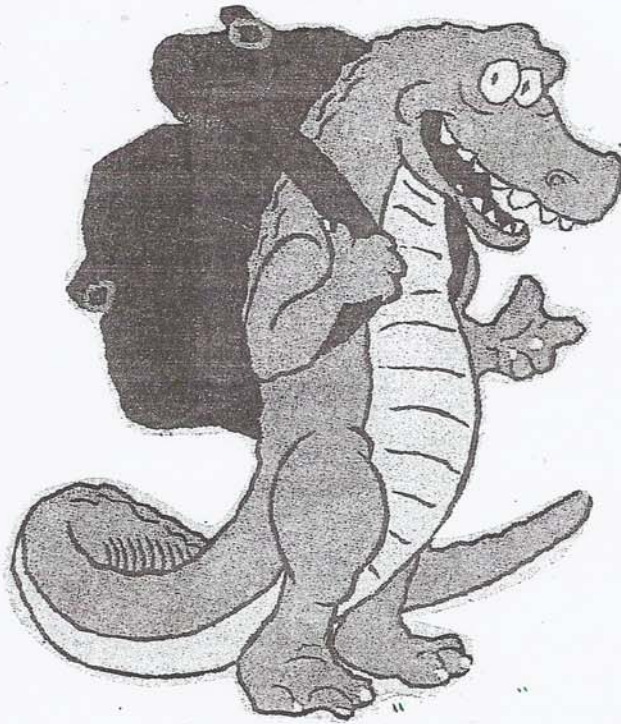


**GARFIELD  
ELEMENTARY SCHOOL**



**STUDENT/PARENT HANDBOOK**

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Dear Parents, Guardians, and Student,

On behalf of the faculty and staff of Garfield Elementary School, I welcome you to the 2009-2010 academic year. Each school year brings new challenges and successes. Our goal is to create a positive learning environment in order to promote academic excellence for each student.

At Garfield, we believe that the educational process involves the dynamic teamwork of students, teachers, parents and the community. As you enter the office you may see the poster which reads, "Teamwork is the ability to work together toward a common vision...the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." My hope and prayer for us as a Garfield team is that we common people may attain uncommon results for and with our children this year!

At open house I shared lots of good news. Our Ohio Achievement test indicated that we at Garfield received the highest ranking within Lorain City Schools. We had the most significant achievement and growth noted. We moved to Continuous Improvement from Academic Emergency status. We met AYP (Adequate Yearly Progress) for the very first time. The Value Added Measure Expected Growth increased from below to above. We improved in 8 state indicators: Grade 3 Reading and Math, Grade 4 Reading, Writing, and Math and Grade 5 Reading, Science and Social Studies. We met our Attendance Rate. Yes, we as a TEAM made great progress. Stop in and see our graph in the cafeteria show case. We hope that even greater academic gains are seen this year! GO GATORS!

This informational book is one of the tools that you can use to achieve success. It outlines our procedures and provides a quick and handy reference to questions that you may have concerning the operation of our school. Also, each student has been provided with a backpack, donated from Costco's, a plastic folder and students in grades 2-5 have a student planner/agenda. All of these items are given to the students to assist in home school communication. If you have any questions or concerns, please do not hesitate to call your child's teacher or me. With this clear, direct, three way communication our children CAN AND WILL succeed!

Sincerely,

Ms. Kapucinski  
Principal, Garfield Elementary

## GENERAL INFORMATION

**Name:** Garfield Elementary School  
**Address:** 200 W. 31 Street, Lorain, OH 44055  
**Phone:** 40-246-1114

**School Logo:** Alligator  
**School Colors:** Navy Blue and Hunter Green

**Principal:** Ms. Barb Kapucinski  
**SFA Facilitator:** Mrs. Marie Deshuk  
**Secretary:** Mrs. Kim Roush  
**Custodian:** Mr. John Duesenberry

## DAILY SCHEDULE

7:40 Staff Arrival

8:00 K-5 Students enter the building,  
Eat breakfast

11:00-11:30 Lunch, Grades K-1  
11:35-12:05 Lunch, Grades 2-3  
12:10-12:40 Lunch, Grades 4-5

2:15 Dismissal for K-5 students

If a student is not picked up from school and has no transportation home, school personnel will attempt to contact parents/guardians. If no contact is made, the police will be notified. It is imperative that you update your child's EMA and list those individuals who may transport your child. Your child **will not** be released to any person not listed on the EMA.



**Lorain City Schools**

We can. We will.

# Lorain City Schools 2009-2010 Calendar

## Early Release

| August 2009 |      |     |      |     |
|-------------|------|-----|------|-----|
| MON         | TUES | WED | THUR | FRI |
| 3           | 4    | 5   | 6    | 7   |
| 10          | 11   | 12  | 13   | 14  |
| 17          | 18   | 19  | 20   | 21  |
| 24          | 25   | 26  | 27   | 28  |
| 31          |      |     |      |     |

| September 2009 |      |     |      |     |
|----------------|------|-----|------|-----|
| MON            | TUES | WED | THUR | FRI |
|                | 1    | 2   | 3    | 4   |
| 7              | 8    | 9   | 10   | 11  |
| 14             | 15   | 16  | 17   | 18  |
| 21             | 22   | 23  | 24   | 25  |
| 28             | 29   | 30  |      |     |

### August

12 10 Month Staff Return  
24 Teachers Return/District Meeting/Professional Development  
25 Teachers Work Day in Building  
28 Students Begin

### September

7 No School - Labor Day  
28-30 Interim Distribution

| October 2009 |      |     |      |     |
|--------------|------|-----|------|-----|
| MON          | TUES | WED | THUR | FRI |
|              |      |     | 1    | 2   |
| 5            | 6    | 7   | 8    | 9   |
| 12           | 13   | 14  | 15   | 16  |
| 19           | 20   | 21  | 22   | 23  |
| 26           | 27   | 28  | 29   | 30  |

| November 2009 |      |     |      |     |
|---------------|------|-----|------|-----|
| MON           | TUES | WED | THUR | FRI |
| 2             | 3    | 4   | 5    | 6   |
| 9             | 10   | 11  | 12   | 13  |
| 16            | 17   | 18  | 19   | 20  |
| 23            | 24   | 25  | 26   | 27  |
| 30            |      |     |      |     |

### October

1-2 Interim Distribution  
16 No School - NEDOE  
30 End of 1<sup>st</sup> Grading Period

### November

3 No School - Parent/Teacher Conference  
25-27 No School - Thanksgiving Break

| December 2009 |      |     |      |     |
|---------------|------|-----|------|-----|
| MON           | TUES | WED | THUR | FRI |
|               | 1    | 2   | 3    | 4   |
| 7             | 8    | 9   | 10   | 11  |
| 14            | 15   | 16  | 17   | 18  |
| 21            | 22   | 23  | 24   | 25  |
| 28            | 29   | 30  | 31   |     |

| January 2010 |      |     |      |     |
|--------------|------|-----|------|-----|
| MON          | TUES | WED | THUR | FRI |
|              |      |     |      | 1   |
| 4            | 5    | 6   | 7    | 8   |
| 11           | 12   | 13  | 14   | 15  |
| 18           | 19   | 20  | 21   | 22  |
| 25           | 26   | 27  | 28   | 29  |

### December

7-11 Interim Distribution  
23-31 No School - Winter Break

### January

1 No School - Winter Break  
15 End of 2<sup>nd</sup> Grading Period  
15 Waiver Staff Development Day  
18 No School - MLK Jr Day

| February 2010 |      |     |      |     |
|---------------|------|-----|------|-----|
| MON           | TUES | WED | THUR | FRI |
| 1             | 2    | 3   | 4    | 5   |
| 8             | 9    | 10  | 11   | 12  |
| 15            | 16   | 17  | 18   | 19  |
| 22            | 23   | 24  | 25   | 26  |

| March 2010 |      |     |      |     |
|------------|------|-----|------|-----|
| MON        | TUES | WED | THUR | FRI |
| 1          | 2    | 3   | 4    | 5   |
| 8          | 9    | 10  | 11   | 12  |
| 15         | 16   | 17  | 18   | 19  |
| 22         | 23   | 24  | 25   | 26  |
| 29         | 30   | 31  |      |     |

### February

12 No School - Parent/Teacher Conference  
15 No School - Presidents Day  
22-26 Interim Distribution

### March

19 End of 3<sup>rd</sup> Grading Period

| April 2010 |      |     |      |     |
|------------|------|-----|------|-----|
| MON        | TUES | WED | THUR | FRI |
|            |      |     | 1    | 2   |
| 5          | 6    | 7   | 8    | 9   |
| 12         | 13   | 14  | 15   | 16  |
| 19         | 20   | 21  | 22   | 23  |
| 26         | 27   | 28  | 29   | 30  |

| May 2010 |      |     |      |     |
|----------|------|-----|------|-----|
| MON      | TUES | WED | THUR | FRI |
| 3        | 4    | 5   | 6    | 7   |
| 10       | 11   | 12  | 13   | 14  |
| 17       | 18   | 19  | 20   | 21  |
| 24       | 25   | 26  | 27   | 28  |
| 31       |      |     |      |     |

### April

2-9 No School - Spring Break  
26-30 Interim Distribution

### May

31 No School - Memorial Day

| June 2010 |      |     |      |     |
|-----------|------|-----|------|-----|
| MON       | TUES | WED | THUR | FRI |
|           | 1    | 2   | 3    | 4   |
| 7         | 8    | 9   | 10   | 11  |
| 14        | 15   | 16  | 17   | 18  |
| 21        | 22   | 23  | 24   | 25  |
| 28        | 29   | 30  |      |     |

| July 2010 |      |     |      |     |
|-----------|------|-----|------|-----|
| MON       | TUES | WED | THUR | FRI |
|           |      |     | 1    | 2   |
| 5         | 6    | 7   | 8    | 9   |
| 12        | 13   | 14  | 15   | 16  |
| 19        | 20   | 21  | 22   | 23  |
| 26        | 27   | 28  | 29   | 30  |

### June

3 Last Day for Students  
4 End of 4<sup>th</sup> Grading Period  
4 Last Day for Teachers/District Meeting  
15 Last Day for 10 Month Staff

#### Calamity Make-Up Days

April 5, 6, 7, 8, 9

June 7, 8, 9, 10, 11

#### Graduation Days:

June 1 Southview High School

June 2 Admiral King High School

Board Approved: August 12, 2008

**GARFIELD ELEMENTARY STAFF  
2009-2010**

| <b>NAME</b>        | <b>POSITION</b> | <b>ROOM #</b> | <b>EXTENSION</b> |
|--------------------|-----------------|---------------|------------------|
| Barb Kapucinski    | Principal       | 162           | 1303             |
| Marie Deshuk       | SFA             | 163           | 1304             |
| Kim Roush          | Secretary       | 156           | 1301             |
| Susan Svat         | Health Aide     | 154           | 1306             |
| John Duesenberry   | Custodian       | 116           | 1313             |
| Carrrie Adcock     | Media Clerk     | 127           | 1317/1318        |
| Gina Kelly         | Kdg.            | 136           | 1324             |
| Lisa Horency       | Kdg.            | 139           | 1325             |
| Cyndi Jackson      | Gr. 1           | 134           | 1323             |
| Jan Goll           | Gr. 1           | 133           | 1322             |
| Pam Susanjar       | Gr. 2           | 143           | 1327             |
| Julie Malinowski   | Gr. 2           | 146           | 1330             |
| Brenda Morgan      | Gr. 2           | 146           | 1330             |
| Nicole Pozega      | Gr. 1/2         | 221           | 1347             |
| Amy Graves         | Gr. 3           | 211           | 1340             |
| Colleen Schuenaman | Gr. 3           | 214           | 1342             |
| Noemi Pagan        | Gr. 4           | 216           | 1344             |
| Jeanette Silvasy   | Gr. 4           | 219           | 1345             |
| Michelle Balmert   | Gr. 5           | 201           | 1333             |
| Beth McKinney      | Gr. 5           | 204           | 1336             |
| Kathy Boone        | Gr. 4/5         | 121           | 1314             |
| Audrey Ricciardi   | LD              | 206           | 1354             |
| Matt Hellinger     | Magnet          | 207           | 1355             |
| Connie Janasko     | Magnet          | 210           | 1339             |
| Amanda Difilippo   | Magnet          | 207           | 1355             |
| Catherine Kachure  | Magnet          | 210           | 1339             |
| Ken Faria          | PE              | 104           | 1309             |
| Kyle Ilcisko       | Art             | 125           | 1315             |
| Loretta Trafton    | Music           | 125           | 1315             |
| Kim Gaddie         | Computer        | 126           | 1319             |
| Gail Kegyes        | LD Tutor        | 150           | 1307             |
| Patty Smith        | Speech          | 150           | 1307             |
| Cheryl Cherney     | VI Parap        | 222           | 1348             |
| Socorro Gomez      | ESL Parap       | 222           | 1348             |
| Rosa Capatillo     | Sp. Ed Para     | 206           | 1354             |
| Work Room          |                 | 149           | 1308             |
| Beth Kosco         | Cleaner         |               |                  |
| Shirley Carver     | Cleaner         |               |                  |
| Mary Indre         | Aramark         |               | 1312             |
| Sherry King        | Aramark         |               | 1312             |
| Fran Resch         | Aramark         |               | 1312             |

## **REGISTRATION OF STUDENTS**

A pupil, at the time of the initial enrollment to school, shall present to the person in charge of admission the following:

- Birth certificate
- Complete shot records
- Child's Social Security Number
- Legal papers, custodial parent, legal guardian, etc...(if applicable)
- Documentation of withdrawal from the school most recently attended

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

All new registrations are completed at:                      Student Services, Room 5  
Charleston Administration Center  
2350 Pole Ave.  
Lorain, OH 44052  
Phone: 440-233-2254

## **CHANGE OF ADDRESS/PHONE NUMBER/CUSTODY**

It is the responsibility of the parent/guardian to inform the school office of any change of address, phone number, and/or custody changes so that records can be kept up-to-date. Proof of residence must be provided to the building secretary.

## **WITHDRAWALS**

In moving out of the Lorain City School district, it is necessary that every student obtain a withdrawal form from his/her present school. This form will be presented to the office secretary of the new school. The school will then send for the child's records.

In order for a child's records to be sent to his/her new school, the parent must sign a Release of Information form. This can be obtained in the school office.

## **PHONE CALLS AND MESSAGES**

Students are not permitted to use the school phone unless it is an emergency situation. Messages can be taken by the school secretary and delivered to the students in emergency situations only. Students will not be called out of class to speak on the telephone.

## **RAINY DAY PLANS**

Please make rainy day plans with your children so they know what to do in case it is raining outside. The telephones cannot handle last minute plans that should be discussed and arranged at home before students come to school.

Note also that for school bus riders, any changes in daily procedures must be communicated to the school office, by sending a note on the day of the change, or by phoning the office. If no information is received, then we must follow regular procedures, and your child will be placed on the bus.

## **DAY CARE CENTERS**

Please contact the school and the day care center if there are any changes with transporting students to and from school. Again, if no information is received, then we must follow regular procedures.

## **TARDY TO SCHOOL**

All students are expected to be in school and in class on time. Breakfast is served from 8:00-8:12AM and classes begin at 8:15AM. Any student entering the building after 8:15AM will be considered tardy and should obtain a tardy pass in the office.

## **ENTRANCES/EXITS TO THE SCHOOL BUILDING**

All students, whether they walk or are driven to school will enter the building through the main entrance on West 31 St. Students who arrive at school after 8:15 AM will enter through the main lobby doors. Bus students will be dropped off and picked up on W. 30 St. Bus students will enter and exit the West 30 St. doors.

## **STUDENT DROP-OFF AND PICK-UP**

All students will enter and exit through the main door. If you plan on dropping your child off in the morning, please follow this traffic pattern:

- Enter the “horseshoe” driveway entrance. Continue around the horseshoe, dropping your child off near the entrance. Drive forward and exit. Please DO NOT park at any time in the horseshoe area. This is for dropping off or picking up only. It is a fire lane.
- All students must cross at the crosswalk. Please do not call them across at other points along the way or drop them off at any other points and allow them to cross the street in the areas other than the crosswalk. Our main goal is the safety of our students.
- All students should exit the building and walk on the sidewalks. Students will wait in the courtyard area for siblings and friends. Parents and students should not wait in the entrance area. This area needs to be clear so that our students may exit the building.

### **EARLY ARRIVALS AND LATE PICKUPS**

Early arrivals are discouraged, as there is no supervision available. Please time your arrival to coincide with the opening time of 8:00AM. Students should exit the building and leave the school grounds immediately at 2:15PM.

All students should arrive and depart according to the above stated times. There are no provisions for students who are left waiting for long periods of time before and after school. This causes a serious safety problem for students left unattended and unsupervised.

### **BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL**

A child’s success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Attend open houses, school programs, and other functions
- Get to know your child’s teacher
- Develop an open line of communication between the school and home
- Volunteer to help in your child’s class or on field trips
- Attend parent/teacher conferences regularly
- Be supportive of the school and school projects
- Encourage your child to complete all homework
- Join our parent organization

If a problem arises, deal with it in an appropriate manner. We encourage you to become an active participant in the school. Developing a positive relationship with the school will increase your child's awareness of the importance of school. Help your child become successful by setting the best possible example.

### **CONFERENCES WITH TEACHERS**

It is necessary to call in advance and schedule an appointment to meet during the teacher's scheduled conference period if you desire to speak with your child's teacher. Conferences can sometimes be scheduled before or after school, however, an appointment must be made in advance. Parents are required to check in at the office before proceeding to any classroom.

### **HEALTH SERVICES**

The school provides the services of a Health Aide who is on duty in the clinic during specific hours of the day. She is on call for medical emergencies and other health needs of the students. The clinic is not a place for a child who is very ill. A child who is ill will have the parents notified and the child will be sent home.

It is extremely important for each child to have an Emergency Medical Form on file with current, updated emergency telephone numbers.

If your child is excluded for any medical reason, such as head lice, ringworm, chicken pox, etc. he/she must receive an admittance slip from the health aide. This admission slip will be given to your child when he/she is checked by the health aide. You must bring your child to be examined prior to readmission to school. If you are unable to do this, you must make arrangements with a family member, friend, or neighbor to bring your child to school to be checked. These rules must be followed for the protection of all the children in our school.

### **EMERGENCIES**

If an emergency develops at school and your child is in need of immediate First Aid, school personnel will take the following preliminary steps:

- Every attempt will be made to notify the parents or guardians at once. An emergency number will be sought from the Emergency Medical form of the student that all parents are to fill out.
- If hospitalization is required, the child will be taken to the hospital via rescue squad at the parent's expense. All children transported to the hospital will be accompanied by the principal, health aide, or designated school personnel.

It is required by law and of extreme importance that each student has an Emergency Medical Form completed and on file with the school. These forms are sent home with each child at the beginning of the school year. They must be completed by the parent and returned as soon as possible.

## **MEDICATION**

Pursuant to the Board of Education's policy governing administering medicines to students, drugs prescribed by a physician for a student, may be administered by school employees only when all the conditions and procedures set forth here are met:

1. The school nurse, health aide, or principal receives a written request signed by the parents, guardian, or other person having care or charge of the student for the medicine to be administered to the student.
2. Each school year the school nurse, health aide, or principal receives a statement signed by the physician who prescribed the drug that includes all of the following information:
  - The name and address of the student.
  - The school and class in which the student is enrolled.
  - The name of the drug and the dosage to be administered. The drug must be received in the container in which it was dispensed, by the prescribing physician or others licensed to prescribe medication.
  - The times for intervals at which each dosage of the drug is to be administered.
  - The date the administration of the drug is to begin.
  - The date the administration of the drug is to cease.
  - Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
  - Special instruction for administration of the drug, including sterile conditions and storage.
3. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the school nurse, health aide, or principal if any of the above information provided by the physician as described above changes.

Forms are available in the school office when it becomes necessary for a physician to prescribe the medication to be taken during the school day, including over the counter medication. Effective March 30, 1999, proper medical authorization is necessary for the dispensing of any medication in the Lorain City Schools including over the counter medications.

## **RESTROOMS**

If it is necessary for your child to have additional restroom privileges, a note explaining the need for such use should be sent to the teacher. Chronic problems should be documented in the health records with a note of explanation from a medical doctor.

Classrooms take restroom breaks as a “group.” Except in emergencies, we discourage sending students to the restroom alone.

## **LUNCHROOM PROCEDURES**

Each student has 30 minutes for lunch. Menus are distributed monthly to each student. Students may receive a free or reduced lunch if they qualify under Federal Regulation guidelines.

Our entire staff has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have the maximum opportunity to learn. In an effort to help accomplish this goal, we have developed the following plan. The plan specifies rules that cover the behaviors we expect of our children. Please read the information below carefully and thoroughly with your children.

- Enter the lunchroom in an orderly manner.
- Sit only at assigned seats.
- Remain in your seats, unless you are getting your lunch or buying snacks.
- There is absolutely no throwing of food or trash.
- Walk at all times/
- Talk quietly.
- All food is to be eaten in the lunchroom.
- Students are to remain seated and quiet in the final minutes of their time at lunch. Students are to remain seated until the class has been dismissed.

## **SAFETY TO AND FROM SCHOOL**

Students are expected to obey rules of safety when walking to and from school. The following rules should always be obeyed.

- Cross only at safe crosswalks or traffic lights.
- Obey the safety monitors.
- No horseplay, fighting, or threatening of others.
- Stay off the grass and away from the playground and schoolyard.
- Do not loiter-go straight home.
- Never throw anything (objects, snowballs, leaves, etc.)

- Don't walk alone-walk with a friend.
- Never talk to strangers.
- Never accept a ride from a stranger nor accept money, gifts, or anything from a stranger.
- Report any incident immediately to your teacher, principal, and parent.
- If a stranger approaches you when traveling to and from school or if anything else unusual occurs, if necessary, yell and run for help!

### **LOST AND FOUND**

All lost and found items should be turned in to the main office. These items will then be placed in the container located in the main office so that students can claim their lost property. The school is not responsible for any item that is lost by a child; however, school officials will make every reasonable effort to help recover any lost items that are reported to the office. It is most important that a student (or his/her parent) print in permanent magic marker, the child's full name and address on all articles belonging to him/her (clothing, gym shoes, books, etc.)

### **SCHOOL FUNDRAISERS**

Several school-sponsored fundraisers are held during the year to support our student activity fund. All proceeds from school fundraisers pay for programs and activities that directly benefit students. It is extremely important for parents and students to understand that participation is voluntary; however, your participating means that you must accept full responsibility for all sale items and the return of all moneys and/or unsold items.

### **FIELD TRIPS**

Students will have the opportunity to participate in educational field trips during the school year. School law mandates that any students participating in an educational activity away from the school's premises must have the written consent and signature of his/her parent prior to his/her involvement. Hence, no child will be permitted to attend a field trip if the teacher has not received the signed field trip/emergency medical authorization form before the start of the school day on which the field trip is scheduled. A parent's verbal consent will not be accepted. No child will be permitted to return home for the forgotten field trip form. If an occasion arises whereby a child may be excluded from a field trip, his/her parents will be notified in advance.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Discipline within the school is the responsibility of the entire school staff. Our goal is an environment that is safe, orderly, and conducive to study. In order to achieve this goal, the school personnel will enforce the district policies and regulations governing pupil discipline which are explained in the Lorain City Schools Code of Conduct Handbook. It is our belief that each teacher has the right to teach within the educational framework and that each student has the right to learn within this framework.

## **COMMUNICATIONS**

Anytime it is necessary for the principal or teacher to inform parents about various building activities, a note will be sent home with every child prior to the activity or event. Each child will also receive a copy of the school newsletter which is published monthly. Students are required to take home any and all school communications to parents.

## **CRISIS DRILLS**

Fire, tornado, and lockdown drills, at regular intervals, are required by law and are important for student safety. Students are encouraged to treat the drills seriously and be aware of the procedures for all drills.

We evacuate our students to our alternate site (The Slovak Club located on Broadway Ave.) in the event of a crisis which requires the evacuation of students and staff. All students must be accounted for at the alternate site before being released to parents. A procedure for parents to follow at the alternate site when picking up their child will be enforced. Information will be shared, as it becomes available.

## **ELECTRONIC DEVICES**

We are committed to maintaining a safe and secure learning environment for our students in support of our district's mission and vision. To that end, the Board of Education addresses the issue of "Personal Communication Devices & Emergency Contact of Students."

Due to the potential for disruption of the educational process, this board policy discourages students from bringing and/or carrying personal communication devices such as pagers and/or cellular phones and "similar devices" to school during school hours. Similar devices may include but are not limited to radios, tape recorders, CD player, MP3 players, etc. or any electronic device that will interrupt the educational process. The school is not responsible for lost, stolen, or damaged items. If brought to school, the item is not to be turned on/utilized during school hours.

## **BUS DISCIPLINE**

The Lorain Schools and the bus company work together to provide the safest means of transportation for your child. Safety and good behavior go hand in hand. You will be notified if your child does not abide by the rules of behavior while riding the bus. If the situation is not corrected, bus privileges may be suspended. Should this happen, the parent is responsible for providing transportation. If the child does not attend school because of a bus suspension, the child will be considered truant/unexcused.

## UNIFORMED DRESS CODE

The following dress code will be enforced to ensure a school climate which is most conducive to learning. Parents and students are responsible for students' proper dress and grooming in compliance with this dress code while at school.

- Black, khaki, or navy pants, skirt, or jumper (knee length or longer)
- White, navy, forest green, black collared shirt (polo, oxford, or dress shirt)
- Athletic shoes, loafers, or oxford type shoes are permitted
- Black, khaki, or navy dress shorts for seasonal wear if preferred
- Belts are optional since pants will need to be fitted properly
- No jeans, sandals, flip flops, or open-toes shoes are permitted
- No sweat outfits or tee shirts will be permitted.

## ACADEMIC ACHIEVEMENT

In an effort to recognize student achievement, an awards assembly will take place during each grading period. The following criterion is used to determine a student's academic status:

**Honor Roll:** A student must have all A's and B's in subject areas and have O's and S's in Special Subjects, Work Habits, and Social Skills. A student may not have earned any NI's.

**Merit Roll:** A student must have earned all A's and B's in subject areas and have O's and M's in Special Subjects, Work Habits, and Social Skills. A student may have earned one C.

**Perfect Attendance:** A student must have zero absences to earn a Perfect Attendance Award. One tardy or 1 early dismissal is permitted during the grading period to earn an award.

## **HALLWAY PROCEDURES**

Students will be expected to do the following:

- Walk through the hallways keeping to the right and staying away from the walls.
- Keep hands behind back.
- Limit stairway use to one class at a time in a single file to the right of the stairs.
- Always have a hall pass. K-3 students will walk with a “buddy” when not in your class group (Grades 4-5 is the discretion of the teacher).
- Use a silent wave to acknowledge others in the hallway. Walk to stopping points when directed by the teacher.

## **RESTROOM PROCEDURES**

Students will be expected to do the following:

- Use the restroom at designated classroom times as established by the teacher.
- Leave all personal items in the classroom unless you receive permission from the teacher.
- Wait quietly for your classmates.
- Respect one another’s privacy.
- Avoid any type of “playing around” in the restroom.
- Use one squirt of soap to wash hands.
- Use 2 pulls on the paper towel dispenser.
- A student monitor will double check the bathroom facilities to assure that it is in order for the next class.

## **ASSEMBLY PROCEDURES**

Students will be expected to do the following:

- Enter the assembly setting in a safe and orderly manner. Sit at the designated classroom area.
- Remain in the assigned classroom area.
- Exhibit appropriate audience behavior.

Keep hands and feet to ones self.

Avoid talking while entering or exiting the assembly.

Be courteous and avoid talking during the presentation.

Respond appropriately throughout the presentation.

Focus your attention on the presenter.

Inappropriate clapping, laughing, booing, and asking inappropriate questions will not be tolerated.

## **PLAYGROUND PROCEDURES**

Students will be expected to do the following:

- Enter and leave the playground in an orderly manner and in a line formation.
- When lining up students will walk. Avoid ‘cutting’ in front of any student.
- Play only in those areas designated by the supervising teacher. You should never be in the parking lot.
- Students are prohibited from leaving the playground area.
- Respect each other and each other’s space.
- Take turns and share. Equipment is for all students. All students should be included in activities.
- Use appropriate language at all times avoiding name-calling and obscene or rude language.
- Play in a safe manner.
- Keep hands, feet, objects, and negative comments to ones self. Avoid grabbing, tugging, pulling, and tackling. Absolutely no physical contact.
- Remain off the fence. Climbing and/or playing on it is prohibited.
- Use the slide in a safe manner. Go down slides one at a time in a sitting position with feet facing forward. Students will not climb or run up the slide. Wait until the person before you finishes sliding before taking your turn.
- Stop all activities immediately when the supervising teacher signals. Students will then wait for the next set of directions.

## **LUNCHROOM PROCEDURES**

Students will be expected to do the following:

- Go to your assigned table first and wait to be called to the lunch line by cafeteria personnel.
- Use good table manners when eating.
- Avoid “playing around.”
- Use inside conversational voices.
- Clean up area when finished eating. NO food or trash is to be left on the floor and tables.
- Do not remove cafeteria food from the lunchroom.
- Observe a “quiet time” when signaled to do so.
- Remain seated until the lunch personnel and/or classroom teachers give permission to be excused.
- Listen to, follow directions, and respect all adults in the lunchroom.
- Use the restroom facilities and obtain necessary
- Students will remain seated until permission is given to purchase snacks.

## **ENTRY PROCEDURES**

Students will be expected to do the following:

- Arrive at school no earlier than 8:00AM.
- Walk and stay on sidewalks.
- Keep hands, feet, and personal belongings to yourself.
- Speak respectfully to each other.
- Form two lines in the front of the main door. (K-2 on the left and Grades 3-5 on the right).
- Enter the building orderly and quietly when directed.
- Remain in the same order in which you entered the building.
- All students enter the cafeteria.
- Non breakfast students stand ready to enter classrooms. (Grades K-2 near the showcase, Grades 3-5 near the stage wall)
- No food is to be taken out of the cafeteria.
- Report directly to the main office if arriving after 8:15AM.

## **DISMISSAL PROCEDURES**

Students are expected to do the following:

- Remain seated in the classroom until the teacher gives directions for lining up at the door.
- Walk to the main entrance in a safe and orderly manner, following hallway procedures.
- Remain with your teacher as you exit the building.
- Continue to walk to the end of the walkway unless going to the courtyard.
- Use the courtyard is only for students waiting for parents, friends, and/or siblings.
- Remain on the sidewalk at all times.
- Keep hands, feet, and objects to yourself.
- Crossing through the shrub/grassy area is prohibited.
- Wait until permission is given by the adult when crossing into the parking lot.
- Show respect and follow the directions of adults and Safety Patrol Members.
- Proceed to outside supervisor if not picked up within a reasonable amount of time.