

Central Gaither School

Student Handbook

2013 - 2014



Central Gaither Elementary School

8403 Bailey Road

Yuba City, CA 95993

Phone: (530) 822-5230

Fax: 530-822-5004

Website: <http://www.ycusd.k12.ca.us/CentralGaither>

ATTENDANCE

ABSENCE

Regular and prompt attendance is necessary to academic achievement and is required by the State of California. If you find it necessary to check your student out for medical or personal appointments, please try to allow guaranteed attendance for the minimum day.

An explanation regarding your child's absence is required as soon as he/she returns to school. We urge you to CALL THE SCHOOL on the FIRST DAY OF YOUR CHILD'S ABSENCE. A phone notification is documented and satisfies the needs of the school. You may also write a note and it should include the student's name, date of absence, reason for absence, and parent/guardian's signature.

If your child must be absent for an extended period of time we offer an Independent Study program. We encourage you to contact the school prior to an expected absence to make arrangements for Independent Study.

TARDIES/UNEXCUSED ABSENCES

The State of California mandates being prompt for class and regular attendance. Three unexcused absences or tardies will be reported to the Positive Attendance Officer who will recommend subsequent action to be taken. If a student arrives at school after the starting time, he/she is to check into the office before going to class. An admit slip will be given to the student to take to class.

MONTHLY PERFECT ATTENDANCE REWARDS WILL BE GIVEN!

ARRIVAL/DEPARTURE TIMES AT SCHOOL

Students should go to the cafeteria when they arrive at school if it is prior to 7:45a.m. Breakfast is served beginning at 7:45a.m.

School Hours	
Kindergarten	8:00 a.m. – 12:00 a.m.
1st thru 5th	8:00 a.m. - 2:15 p.m.
6 th – 8 th	8:00 a.m. – 2:36 p.m.

BUSES

Our school operates an established bus route system as determined by the school district. This year bus transportation is on a fee based system. For fee schedules and guidelines contact the transportation department at 822-5275 or go to the district website at www.ycusd.k12.ca.us. Riding a school bus is a privilege. Children must observe the rules and regulations of riding the bus and obey the school bus driver. This privilege will be revoked if the rules of riding the bus are violated. YCUSD also provides portal to portal transportation for students requiring specialized transportation. Questions about transportation should be directed to the Transportation Department at 822-5275.

CAFETERIA

Each year hot lunches are sold in the school cafeteria. At present, a regular breakfast costs \$1.00 for K-5 students and \$1.25 for 6-8 students. A regular lunch costs \$2.25 for K-5 students and \$2.75 for 6-8 students. Free and reduced lunches are available for students who qualify. If your child brings lunch to school milk is available for \$.50. Lunches should be purchased in the cafeteria in the a.m. or online. You may purchase as many lunches as you prefer. If your child buys lunch frequently, prepayment would be helpful.

CHANGE OF ADDRESS/TELEPHONE

Each year during the first week of school parents are asked to fill out Emergency Procedure cards for each child enrolled in school. These cards are maintained in the school office and are used in the event of an emergency. If you do not have a home telephone, please ask a neighbor or relative to allow you to use their phone number as a contact in case of an emergency. Please do not list out of town emergency numbers. We need someone who is quickly available to come to the school. Please list both your street address and P.O. Box if applicable.

It is important for the well-being of your child that these cards are kept up to date. Any change in information should be reported to the school office immediately.

DISCIPLINE

Philosophy of Discipline

The Yuba City Unified School District recognizes that self-discipline is both a learned behavior and a prerequisite for learning. The district strives to maintain a challenging, positive educational environment, which is conducive to students achieving success and developing self-discipline. The District's commitment to learning and the development of responsible citizens in a democracy requires the maintenance of a positive, stimulating, and safe school environment where mutual respect is the underlying principle and rules are publicized, explained, and enforced. Standards of student conduct derive from the goals of respect for self, for property, and for others. The enforcement of school and District rules and State laws will promote the development of student maturity and self-discipline essential for academic achievement, personal integrity, and responsible citizenship. These rules and regulations will be enforced fairly, uniformly and consistently without regard to race, creed, color or sex. (Board Policy 5144)

Climate for Learning

The Governing Board and Central Gaither School strive to develop each student's highest potential, nurture positive attitudes toward self and others, and develop those skills, which prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. We promote positive social skills such as responsibility, motivation, confidence, caring, initiative, problem solving, effort, focus, and perseverance. Positive incentives will be given to students exhibiting these skills. The Central Gaither staff promotes the idea that all members of its school have the right to a safe, secure, and peaceful environment according to the State of California Education Code Section 12.06(7).

Classroom Behavior

Central Gaither integrates the Love and Logic Discipline Philosophy with the Nurtured Heart Approach to guide our behavior management school-wide. It is our desire to promote positive behavior in a caring manner and to provide logical consequences for negative behavior as needed.

The classroom teacher has the primary responsibility for dealing with inappropriate student behavior. Prior to referral to a site administrator, the teacher should conference with the student, contact the parent, and utilize any other appropriate strategy designed to correct the behavior.

In cases where student behavior is acutely disruptive or dangerous, the teacher should make immediate referral to a site administrator.

SCHOOL RULES

1. Respect the rights and feelings of others at all times.
2. Respect the authority of all school staff members.
3. No gender, racial, sexual or other harassment.
4. Playground equipment should not be misused:
 - a. Football and soccer are not to be played on the asphalt or concrete.
 - b. Basketballs, volleyballs and rubber bouncing balls are not to be kicked.
 - c. Balls are not to be thrown or hit against the buildings or fences.
 - d. **No** tennis balls or super balls.
 - e. Follow school rules for tetherballs, no ropes; don't cross line, first person in line is the judge, if in doubt Ro sham bo.
 - f. Hands on bars at all times. No sitting on or jumping from high bars.
 - g. No hard baseballs or bats may be brought to school.
 - h. Slide: one child on slide at a time. No pushing or objects may be placed on the slide. Go down feet first.
 - i. Restrooms and hallways are not play areas.
5. When on sidewalks or in hallways walk at all times.
6. All students must be in supervised areas visible to the teacher or supervisor on duty. The following areas are off limits to students during school:
 - The parking lot
 - The east end of upper grade playground and south side of running track
 - Stay off cyclone fencing
 - Northwest corner of primary playground
 - Near or in the bus barn or supply garage
 - Behind any classroom buildings not visible by yard duty supervisor
 - Stay out of hallways and other classes during recesses
7. There is to be **NO GUM** at school.
8. Bicycle riding, skateboarding, and roller blading are not permitted on the school grounds at any time. Bicycles, roller blades, and skateboards may be confiscated.

9. Disruptive behavior (fighting, talking back, inappropriate language, etc.) will not be tolerated. Appropriate consequences will incur as per district policy.
10. Guns, knives, matches, or other dangerous objects are forbidden on the school grounds or on school buses/vans. May result in suspension or expulsion as per Ed. Code 43800.
11. No spray perfume or deodorant is allowed at school. No aerosol spray of any kind is allowed, including on the school bus.
12. All games and activities are to stop immediately when the bell rings.
13. During the school day, no child is to leave the school grounds without permission.
14. On rainy days students remain indoors unless directed otherwise.
15. Appropriate clothing is to be worn at all times. Refer to dress code.
16. No toys allowed at school without prior approval of teacher. No hand held electronic games, iPods or any portable music or game device. No trading cards allowed at school. All confiscated items will need to be picked up by an adult. Items not picked up by June 6 will be discarded.
17. Cell phones are permitted with parent permission but must be turned off and put away during school hours. They may only be used when calling for a ride from bus stops. School phones are available when on campus. Any misuse and phones will be confiscated and parents called. Phones will be returned to parent only.
18. Do not enter classrooms when an adult is not present.
19. You must have a pass to go to the office.

CAFETERIA RULES

1. ALL talking is to be in a LOW VOICE.
2. Pay cafeteria money in the a.m. prior to school or online.
3. Memorize your lunch card number to speed the lunch line process.
4. Remain seated until you are dismissed to recess. Raise hand to be dismissed.
5. Pick up all papers, etc. before you are excused.
6. There is to be no pushing or running in the cafeteria.
7. Do not bring any toys into the cafeteria.

8. Playground equipment must be placed against the wall when entering the cafeteria.
9. Walk to the playground when excused.

DRESS CODE

The Yuba City Unified Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (BP 5132)

Administrative Regulation **Standards of Dress And Grooming**

AR 5132
Students

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable for students in grades K-8.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be modest, both standing and sitting, and adequately cover undergarments at all times.
 - Inseam of shorts shall be at least 3 inches; skirts at mid-thigh level
 - No sheer, strapless, backless, or low cut tops that reveal skin
 - No bare midriffs
 - Shirt straps on both shoulders must be a minimum of 1 inch in width
 - No "sagging" pants which allow for the exposure of undergarments or bare skin
4. Clothing shall not be worn that may be considered as possibly dangerous or be used as a potential weapon (i.e. chains, spikes, spurs, etc.).
5. Clothing shall not be worn that implies gang affiliation with colors logos, or symbols.
6. Hats, head coverings, and sunglasses may be worn outside, but require removal in

classrooms and all school buildings (exception for headgear worn for religious or medical purposes). Only hats which have the logo of the school the student attends or non-logo full brim hats may be worn.

7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Standards of Dress may be modified for special occasions (i.e. dances, promotion/graduation, spirit days) with site administration approval.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

The District along with site administrators, staff and parents/guardians, shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Procedures for Violation of Standard of Dress

For an initial violation of the YCUSD Standard of Dress, a student, will be immediately sent to the school office where he/she will be provided loaner clothing and/or opportunity to phone home for a change of clothing. Parent will be notified of the violation by administration. Student will be sent back to class so as to diminish the loss of instructional time.

Upon receiving the second violation, the student may additionally be assigned campus beautification or other consequences deemed appropriate by Administration. The parent will be contacted regarding the second violation.

If the student violates the Standard of Dress a third time in the school year, the parent will be contacted for a conference with Administration and in or out of school suspension may result for defiance.

EMERGENCY PROCEDURES

In the event of an emergency, YCUSD and Central Gaither School have Emergency and Disaster Preparedness Plans as well as Safety Plans in place. Both are available at the school site. Staff are trained regularly on procedures to follow in case of an emergency. Plans are updated on a yearly basis. In the event of an emergency an automatic phone message will be sent to families to notify them of emergency and procedures for pick up of students if needed.

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

Central Gaither is looking for all interested English Learner parents to participate in our ELAC. A schedule of meetings will be established at the beginning of the school year to meet the needs of parents. Topics will be decided based on the interest of parents. Please join us.

FIRST AID

In case of accidents to students, the school is responsible for first aid only. The school's main concern is the safety and welfare of the students. Our school district provides a nurse who is available at our school one day a week. A Health Aide is available 3.5 hours each day of the week. In the event of a more serious injury the parents/guardians of the child will be notified immediately. The school cannot care for injuries or illnesses incurred away from school.

FUNDRAISERS

Central Gaither holds many fundraisers throughout the year to assist us in enriching our educational program. We encourage all families to participate in fundraisers especially in these tough financial times. In all sales, students are encouraged to contact family and friends and not to go door to door.

GENDER EQUITY

All students have equal access to programs and activities at all times. Attempts are made to balance genders in classroom assignments.

GIFTED AND TALENTED EDUCATION

Students in grades 3 - 8 who qualify, will be provided an enriched curriculum throughout their school day. They may also, when available, have the opportunity to participate in enrichment activities beyond their school day. Assessments for Giftedness are completed in the fall for all third graders unless exempted by their parent/guardian.

HEALTH NOTICES

HEAD LICE

Y.C.U.S.D. has a “no live lice” policy. The established policy regarding head lice requires that a student infected with live adult lice will not be permitted to remain in school. The parents will be notified and receive an informational sheet outlining the steps to be taken to enable the student to return to school. Parents must take students home and treat the student for head lice. **One day’s absence will be excused. If your child is absent more than one day, it will be considered unexcused.** If the parent finds the presence of lice on the child’s head, DO NOT send him/her to school. **Your child should be live lice free to be readmitted to school (per District Board Policy). A parent or guardian must accompany the student when he/she returns to school to be rechecked.**

For additional questions, please contact the school nurse.

CONJUNCTIVITIS, ACUTE BACTERIAL (Sore eyes, Pink eye)

Infection begins with tearing, irritation, congestion and redness of the eye, lid swelling, pain when in the sunlight, mucopurulent discharge. Occurrence is wide spread. Transmitted by contact with the discharge. Communicable during active infection. Comes on usually in 24 to 72 hours. As this is a contagious disease, students are excluded from school until treated. Students may return to school after beginning treatment by a physician, 24 - 48 hours. Good handwashing!

CHICKEN POX - HERPES ZOSTER

An acute generalized viral disease of sudden onset with slight fever, mild constitutional symptoms and a skin eruption which is red, raised, pimple-like for a few hours, then small blisters for 3-4 days, leaving a granular scab. Lesions tend to be more abundant on covered parts of the body than exposed. May appear on scalp, armpit area, on mucous membranes of the mouth and upper respiratory tract and on the conjunctivai (lining of the eye lids.). Commonly occur in successive crops with several stages of maturity present at the same time. Occurrence is worldwide. Spread by direct contact, droplet, or airborne. Easily transmitted. Incubation period is 14-21 days. Communicable for as long as 5 days, but usually 1 to 2 days before onset of rash, and not more than 6 days after the appearance of the first crop of blisters.

Students are excluded until scabbing is complete, day one being the first day that the rash appears. Second attacks of chicken pox are rare. Immunization for chicken pox is now available.

ORAL HEALTH ASSESSMENT

State law now requires that your child have an oral health assessment (dental check up) for all kindergarten students. This assessment must be done by May 31, 2014. Assessments that

have happened within the 12 months prior to your child entering school meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. Forms are available in the school office and will be sent home with the first day of school packet to take to your dentist.

STREPTOCOCCAL INFECTIONS (Strep Throat, Scarlet Fever, Impetigo)

Impetigo is highly contagious. Impetigo is usually superficial and may become blisterlike with pus and encrusted stages. Contagious and transmitted through contact with the discharge of the lesions. Students may return to school after beginning treatment by a physician, 24 - 48 hours.

Scarlet fever is a streptococcal disease, which includes a skin rash (rash with minute red points), sore throat, high fever, nausea and vomiting, and strawberry appearing tongue. During recovery skin may peel on the tips of the fingers and toes.

Students may return to school after beginning treatment by a physician within 24-48 hours if they are feeling well enough to return.

STATE MANDATED SCREENING PROGRAMS

The Y.C.U.S.D. carries out the required mandated screening programs.

Vision Screening: Usually in the fall of each school year optometrists administer an MCT (Modified Clinical Technique) screening program to Grades K, 2,5,8, and 10 students. Other students tested are new to district students, special education students, and teacher and parent referrals. Parents receive notification of problems.

Hearing Screening: Usually in the fall of each school year the hearing screening is contracted out to a private company which is state approved. Grades screened are the same as the Vision screening. Students are tested twice before parent notification of problems.

Color Vision Screening: Boys only: Students are to be screened in the first grade.

Scoliosis Screening: Conducted by the School Nurses for Grade 7 Girls and Grade 8 Boys. Parents receive notification of problems.

Immunization Requirements: To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have the following:

Polio: 4 doses but 3 doses meet requirement if at least one was given on or after the 4th birthday (i.e., 4 doses meet the requirement even if all are before the 4th birthday)

Diphtheria, Tetanus, and Pertussis

Age 6 years and under (Pertussis is required)

DTP, DTaP, or any combination of DTP or DTaP with DT (tetanus and diphtheria)

At least 4 doses, if last dose was given before the 4th birthday, one more dose is required.

Age 7 years and older (pertussis is not required)

Td, DT, or DTP, DtaP or any combination of these
At least 3 doses, if last dose was given before the 4th birthday, one more dose is required.

A new state law now requires that all incoming 7th graders get a whooping cough booster shot called a Tdap, before entering school. Students who have not received this booster shot prior to the beginning of the school year **will not be allowed to attend school.**

Measles, Mumps, and Rubella (MMR)

Entered kindergarten before August 1, 1997

1 dose, but if given before the 1st birthday, a repeat dose is required.

Entering kindergarten on or after August 1, 1997

2 doses of measles and at least one dose of mumps and rubella. Usually both given as MMR. Both must be on or after the first birthday.

Hepatitis B

3 doses will be required for kindergarten entry as of August 1, 1997. Will be required for all entering 7th graders as of July 1, 1999.

Varicella Vaccine

Varicella Vaccine is required for incoming kindergartners effective July 1, 2001.
Documentation of disease(chicken pox) required.

PHYSICAL EXAMINATION FOR ALL ENTERING FIRST GRADE STUDENTS:

California law requires that all entering first grade students are to have a physical examination. This can take place up to 18 months prior to entering the first grade. Forms are available at the school office. Financial arrangement information is available through the Sutter County Health Department 822-7215.

MEDICATION

Medical treatment is the responsibility of the parents and the family doctor. We urge you to work out a schedule of medication outside school hours. When absolutely necessary to medicate at school, the following procedures apply:

A Permission to Medicate form with explicit directions from the family doctor and signed by the family doctor and the parent or legal guardian is to be completed and filed with the school office. Forms are available in the school office. All medicine must be in the original pharmacy container with the student's name clearly visible, this includes inhalers and over the counter medications. Medicine will be kept in the school office and it is the student's

responsibility to come to the office at the appropriate time to take the medication. **Over the counter medication (cough drops, aspirin, etc.) is not to be in the possession of students.**

LEAVING SCHOOL

Central Gaither School is a closed campus. Students will not be allowed to leave the school grounds without written permission once they have arrived at school. If your child has a note to leave school, he/she should show it to his teacher and bring it to the office before leaving school. This includes if you would like your child to get off at an alternate bus stop.

If you wish to take your child out of class, please come to the school office. You will be asked to sign the school “sign out” sheet and your child will be called to the office. Students may not be picked up from the classroom.

LIBRARY

Our library is committed to providing a broad range of reading material for our students. Reading is fundamental for a successful life. When your child brings a library book home, please remember: **1. Read to your child everyday; 2. Keep library books in a safe place; 3. Treat books with care, clean hands and gentle use; 4. RETURN BOOKS ON TIME; or a nominal fee may be incurred 5. Be prepared to pay for lost or damaged books (the full cost of replacement is your responsibility); 6. MOST OF ALL, ENJOY!!**

LOST AND FOUND

The school has a special place for lost and found items located in the cafeteria. To insure prompt return of lost articles, please label your child’s clothing and property properly. Periodically lost items are given to charity so make sure you check the lost and found frequently for lost items.

MUSIC

Instrumental band instruction is provided for fourth through eighth grade students. String instrument instruction is provided for third through eighth grade students. Orff classroom music is provided for second and third grade students.

MONEY/TOYS/JEWELRY AT SCHOOL

The school cannot be responsible for lost, stolen, or damaged property. Please do not bring large amounts of money, toys or jewelry to school. No selling or trading items at school. We also do not allow hand held electronic games or portable radios, tape or c.d. players. Other toys are only allowed if teacher permits it.

PARTIES

Classroom parties are arranged by the classroom teacher. Two parties are allowed per year. We do not have parties for birthdays but encourage you to send your child's favorite book to school to be donated and/or read to the class instead of a class party. Due to our new wellness policy no homemade or store bought treats may be provided during the school day unless they meet the wellness guidelines. (See district handbook for specific guidelines or go to www.ycusd.k12.ca.us.)

PROGRESS REPORTS

The Central Gaither staff works hard to keep the lines of communication open between school and home. Conferences are held during the school year and if you request additional conferences teachers will accommodate you. Appointments can be made with the teacher. Our dates for scheduled conferences this year are November 5 - 8 and March 4-7.

Report cards are also sent home on a trimester/semester basis. We also complete standardized testing in the spring for grades 2 - 8. Reports are sent home outlining results of the testing.

PARENT CLUB

Attention Parents! Central Gaither now has a Parent Club to provide support to our school. All parents are welcome to join us at our meetings held the third Tuesday of each month at 5:00p.m. in the school library.

PUBLIC USE OF FACILITIES

School facilities, such as ball fields and the multi-purpose room, are available for public use. Restrictions apply regarding types of groups, times and types of activities. Should any group or organization wish to use the school facilities, they must have proof of insurance and get prior approval from the school principal. There are also fees required for use of most facilities. Contact the school office for more information.

SEXUAL HARASSMENT

Students at Central Gaither School shall be provided a school environment which is free of sexual harassment. To promote an environment free of sexual harassment, the principal/designee shall take appropriate actions when necessary. (See Yuba City Unified School District's Student Discipline Handbook and Legal Notifications for specifics and definitions)

SCHOOL SITE COUNCIL (SSC)

The Central Gaither Site Council is in charge of making recommendations toward the expenditure of School Site Block Grant funds and serves as an advisory council for Federal and State monies obtained from Title 1 or State Compensatory Education.

These monies are provided to assist all children who qualify under the guidelines. The funds are spent to supply our school with general school supplies, audio-visual equipment, books, computers, and many other educational materials to assist the teachers with the instruction of eligible students. The budget allocations reflect the needs of the school plan. If you are interested in participating in our School Site Council please contact the Principal.

SPECIAL PROGRAMS

Central Gaither School provides the following special programs:

1. R.S.P. (Resource Specialist Program) is to assist students with identified learning disabilities.
2. Speech Therapist screens for articulation, voice, hearing and language delays and schedules remedial sessions.
3. School Psychologist is available to test for and suggest solutions to learning or social problems of students. The school psychologist provides such services as achievement and ability testing, teacher and parent consultation. She/He also meets with students on an individual and group basis for support groups and counseling. All assessments and evaluations are done with parental knowledge and written consent.
4. School Nurse screens for vision, hearing, scoliosis, color vision (boys only), and is on campus 1 day a week.
5. The Sutter County Office of Education operates Special Day Classes at Central Gaither School for students that qualify as deaf or hard of hearing.
6. School counseling and guidance services are intended to provide support to students within the educational setting and usually focus on areas such as school adjustment, social skills, self-esteem, confidence, organizational skills related to learning difficulties and problem solving. Classroom guidance lessons will be provided throughout the year. Short-term individual and group counseling services are available with parent permission.
7. Club C.G. after school intervention and enrichment program. This program is available to all students if funding is available. Enrollment forms will go home at the start of the school year.

TELEPHONE

The school telephone is for business. Students may not use the phone without adult supervision. Each classroom is now equipped with a telephone for school business.

TEXTBOOKS

Textbooks for all core subject areas are provided by the Yuba City Unified School District. Textbooks are checked out to students in grades 6-8. Students are responsible to keep their textbook in good condition and to return it at the end of the year. If a student loses the book and/or does not return it, parent/guardian will be responsible for the replacement cost. If students in K-5 take a book home for any reason and fail to return it, the parent/guardian is also responsible for those books.

TRANSFERS

If you are moving to another school, it is very important that you notify our school office and the teacher.

VANDALISM

The school belongs to all of us; therefore, it is the responsibility of all of us to see to it that it is properly cared for at all times. Students are expected to take pride in their school and to protect all public property. Restitution for careless damage to or loss of school property is the responsibility of the students and parents. Textbooks and library books included.

VISITORS TO SCHOOL

Adult visitors are always welcome at school. Arrangements should be made with your child and his/her teacher prior to visitation. All visitors must stop at the school office when they arrive on campus to get a visitor's pass. Students may not bring other children with them to school at any time.

VOLUNTEERS

Volunteers are always needed and welcome at school. Advise your child's teacher or contact the school office if you have some time to help.

STUDENT SUCCESS TEAM

The Student Success Team is a school-based problem-solving group whose purpose is to provide assistance to teachers and parents in the areas of behavior management, instructional strategies etc. Specifically the SST studies individual cases referred by teachers or parents: explores and identifies classroom modifications, intervention techniques, and available alternatives; plans the action to be taken to meet the needs of students; documents the action taken; reviews the outcome of the modifications, interventions, alternatives and action taken and where appropriate, recommends processing for referral to Special Education.

SST is a regular education function and should not be confused with an IEP team, which is Special Education. Staff members included in the SST are the Principal, the Psychologist, the Speech and Language Specialist, Resource Specialist Teachers, the School Nurse, School Counselor and at least three regular education teachers.

TECHNOLOGY

Computers are available in all classrooms. A technology lab is also available for classroom use. Students will have access to computers as needed to enhance their education. Internet access is only available to those students with parent permission and under the direct supervision of school staff. It is imperative that all students treat computers with care and respect or they may be denied the privilege of access to computers. We also have advanced technology available in the classrooms such as Smart Boards, projectors, document cameras, Smart Response Clickers. Our campus is technologically advanced so as to keep up with the constantly changing communication and educational methods available.



GETTING YOUR CHILD TO STUDY

Some parents are afraid their children aren't studying enough. Some of us know that our children aren't studying at all - and we worry about the consequences. That's why many parents ask for tips to get their children to study. Even though we don't have foolproof answers, fortunately there are some things we know.

For instance, a child is encouraged to study if he or she believes that we, as parents, feel that studying is very important - and that we are willing to help all we can. The question is this: How can we help?

First, we need to understand that children cannot concentrate on homework in front of the television set or with a stereo blasting. To study and absorb effectively, children need a learning environment. They need to be provided with an orderly, quiet, well-lighted work place where they can concentrate - with no interruptions. If all family members respect the house rule that when a child is studying, they are not to interrupt, a child will know that parents see his or her work as very special. Second, there will be times when a child might need someone to help him or her review materials for a test, or to drive him or her to the local library for reference books or to the store for materials. If we are cooperative about being inconvenienced, the child will get the message that homework is a high family priority. If we aren't cooperative, children won't see schoolwork as being important and they'll also see a way to get out of doing homework.

Third, we can help our children study by setting a time when homework will be done. A discussion should be held with children to determine when they would like to do homework - or when they do their best work. Then, the same study schedule should be followed every day.

Fourth, we need to talk in positive ways both about work and about study habits. We are more apt to do so if we remind ourselves that children learn a great deal from homework. They learn time management. They learn organizational skills and accountability. Equally important, they learn to apply what they have learned in class by practicing these skills independently. Without question, all of these factors contribute to developing more studious and responsible people - as well as successful students.

Another factor, which contributes to children's success in school, is the feeling of preparedness, which they get from doing assigned homework. It's not fun for students to enter school in the morning knowing they are not prepared. Certainly, we would not send our children to school half-clothed. Likewise, we ought to try not to send them to school half-prepared academically. Children should feel good about going in to class. They ought to know that they are as ready as their classmates for the day and for tests. We can help them go to school with such feelings. It may mean that we will have to devote more of our free time to this purpose, but this is worthwhile because good study habits are started by supportive and encouraging parents.

We can make a difference - we can effectively change our children's habits. This fact ought to be an incentive to us because it means that we can contribute to their success in school.

HOW PARENTS CAN HELP CHILDREN LEARN

- * Help your child get a library card for the public library. Find out from the children's librarian if there are special children's programs for your child.
- * Look through your child's schoolwork with him/her. Let your child tell you about his/her work. Perhaps your child can make a scrapbook at home with samples of his/her best work.
- * Listen to your child read.

- * Read to your child. Children of all ages enjoy hearing stories.
- * Establish a reading time for your child such as after dinner or before bedtime.
- * Read the comics section of the newspaper with your child.
- * Help your child select television shows to watch.
- * Watch a television show together, then discuss the show.
- * Watch and discuss television advertising with your child.
- * Teach your child how to make an emergency phone call.
- * Help your child learn his/her address.
- * Show your child how to use the telephone directory.
- * Show your child the location of your home on a map.
- * Play a board game with your child.
- * Help your child start a collection of rocks stamps press leaves...
- * Give your child his/her very own calendar.
- * Write notes to your child.
- * Help your child write notes and letters to relatives/friends.
- * Subscribe to a children's magazine for your child.
- * Help your child cook something.