

Akron-Fairgrove Elementary

Parent Student Handbook

2008 - 2009

Preparing students to be

Responsible

Independent Learners

Developing life skills

Everyday

Table of Contents

	<u>Page</u>
Behavioral Guidelines	01
Student Rights and Responsibilities	04
Parents' Rights and Responsibilities	04
Calendar	05
Absences	06
Accidents	06
Assaults	06
Award Assemblies	06
Band	06
Bicycles, Scooters, & Skateboards	07
Breakfast	07
Bullying	07
Bus Riding/Conduct	07
Character Education	07
Communication Procedures	08
Computer Lab	08
Discipline Standards	08
Dress Code	10
Due Process	10
Emergency Drills	10
Emergency School Closing	10
Emergency Information Cards	11
Extra Curricular Activities	11
Field Trips	11
Food and Drinks	11
Forbidden Items	11
Fund Raising	11
Homework Policy	12
Honor Roll	12
Immunization	12
Inside Recess	13
Internet Policy	13
Late Arrivals	14
Leaving School Early	14
Leaving School Grounds	15
Library & Media Center	15
Lost & Found	15
Lunch	15
Medication	16
Parent Teacher Conferences	16
Parking/Student Drop Off	16
Parties	16
Pet Visitation	16
Phone Calls	16
Physical Education	17
Playground	17
Parent Teacher Organization (PTO)	17

Promotion/Retention	17
Recess (Staying in)	18
Remaining After School	18
Testing	18
Textbooks	18
Vandalism & Property Damage	18
Visitors	

Mission Statement for Akron-Fairgrove Schools

The Akron-Fairgrove staff is committed to do everything they can to create an academic, equitable, friendly, and positive environment to prepare all students for a good and productive life.

Mission Statement for Akron-Fairgrove Jr/Sr High School

Akron-Fairgrove Jr/Sr High School is dedicated to a program of educational excellence based on the premise that all young people can learn: Further, that learning is the joint responsibility of the student, parents, the school, and the community. As a team, we strive to promote intellectual, social, physical, emotional, and cultural growth with a goal that our graduates will enter their post-secondary school years with a zest for life and for learning. Recognizing that our students will inherit our society, we will try to engage their minds so that they may become lifelong learners who will be productive, contributing members of the world community.

Mission Statement for Akron-Fairgrove Elementary

The mission of the Akron-Fairgrove Elementary School is to prepare all students in academic skills, healthy physical and emotional development, appropriate social interactions, and positive attitudes in order to enhance the development of each individual's unique potential.

Board of Education

President	Mrs. Diane Foster
Vice President	Mr. Galen Smith
Treasurer	Mr. Steve Repkie
Secretary	Mrs. Tracy Crane
Trustee	Mr. Robert Sode
Trustee	Mr. Calvin Kosik
Trustee	Mrs. Jennifer Ronk

Administration

Superintendent	Mr. Joe Candela
High School Principal	Mr. Joe Candela
Elementary Principal	Mrs. Rebecca Crosby
Transportation	Mr. Joe Candela

Elementary Teaching Staff

Kindergarten	Mrs. Mitzi Schwab
First Grade	Mrs. Jill Ball
Second Grade	Mrs. Stephanie Bernia
Third Grade	Mrs. Kristi Hayes
Fourth Grade	Ms. Terri Schulz
Fifth Grade	Mrs. Misti Particka
Sixth Grade	Mr. Mark Cockerill
Resource Room (1-6)	Mrs. Heidi Foster
Fifth/Sixth Band	Mr. Jeremy Connin
Art	Mrs. Lisa Hopp
Physical Education	Mr. John Amend
Counselor	Ms. Janis Jones

Support Staff

Principal's Secretary

Mrs. Sharon Hadaway

Para-Professionals

Mrs. Dawn Stein

Mrs. Marilyn Cottrell

Mrs. Suzanne Hodgins

Ms. Roxanne Huizar

Mrs. Karen Miller

Custodians

Morning Shift

Mr. Manuel Sapien

Afternoon Shift

Mr. Perry Hagedon

Bus Drivers

Rachel Ruppal

07

Kathy Strieter

05 B

Rhonda Ahrens

05 C

Nick Sweetman

05 A

Student Rights and Responsibilities

I have a **RIGHT** to learn in this school.

It is my **RESPONSIBILITY** to listen to instructions and to follow general classroom guidelines set by my teachers.

I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.

I have a **RIGHT** to be respected in this school.

It is my **RESPONSIBILITY** to respect others and not to tease or bug other people as to hurt their feelings.

I have a **RIGHT** to be safe in this school.

It is my **RESPONSIBILITY** not to threaten or harm anyone else.

I have a **RIGHT** to privacy and personal property.

It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

Parents' Rights and Responsibilities

Parents have the **RIGHT** to expect quality education for their child. They have the **RIGHT** to assume their child is treated fairly and is safe when at school. Parents have the **RIGHT** to contact the school at any time, with any question.

Parents have the **RESPONSIBILITY** to be aware of the school's expectations for students and of the acceptable rules of conduct as outlined in this handbook. Parents are **RESPONSIBLE** for encouraging regular and punctual attendance of their child and for ensuring their student completes any assignments or homework given. Parents are expected to respond to telephone calls or letters from the school.

The school relies on support from parents in the education of your child. The school and the teachers cannot do the job of educating your child alone. Your support and involvement are most important.

2009 - 2010 Calendar

August	26	Professional Development- Staff
August	27	Professional Development- Staff
August	28	Professional Development- Staff
October	2	1/2 day of School – Parent Teacher Conference
October	20	Professional Development – Staff
November	26	1/2 day of School – Thanksgiving Break
November	27 & 28	Thanksgiving Vacation
December	22	Christmas Vacation Begins at the end of the day
January	05	School Resumes
January	15 & 16	1/2 day of School - exams
February	13	Professional Development – Staff
February	16	No School – Presidents Day (Possible Snow
Makeup Day)		
February	26	1/2 day of School – Parent Teacher Conference
April	06 – 13	Easter Break
April	14	School Resumes
May 25		Memorial Day – No School
June	9 & 10	1/2 day of School - exams
June	10	Last Day of School (Tentative)

STAR Students

Show Safe Behavior

Take Responsibility

Always Show Respect

Reach For Goals

BEHAVIORAL GUIDELINES

ENTERING THE BUILDING BEFORE SCHOOL STARTS-

1. Use only the main front lobby doors before school. During the winter, shake off excess snow before entering the building. Walk safely. Concrete and tile are slippery when snowy or wet.
2. Students are not allowed in the building before 7:30 or until after the first bus arrives.
3. Students who walk or are dropped off should arrive after 7:30.
4. When students enter the building they either go to breakfast or remain in the hallway outside their classroom. They should talk quietly.
5. Hang up coats, hats, etc. neatly. Everything should be inside the locker so it can be closed. Lockers need to be closed gently.
6. Use the restroom and deal with errands right away.
7. Students are allowed in their classrooms after 7:48.

DURING SCHOOL HOURS-

1. Students will use soft, appropriate indoor voice levels.
2. Students will walk at all times in the hallway. Hallway and restroom behavior must not interfere with classes in session.
3. Students will take care to see that property and materials are not misused.

LUNCHTIME/CAFETERIA-

1. Use of the bathroom should be done before entering the cafeteria.
2. Outdoor clothing should be brought to the cafeteria and hung up on the coat racks.
3. Eating is the reason for being in the cafeteria. Do your best to eat what you take for your meal.
4. Use good table manners. Allow other students to eat without interruptions.
5. Make sure your eating area is cleaned up before you leave.
6. Go directly outside when instructed by the lunchroom aide.

7. Students who bring cold lunch should put their lunchbox in the container to be taken back to the room.
8. Speak quietly.

RECESS-

1. Outdoor activity time is important because it gives the students a change of scenery and change of routine. These changes recharge them for an afternoon of learning. All students are expected to play outdoors at recess so they must be dressed for the weather.
2. Use playground equipment safely and appropriately. Because of the large number of students on the playground at one time, bikes, skateboards, etc. are off limits.
3. Safety is an important issue. Non-contact games are appropriate for recess activities. Because of the large number of students in a small area, the absence of safety equipment, and absence of coaching for proper techniques to avoid injury, games that involve physical contact will not be part of recess activities. If a game that is traditionally safe for recess, but begins to involve aggression, bullying and injury, the game will be declared off limits.
4. Students need the playground supervisor's permission before leaving the play area.
5. The play area includes all of the fenced in area. Any area outside the fence is off limits.
6. Students must have a note from a parent/guardian before they can stay in for recess. Valid reasons include injury and recovery from illness. Because of limited supervision, we discourage staying in for other reasons. Children staying in must bring an appropriate, quiet activity to the designated area. Parents will need to contact the principal's office if their child needs to stay in for a specific period of time.

AFTER SCHOOL-

1. All special requests for students to do anything other than ride their assigned bus must be made in the elementary office (ASAP), preferably before 2:30.
2. Students must have a parent/guardian signed note or a call to the office to get on a bus other than their own.
3. Walkers are to leave the school area promptly. Bike riders should wait until the buses have left. Bike riders must cross the street only at a corner, instead of darting out into traffic.
4. Students waiting to be picked up are to remain in the front entrance lobby.
5. Parents picking up their children are to wait in the front entrance lobby.

BUS RULES-

Every bus rider must abide by the following rules. Bus riding is a privilege. Students not following the rules will not be allowed to ride the bus. Safe behavior is required at all times. The bus driver is in charge of the bus and **MUST** be obeyed.

1. Be at the bus stop 3 to 5 minutes ahead of the scheduled pick-up time. This will avoid delays at the individual stops. It is the parent's responsibility to provide necessary supervision to and from the bus stop.
2. Expect to walk some distance to the bus stop.
3. Parents are responsible for safe behavior at the bus stop.
4. Form a line to get on the bus.
5. Bus riders must wait until the bus is stopped and has its door open before approaching the bus.
6. Drivers may have assigned seats, which the student **MUST** occupy.
7. While on the bus, keep feet on the floor and out of the aisle.
8. Everyone **MUST** remain in his/her seat while the bus is moving.
9. Keep hands, heads, etc. inside when windows are open.
10. Use a quiet voice and appropriate language.
11. All riders will help keep the bus clean and sanitary.
12. All damage to the bus will be paid for by the person doing the damage.
13. Students must ride their assigned bus and get off at their regular stop unless arrangements have been made in advance. A written request from parent/guardian is required to make changes. In case of an emergency, written request will be waived.
14. Parents are to call the Transportation Supervisor at (989) 693-6163 when there are problems or questions. The drivers are not allowed to make route or stop changes without authorization.

CONSEQUENCES FOR VIOLATING BUS RULES

1. **FIRST OFFENSE:** In most cases a verbal warning will be given, unless the offense is judged severe by the bus driver. In this case, rider will lose bus riding privileges.

2. **SECOND OFFENSE:** If the student is already in an assigned seat, the student will continue to use that assigned seat until the driver feels they can handle sitting somewhere else.
3. **THIRD OFFENSE:** The rider will be referred to the office for a formal write-up. The rider will be suspended from riding the bus. Suspensions may start at one day and will increase with severity and repetition of violations.

School Hours

7:30 a.m.	Doors open to students
7:30-7:55 a.m.	Breakfast
7:48 a.m.	First bell rings Classrooms open to the students
8:00 a.m.	Second bell rings. Classes begin. Students must be in the classroom.
11:20-12:30 p.m.	Lunch & Recess
12:30-1:20	Art
2:10-3:00	Fifth and Sixth Grade Band, Monday-Friday
3:15 p.m.	Dismissal

Absences

It is important that your child attends school regularly. If your child is absent from school, call 691-5141 to report the absence.

When your child returns to school, please send a note stating the reason for the absence and the number of days absent. The note must be signed by a parent/guardian and dated the day the student returns.

If your child is absent and there is no parent/guardian contact with the school, it will be recorded as an unexcused absence. When a student reaches three (3) unexcused absences the parent/guardian will be notified. When a student has reached five (5) his/her name may be turned into the Tuscola Intermediate School District Truancy Department.

Pre-arranged long-term absences require a note from the parent/guardian. The student will be given a form to take to his/her teacher for approval. It is the student's responsibility to get his/her work in advance, or make up the work when he/she returns.

Students will be considered absent for a half day if they come in 30 minutes late or leave 30 minutes early.

Accidents

The staff is instructed to notify the office of any student injury as soon as possible after it occurs. Students are sent to the office with another student (minor injuries) or an adult (major injuries).

After the necessary emergency treatment, parents are notified of all injuries from the shoulder up. Injuries involving suspected broken bones, sprains, etc. are always referred to the parent for further medical review. They are also notified of any serious cuts or scrapes. Parents are asked to come to school and assess the injury and determine if the child should remain in school or seek medical treatment.

Assaults

As per Michigan School Law, any sixth grade student that verbally or physically assaults another student or adult may be removed from school (possible Expulsion) pending school board action.

Award Assemblies

Award assemblies will be held periodically to recognize students who receive honor roll status, perfect attendance, positive behavior, and other educational accomplishments.

Band

All fifth and sixth grade students have the option of joining the Akron-Fairgrove elementary band. The fifth and sixth grade band will meet for 50 minutes a day, Monday through Friday. Two concerts are performed each year in December and May. Class changes must be made within two (2) days of the start of M.P. 1 and M.P. 3. No changes will be made after these windows.

Behavioral Expectations for All Elementary Students

Instruction in citizenship has long been recognized by the Akron-Fairgrove Elementary School staff as a basic aspect of the school's educational mission. The four behavioral expectations that follow ask the students to take a responsible role in the operation of the school.

1. Show Safe Behavior
2. Take Responsibility
3. Always Show Respect
4. Reach for Goals

Bicycles, Scooters, & Skateboards

Students are permitted to transport themselves to school using bicycles and scooters. The school is not responsible for loss or damage to equipment. The following rules apply:

1. Students must follow safety practices.
2. Students are encouraged to wear helmets and other safety equipment.
3. Bike must be parked in the bike rack and should be locked
4. Scooters should be folded up and put in the locker.
5. Students must take equipment home each night.
6. Bikes and scooters must be walked off school property during school hours.
7. Privileges will be revoked if rules are broken.

Breakfast

Breakfast will be served from 7:30-7:55. If buses are late, students will be given time to eat breakfast. The cost for breakfast is \$.85. Students may only charge breakfast two (2) times.

Bullying

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while traveling to and from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents. **First offense**-if any staff member observes an act of bullying, the teacher is to refer the student to the bullying mentor team. The parent/guardian will be contacted in writing. **Second offense**-all students/parents/guardians involved will meet with the mentoring team and a behavioral contract will be written. **Third offense**-1-2 days OSS/ISS and referred back to mentoring team. **Fourth offense**-3-5 days OSS/ISS. **Fifth offense**-removal from school (possible expulsion) pending

Board of Education action. Notification of local authorities. As determined by administration on all disciplinary measures.

See Neola Board Policy-5517-5517.01

Bus Riding/Conduct

See Behavioral Guidelines in the front of the handbook.

Communication Procedures

When a parent has a concern or complaint regarding the classroom, the parent/guardian should first direct his/her concern to the classroom teacher. If the issue affects more than the classroom, the parent/guardian should arrange to talk with the principal.

Computer Lab

The Akron-Fairgrove Elementary has a 30 station computer lab. All classrooms, kindergarten through sixth grade, spend 30 minutes in the lab 3-5 days per week. The students work on Math, Reading, keyboarding and other educational activities.

Akron-Fairgrove Elementary Discipline Plan

Teachers and/or aides have clearly communicated the expectations and redirected without successfully changing the behavior of the student. The student has continued to make unwise choices and is now damaging the environment for the learning and growth of others. After the teachers and/or aides have followed their corrective behavior plans, any student continuing to misbehave will be referred to the principal.

Upon referral to the principal, the student, by his/her choice and actions, enters a formal and progressive disciplinary program following steps 1-9. However, more serious misconduct requires more serious consequences. Administration will determine the discipline. Always in effect is a severe clause, which allows immediate referral to the principal and suspension from school. Each semester the student can begin at step one, but prior history will be maintained. Any student being sent to the office by a substitute teacher for misbehavior will be removed from the classroom and sent home for the day. If an incident happens in the afternoon the student will receive ISS or OSS the following day.

Recess and gym privileges will be lost for that day. If the student is disrespectful or aggressive towards the substitute teacher, they will be formally written up and move forward one step in the discipline program. Any student sent to the office for fighting will have his/her parent/guardian called for immediate pick-up. He/she will be suspended for a minimum of one day and move forward one step in the discipline plan.

Step	Description	Consequences
	First time student is referred to the Principal	Warning by the Principal Review of the discipline plan
	Second time student is referred	ISS (In School Suspension) 1 day

Third time student is referred	ISS (In School Suspension) 2 days
Fourth time student is referred	ISS remainder of the day OSS (Out of School Suspension) 1 day
Fifth time student is referred	ISS remainder of the day OSS 2 full days
Sixth time student is referred	ISS remainder of the day and OSS 3 full days.
Seventh time student is referred	ISS remainder of the day and OSS 5 full days.
Eighth time student is referred	ISS for the remainder of the day and OSS 10 full days/Possible expulsion Re-admission requires parent and student to attend a meeting with the Board of Education.

All disciplinary measures at school have their foundation in the above standards and have one primary purpose: to create a positive environment where teachers can teach and students can learn. Disciplinary action as determined by administration on all disciplinary measures.

Any student that is suspended will be able to make up his/her assignments. It will be his/her responsibility to get the assignments from the teachers.

Dress Code

It is the belief of the Akron-Fairgrove Elementary Administration, Staff, and Parent Group, that student attitude and behavior are influenced by appearance, clothing, and grooming. Students should be attired for school in such a way as to reflect credit to themselves, their family, and the school. Any appearance which is extreme or inappropriate for school will not be permitted. Parents will be contacted to bring a change of clothing to the school. The following guidelines apply for students, high school helpers and all elementary staff.

1. No bare midriffs. Shirts and blouses need to be long enough to cover the midriff, especially when a student raises his/her hand.
2. Shirts and blouses should have sleeves that cover the armpit. Tank tops, tube tops, halter tops, and tops with spaghetti straps are not allowed.
3. No articles of clothing advertising or supporting alcoholic beverages, drugs, improper language or intent, tobacco products, or gangs are allowed.
4. Any clothing or make-up deemed inappropriate by the principal will not be allowed.
5. Waistbands of all pants must be around the waist.
6. Shorts may be worn, but must be no higher than the 5" above the knee.
7. Shoes and socks must be worn at all times. Sandals and socks are okay.
8. Hoods and hats are not to be worn inside the building, except for special occasions.

Due Process

When a teacher or an administrator takes disciplinary action against a student, students have the following rights:

1. To be informed of the reason for the action.
2. To present any facts that will support their defense.
3. To have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

Emergency Drills

By law, public schools are required to have fire drills and tornado drills to acquaint the students with the appropriate procedures in an emergency. Building safety evacuations will be conducted as necessary.

A specific plan to ensure the safety of all students and staff is in place. Drills will be held in accordance with the state law.

Emergency School Closing

When school must be delayed or closed because of fog, snow, ice, or other emergencies, listen to the local radio and TV stations. Emergency school closings will be aired on TV Channel 5, Channel 12, Channel 25, and WHNN (96.1 FM). Working parents/guardians should make all necessary arrangements for the welfare of their children in the case of an early closing of school due to an emergency.

Emergency Information Cards

Parents are asked to complete emergency information cards for their children. This information is used when your child is ill, or necessary for any other type of emergency. Please indicate any medical conditions or allergies your child may have. If at any time during the school year, your address or telephone number changes, please be sure to notify the office and your child's classroom teacher.

Field Trips

Field trips that extend our curriculum into the real world are encouraged. All field trips during school time are authorized through the principal.

1. Students will not go on a field trip without a signed parent/guardian consent form.
2. Any student that has two office write-ups in the nine weeks prior to the scheduled field trip, will not be allowed to go on the field trip.
3. Any student that has reached a third (3) offense for bullying and or has received two (2) ISS or OSS nine (9) weeks prior to the field trip will not be allowed to go on any field trips.
4. If a student has three (3) or more missing assignments may not be allowed to participate in field trip activities. Unless extenuating circumstances exist.

Food and Drinks

Students are not to take any food from the lunchroom back to class or out onto the playground. Pop and other snacks and treats are not allowed without special permission.

Forbidden Items

Please remind your children to leave their toys at home, as they are distracting in the classroom and cause problems of ownership. Items brought to the office because they are disruptive to the learning environment need to be picked up by a parent/guardian. Forbidden items include, but are not limited to:

1. Boom boxes, CD players, and other noise making devices.
2. Hard baseballs, rubber type baseballs are okay.
3. Knives, matches, lighters, heavy chains, and other dangerous materials.
4. Firecrackers, fireworks, and other exploding devices.
5. Any weapon or object that is intended for use as a weapon.

Fund Raising

Parent notification will be given any time there is a fund raising activity that involves his/her child.

There will be the annual fundraisers shortly after the students return in the fall. Money raised from the candy sale and other fundraisers goes toward classroom needs, playground equipment, field trips, assemblies, and other educational activities.

Grading Scale

90-100	A
85-89	A-

Homework Policy

Homework is work done by a student outside of school that is related to classroom learning. It is recognized that all learning cannot take place at school. A tremendous amount of practice is required for learning to become fluent. The home is an important component in providing practice to insure learning.

Reasons for homework:

1. It develops habits essential for success in later life- following directions, working independently, managing time, working to full potential, and completing a task.
2. It provides an opportunity to reinforce or extend skills learned in class.
3. It allows teachers to individualize instruction to meet student needs.
4. It can prepare students for upcoming topics of study.
5. It provides a regular opportunity for parents to encourage their learner to succeed in school.

Frequency of homework:

1. Depending on their age and work habits, students may have differing amounts of

homework.

2. The amount, length, and type of homework will vary according to the needs of the student and the demands of the academic program.

Students' responsibilities:

1. Complete and turn in all assignments neatly and on time.
2. Ask for assistance/clarification if necessary.
3. Work to the best of your ability.
4. Use a notebook or other system to organize assignments.
5. Take home all necessary materials to complete the assignment.
6. Get and complete make-up assignments after an absence.

Parents' responsibilities:

1. Make homework a priority for your learner.
2. Do not allow learners to skip homework.
3. Make sure that learners have a place and a time set aside to do homework.
4. Provide support and explanation, but do not do the homework for the learner.
5. Provide positive reinforcement when homework is completed.
6. Cooperate with the school in providing education for learners.

Teachers' responsibilities:

1. Grades will be updated.
2. Expectations are set for students and assignments.
3. Provide support and explanation for students.
4. Provide positive reinforcement for completed homework.

Honor Roll

For a student to be recognized for the Honor Roll, they must obtain an 80% (B) or higher in each core academic area.

Immunization

All kindergarten children and any other student enrolling in a school for the first time shall submit proof of the following immunizations prior to official entry. (The school has the authority to deny entrance to children not meeting the immunization requirements.) The parent/guardian who, because of religious or other convictions, does not want the child protected from these diseases, must submit a signed statement to that effect.

IMMUNIZATIONS	AGES 4-6	AGES 7-18
Diphtheria Tetanus & Pertussis	4 doses are required. If a dose was not given on or after the 4 th birthday a booster dose is required. Most children will have 5 doses.	4 doses required. If a dose was not given in the last 10 years, a booster dose of TD is required.
Polio	3 doses are required. If the last dose was not given on or after the 4 th birthday, a booster dose is required. Most children will have 4 doses.	3 are required.
Measles	2 doses are required. The 1 st dose	2 doses are required. The 1 st dose

Mumps & Rubella	must be given on or after the 4 th birthday. The 2 nd dose must be given at least 28 days from the 1 st dose and at or after 15 months of age.	must be given on or after the 1 st birthday. The 2 nd dose must be given at least 28 days from the 1 st dose and at or after 15 months of age.
Hepatitis B	Effective 2000/2001 school year, 3 doses are required.	Effective 2000/2001 school year 3 doses are required.
Varicella (Chickenpox)	Effective 2002/2003 school year, 1 dose Required on or after 1st birthday.	Effective 2002/2003 school year, only 1 dose required if received on/after the 1 st birthday but prior to the 13 th birthday OR 2 doses required , administered at least 28 days apart, if the child received the 1 st dose on/after the 13 th birthday.

Children who have not received immunizations WILL BE EXCLUDED from school until the parent/guardian provides proof that all immunizations have been given.

Inside Recess

Inside recess is only called in the event of extreme weather conditions. Appropriate behavior is expected of the students during inside recess periods, with safety and good manners being the major concern. All normal rules for behavior apply during inside recess.

Internet Policy

Privilege:

Users may access available Internet resources to facilitate learning and enhance educational exchange.

Responsibilities:

1. Users are responsible for utilizing District Internet Technology only for facilitating learning and enhancing educational information exchange based on District curriculum and instructional goals.
2. Users must comply with etiquette rules including restrictions of others' use of the Internet network, conservation of time, and file space.
3. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords with other system users.
4. Users are responsible for maintaining appropriate use of electronic mail. Violation of privacy and inappropriate communications received will be promptly reported to the program instructor.
5. Users are prohibited from Internet and District technology for private gain or product advertisement.
6. Users are responsible for properly using and caring for hardware and software within Internet access labs and classrooms.
7. Users are prohibited from installation of computer viruses on District equipment. Users are responsible for using the virus protection software maintained on the network to further prevent the transfer of computer viruses to District equipment.
8. Users must not access or display pornography, obscenities, or other material deemed inappropriate for educational purposes. Access must be specifically related to class assignments.
9. Use of chat rooms, except as a specific class project is prohibited.

10. Downloading of any files, except for specific classroom assignments is prohibited. Any downloaded files must be scanned for viruses prior to use or installation.

Disciplinary Action:

1. Users violating any Internet responsibilities will be prohibited from using Internet resources and other District hardware and software.
2. Users will be required to make full financial restitution for any damage or unauthorized expenses that the District incurs for violation of this agreement.
3. Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District disciplinary policy and appropriate federal and state laws.
4. Users will be disciplined for violating the privileges including, but not limited to:
 - a. Violations of any of the responsibilities set forth in this agreement.
 - b. Using a computer ID other than his/her own.
 - c. Modifying or defacing hardware or software.
 - d. Improperly exiting established menus or applications.
 - e. Using software prohibited in labs and classrooms.

Users found in violation of the Internet Acceptable Use Policy can expect the minimum following action to be taken:

First Offense- The loss of all Internet and /or Network privileges for nine weeks. The offense will be recorded in the user's file. The user will review the Acceptable Use Policy.

Second Offense- The loss of all Internet and/or Network privileges for the remainder of the school year.

Late Arrivals

Students arriving at school after 8:30 **MUST** be signed in at the office by a parent or guardian. If the student is not signed in, they will be recorded as one-half (½) day absence as excused or unexcused.

Leaving School Early

For the protection of your children, teachers are instructed that they are **NOT** to release children directly from their classrooms prior to the close of the school day.

If it is necessary for a child to be released early from school, a note from home should be provided requesting permission. If an emergency situation necessitates you picking up your child unexpectedly before the end of the day, a phone message to the school office will be relayed to the teacher so that your child can be prepared to leave when you arrive at the school office to pick him/her up. All students leaving early must be signed out by a parent/guardian or other authorized responsible party.

The school office may request a valid picture ID to be assured that the adult picking up the child has the permission of the parent/guardian.

Leaving School Grounds

Students may not leave the school grounds at any time during the school day unless a parent/guardian or other authorized adult has given permission to the school. The students' school day begins as soon as the bus is boarded. Any student leaving without permission will have his/her parent/guardian contacted, as well as the police, if necessary. If his/her leaving is unauthorized, they will move forward one step in the discipline plan.

Library & Media Center

Having the Media Center is both, a privilege, and a responsibility. All students have access to library materials, which may be checked out and taken home. Prompt return of these materials is important so the materials can be used by all students.

Parent/Guardian will encourage their children to be responsible for the good care, proper use, and prompt return of all materials. Damage to materials may result in fines being issued.

Lost & Found

Parents are urged to mark all personal belongings with their child's name in permanent ink, nametag, or tape. The school maintains a lost & found area where their children may claim their articles during recess time. Items that are not claimed will be put on a table and displayed in the main hall during conference times. If items are not claimed, they will be thrown away or recycled.

Lunch

Lunch is served for all students in grades K-6. Hot lunches cost \$1.35 and milk costs \$.35. The students will be given 15 minutes to eat their lunch. Lunch will be followed by 15 minutes of recess. Students may take longer to eat if necessary. Students are expected to display good table manners while eating and to use courteous behavior towards other children during recess time. When their account gets low, the student's hand will be stamped with a smiley face. All students, including those receiving free lunch, must pay \$.35 for an extra milk. Students may not charge extra milks. They must have money in their account or pay cash. Parent/Guardian will receive a negative balance statement when the student has charges.

Medication

These procedures will be followed when the elementary school is asked to administer any medication to students. Medication includes Tylenol, cough medication, and any other over the counter drugs, as well as all prescribed medication.

1. The parent/guardian **MUST** submit a form giving written permission to the school to administer medication. The form **MUST** be signed and dated by the doctor.
2. All medication is to be in its original container with the label intact.
3. The parent is to specify in writing the directions for giving the medication; dosage, time of day, and length of time the medication is to be administered.
4. The written permission slips and medication will be kept in the principal's office.
5. A log will be kept that records the time the medication was given and who administered the medication.

See Neola Board Policy 5330.

Parent-Teacher Conferences

Parent teacher conferences may be scheduled midway through the first and third marking periods. The scheduled conferences are an opportunity to meet your child's teacher to discuss the curriculum your child will be working with, as well as, discuss any background information that would help the teacher work with your child. We encourage all parent/guardians to take this opportunity to communicate with your child's teacher. Sign up slips will be sent home to assist in scheduling times that work for everyone. Of course, parents may request additional conferences with a teacher at any time during the school year if desired.

Parking/Student Drop-Off/Pick-Up

Parents driving their children to school should drop them off on the west end of the school building (in the parking lot.) Please do not block the street in front of the school during the following times: 7:30-8:00, 3:00-3:15. Parents who pick up their child/children need to park in the parking lot and enter the building to pick up their child/children.

Visitors should park in the lot west of the elementary building.

Parties

There are three school approved parties scheduled during the year: Halloween, Christmas, and Valentine's Day. Informal parties may also include student birthdays. Parties are planned with the classroom teacher.

Pet Visitations

Please plan with the teacher in advance any pet visitations. Stop by the office and pick up a Pet Visitation form ahead of time if you wish to bring your child's pet to school. Parents should remain with the visiting pet. Please bring only healthy animals with up-to-date immunizations.

Phone Calls

The phone is for office use only. Students will be able to use the phone for emergencies and special circumstances only. Students will not be allowed to call home for forgotten items. The proper use of a student planner will assist students with these items. Students must have permission from their teacher to use the phone.

Physical Education/Recess

The physical education program intends to help children gain competence to participate effectively in an environment in which exercise and sports are important. The program promotes positive self-concept through successful movement experiences as well as development of motor skills for effective interaction with others in cooperative and competitive situations. The

program is designed to be age appropriate and sequential in the development of fundamental motor skills and motor coordination.

The ultimate goal of the curriculum is to develop the attitude that exercise and a healthy lifestyle are important to help children achieve their maximum capacity as contributing members of society.

Kindergarten students will have physical education on Tuesday and Thursday and recess on Monday, Wednesday, and Friday. First grade students will have physical education on Monday, Wednesday, and Friday and recess on Tuesday and Thursday. All students in second through sixth grades will have physical education for 30 minutes everyday. Students will be required to wear a soft-soled tennis/gym shoe during physical education. Hard soled shoes, boots, and sandals are not permitted.

Students must have a note from home to not participate in physical education. After 3 days, a note from a doctor will be needed.

Playground

The playground aide is in charge at all times. All school rules apply on the playground. Children must stay and play in the fenced playground area. Climbing on, sitting on, standing on, or walking on the fence is prohibited.

The playground rules and proper use of the playground equipment will be discussed with all students. Violation of any school or playground rules will result in loss of recess privileges. Students that continue to misbehave on the playground will be referred to the office for formal discipline.

Parent Teacher Organization (PTO)

The Akron-Fairgrove Parent Teacher Organization is the recognized communication link between the community and the school. The PTO performs many services for our school community. If you would like to volunteer your services in any area, please contact the group president via a note to the school office. All parents of the community are invited and encouraged to attend the group's meetings and to become active members. The PTO usually meets the first Monday of the month. Check the school newsletter for additional information.

Promotion/Retention

Every effort will be made to communicate with parents through progress reports, report cards, conferences, phone calls, and etc. throughout the year on the progress of each child.

Meetings will be held to involve the parent/guardian in the consideration for alternative instruction methods before any decision on retention is made.

Remaining after School

Students are NOT to remain after school to wait for older brothers and sisters who participate in junior or senior high activities, or to watch other activities, held at the school. Students must either be picked up by the parent/guardian, walk home, or ride the bus directly home following the school day. If the student is to remain after school for a scheduled activity, a note signed by the parent/guardian must be turned in for each separate activity.

Testing

Students in kindergarten through sixth grades will be tested three (3) times a year in Math and Writing using the AIMSweb Assessments. They will also be given the DIBELS Reading Assessment during the fall, winter, and spring. All students in third through sixth grade will take a state assessment test in Math, Reading, and Writing. Fifth grade students will take the MEAP test in Science and the sixth graders will also take the MEAP test in Social Studies.

Textbooks

Each child will be provided with books. If any are lost or damaged, an appropriate assessment will be charged to the parents or guardians. Textbooks will be issued in the fall or as needed by the teacher. These books are the property of Akron-Fairgrove Schools and are on loan to the students.

Vandalism & Property Damage

Our school building and equipment cost local taxpayers a great deal of money to construct, purchase, and maintain. Students or the parents of students that destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, strong disciplinary action will be taken. If something is damaged by accident, it should be reported to the teacher or the school office immediately.

Visitors

Parents and other community members are welcome visitors at Akron-Fairgrove Elementary School. Please keep in mind that all visitors to the school must sign in at the school office before proceeding to their destination in the school. It is for the safety of our students that we ask you to sign in and out and pick up a visitor's pass.

