students riding bicycles to school must observe all safety rules. Bicycles must be walked, not ridden, on school grounds or on the sidewalk in front of the school. They should be parked and locked to the bike rack during school hours.

## **Skates, Scooters, Skateboards and Toys**

In-line skates, scooters, and skateboards are not to be used at school. If they are used to transport the child to and from school, they must be brought to the classroom for safekeeping during school hours.

Students are not to bring toys (or other items with significant sentimental or monetary value) to school, as they may become lost, damaged, or stolen. The school will not accept responsibility for replacing any personal items damaged, lost, or stolen while at school.

## **School and District Communication**

All communication is done electronically through either the district and/or school. Notifications, reminders, school closures, report cards etc. are sent through a mass communication program. It is critical we have current email and phone numbers in order to ensure you receive important and timely information.

## **Early Pick-Up/After School Changes**

If your student needs to be picked up from school early, the office will call down for him/her to be excused once you have arrived at school. Notes to students for afterschool instructions or change in destination must be received by 3:00 p.m to ensure your student receives the message. Any requests received after 3:00 are not guaranteed to reach your student.

**\*\***Unless documentation is on file in the office to the contrary, it will be assumed by the office that both parents have a custodial right to take the student from school. This is very important to the safety of the children and will be strictly enforced. If changes are necessary in the manner of how a student gets home after school, please notify the teacher and/or office in writing of the change whenever possible.

## Cold Weather

In the winter months all children will be expected to go outside during recess. Fresh air and exercise supports healthy bodies and enhances the ability of students to be more productive and learn better. Students need to be prepared each day with appropriate clothing including, hat, warm gloves, winter coat, snow pants and boots.

Weather will be closely monitored and appropriate action taken when it becomes too cold or windy. Students will be expected to go outside when temperatures are above 0°F, with wind chill factored in.

## Volunteers

Volunteers strengthen the Elrod program by creating a home/school/community partnership that enables us to better meet the educational and social needs of students. All volunteers must submit a background check to the school prior to being accepted as a volunteer in the classroom, at the school or on a field trip. Forms are available at the front office and are no cost to you. These approvals are good for the duration of the time your child is enrolled in School District 5.

**\*\*We request all non-school age children not accompany parents when volunteering to minimize distractions and the potential for classroom interruption.**

## Visitors

All visitors, including parents, are required to check in with the office and obtain a visitor pass. During school hours, classroom visits and meetings must be pre-arranged with the teacher to limit the disruption to the class. Items being delivered from home will be dropped off at the office and your student will be notified to come get them when classroom instruction allows.

**\*\*All visitors and volunteers will be asked to provide photo I.D**

## **Elrod Elementary School-Wide Title 1 Program**

Title 1 is a federally funded program supporting Kindergarten through twelfth grade students in reading and math. It is the largest federal aid program to our nation's schools. The purpose of a school-wide program is to provide comprehensive instructional reform and support that will enable all students to meet challenging state standards. In school-wide programs, all students in the school are considered Title 1 eligible. This allows educators to provide extra help to students when and where they need it.