

BIG PARK COMMUNITY SCHOOL 2017-2018 HANDBOOK



Home of the Coyotes

School Telephone Numbers

Office	204-6500
Attendance hotline:	204-6503
Library	204-6518
District Office	204-6800

School Hours

Kindergarten-6th grade: 8:00-2:30PM
Early Release Fridays: K-6 8:00-1:00PM
Integrated Preschool: 8:30-11:30 AM (M-Th)

Website: <http://www.sedona.k12.az.us/>

Front Office
Debbie Jones, Principal
Erin Bruce, Secretary
Mignon Dunsinger, Secretary

Welcome

Welcome to the 2017 – 2018 school year! All of us at Big Park Community School are excited about the new year and want to make this a successful year for your child. Please take time to review these procedures and policies with your children. If you have questions or concerns let us know. Please do not hesitate to call the office (204-6500). With parents and staff members working as a team, toward common goals, every child will find success.

We are proud of our staff and students and invite you to be involved at Big Park Community School. Please visit our school. You will find a spirit of cooperation and enthusiasm that we want to share with you. Our focus is child-centered and about learning. We believe that every child can achieve success. To this end, every child will be provided with quality instructional experiences in a safe, nurturing atmosphere that supports and maintains high expectations.

At Big Park Community School each person approaches his/her tasks knowing that it is an honor to be able to touch the future through our work with children. We appreciate your trust and do not take that for granted. Together we want to provide the best opportunities for learning and growing for the students in our care.

As your principal, you can expect that I will ask for your support and involvement. I pledge to do my best to ensure that each child is challenged, supported and provided with a safe and stimulating learning experience. If you need to speak with me, please don't hesitate to make an appointment, call, email or stop by. I will make time to respond to your needs. Close communication is the best way to serve our students. I look forward to continuing to work with you as partners in learning.

Sincerely,
Debbie Jones
Principal

BIG PARK COMMUNITY SCHOOL VISION AND MISSION



Our Vision: Excellence for **All**

Our Mission:

Big Park Community School provides a student-centered, challenging and engaging learning environment where **every** child can succeed.

Big Park teachers inspire students to become:

- internationally minded
- inquisitive
- reflective problem solvers
- compassionate
- respectful of themselves, others and the planet
- empowered to make the world a better place

Adopted by the Big Park Community School Site Council: April 20, 2017



International Baccalaureate, Primary Years Program

Big Park Community School is in the candidate phase of becoming an International Baccalaureate School, offering the Primary Years Program. This is a curricular framework of academic and social/emotional

components based on research and best practices from around the world. Learning is developed through a program of inquiry designed by the teachers. These units of instruction that make up the Program of Inquiry are based on our AZ College and Career Ready Standards, using district approved materials and resources, with the guidance of the International Baccalaureate structure, training and support. Promoting open communication based on understanding and respect, the IB encourages students to become active, compassionate, lifelong learners.



LEARNER PROFILE/ATTITUDES

From the day that Big Park opened, we have stressed and integrated Lifeskills into our daily practices. We are shifting our focus to the IB Attitudes and Learner Profile, which together define the Lifeskills of Big Park Community School as we move toward becoming an IB School. IB learners strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. In doing so, students become internationally minded individuals committed to making the world a better place.

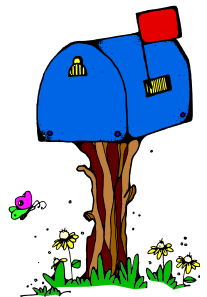
We expect all members of our school community to practice these skills/attitudes at all times:

- Appreciation—I am thankful
- Commitment—I will keep trying
- Confidence—I know I can
- Cooperation—I work well with others
- Creativity—I have unique ideas
- Curiosity—I wonder...
- Empathy—I know how you feel
- Enthusiasm—I am so excited
- Independence—I can do it all by myself
- Integrity—I make good choices
- Respect—I treat others fairly
- Tolerance—I accept others



Communication

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school at any time and to contact teachers with concerns or questions. Please make an appointment to visit with a classroom teacher so that instructional time is not interrupted. We always try to resolve issues at the source of the problem, so you will be re-directed to speak to the teacher first to address any concerns that



arise. If concerns cannot be resolved at this level you are always welcome to talk to our principal, Mrs. Jones.

Big Park Folders

Students will bring home reminders, school communications, and class work in Big Park folders regularly. Parents are asked to review contents and return the folder each day with their child. In addition, grades 3-6 will be coached to use a planner to keep track of their assignments and reminders. Please review these with your child. These may be used as another school communication tool.



Parent/Teacher Conferences

Two conferences will be held during the school year. The first set of conferences will be the week of October 2nd; and the second set of conferences will be the week of February 26th. These conferences provide an opportunity to discuss your child's progress with the classroom teacher. **All parents are asked to attend.** The second conference will be a student-led conference, where you will hear directly from your child and see more of their work samples. Feel free to call the school and make an appointment with the teacher, counselor, or school principal any time, as the need arises. We want you to be informed about your child's progress.

Report Cards

Report cards are sent home or distributed at parent-teacher conferences, after the end of each trimester. Each trimester ends:

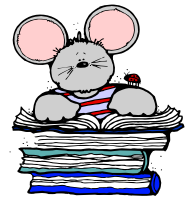
First trimester: November 3, 2017

Second trimester: February 15, 2018

Third trimester: May 24, 2018

Please review the report card with your child and make goals for achievement for the upcoming grading period. Any time you have questions about your child's progress, we will be happy to schedule a conference.

Attendance



Responsibility for school attendance lies with parents and students, with the school assisting them to fulfill that responsibility. Attendance is taken daily. The school expects parents/guardians to call the attendance office at 204-6503 each day a student is absent.

The education of every student is the joint responsibility of the home and the school; through cooperation each student is assured of receiving all of the educational advantages available. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary, because much of the classroom activity cannot be replicated; the benefit of instruction, discussion, and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to the success a student gains from their school experience.

Absences are considered excessive when the total number exceeds 10% of the academic year. School is state mandated to run 180 days, and 18 therefore absences equals 10%. State statutes on excessive absences do not distinguish between 'excused' and 'unexcused' absences. Failure to send a student to school the required number of days is a Class 3 Misdemeanor. **Family vacations during school time are strongly discouraged, and are considered unexcused absences.**

Arrival and Dismissal

Arrival:

- Please drop students off in the "Kiss and Go" lane. Students should exit from the curbside of the car only. If you wish to park and accompany your child to the playground or classroom, please park in the parking lot to do so. Please pull in and out of the "Kiss and Go" zone **slowly and with extreme care**.
- Students are to go to the North playground until the bell rings to line up for class.
- Playground supervision starts at 7:45 a.m. Students should arrive at school **no earlier than 7:45 a.m. The bell rings at 7:55 for students to line up and enter the building. Instruction starts at 8:00 AM.**
- If your child forgets something necessary for the school day, it should be dropped off in the office and **NOT** at the classroom. Your child will be called to the office at an appropriate time to come and get it. We try hard not to interrupt instruction.

Dogs on Campus: Due to health and safety concerns for the children we cannot allow dogs on campus, especially during drop off or pick up times. **Please keep pets at home. This is a district policy!** Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Children may bring their pets to school for reports or "show and tell" as long as appropriate arrangements have been made with the child's teacher and transportation (other than school buses) is used to bring and pick up the pet after the event, by the parent or an adult.



Tardiness

Being on time is important. If a student is late for arrival to class (after 8:00 AM), he/she **MUST REPORT TO THE OFFICE BEFORE GOING TO THE CLASSROOM**. The student will be given a pass to take to the classroom teacher. Keep in mind that tardiness is a disruption to the class and very hard on the students who are late; missing instructions for the start of the day. After the third tardy of each trimester, a letter will be sent home. Three tardies count as an absence. Please do not put your child at an educational disadvantage. Have them here on time.

Early Pick Up

For the safety and protection of students, we cannot allow students to be taken from the classroom. Please come to the office to check them out. We will then call the student from class. We will not excuse a student early on the basis of a note or telephone call from parents. For a student to be excused early they **MUST BE SIGNED OUT IN THE OFFICE**. Please do not be offended if we request identification, until we know you well.

Visitors

The community is welcome at our school. Visitors are encouraged to inquire into the operation of the school, to visit classrooms, the cafeteria and to familiarize themselves with the school programs. **ALL VISITORS** must check in at the office each time they enter the campus. Please make arrangements with the classroom teacher before visiting the class.

Smoking is not permitted anywhere in the building or on the school grounds.



Volunteers

At Big Park School, volunteers are vital to the success of our programs. We require volunteers to follow these guidelines:

- * If a volunteer does **not** have any children in the school, fingerprints and a background check must be completed before starting in the classroom.
- * If a volunteer does have children in the school, a background check **must** be completed before starting in the classroom.

ALL VOLUNTEERS MUST CHECK IN AT THE OFFICE EACH TIME THEY ENTER THE CAMPUS AND WEAR A BADGE AT ALL TIMES ON CAMPUS.

We welcome and appreciate volunteers at Big Park. Volunteers are a rich source of special skills, personal attention, or an extra pair of hands in the classroom. If you are interested, we have a spot for you. Please contact your child's teacher or the school office if you can share some time with us. The job and the hours are yours to decide with the teacher! We ask that all volunteers follow volunteer guidelines.



Books

The Sedona-Oak Creek Joint Unified School District spends significant amounts of money each year for books. It is the responsibility of each student to take proper care of all books checked out to them by teachers or the librarian. The student will pay for a book that is damaged, lost or stolen. The cost will be determined by the replacement value of the book. A second book will not be checked out to the student until the first is paid for. Grade cards will also be withheld until finds are paid. Check out the additional online resources on our website!

Lost and Found



Please be sure that student's clothing and other items brought to school are clearly marked with his or her name. Items that are not claimed within three months will be donated to a local charitable organization. Lost and found is located in the school cafeteria for larger items and smaller items are kept in the office.

After-School Enrichments

After-school programs are available for Big Park students. Students may participate in volleyball, basketball, cross-country, track and soccer. Music, robotics, drama and other options may be offered throughout the year. Participants must furnish their own transportation and insurance forms are required for each student participating in sports. The coaches and sponsors will supply further information.



Health Services & Emergency Paperwork

The goal of the school health program is to help each child realize his/her full potential to become a physically, mentally, emotionally and socially integrated individual. Please work with our staff to complete health plans for those students with special needs. We will not have a health aide in the office. We will continue to take great care of your children and will call you with any concerns.

Emergency Information Sheet

It is essential each year that you fill out an emergency sheet completely for each child in your family. The sheet will contain current information so we may reach you in case of an illness or injury. Please keep us informed of any changes concerning address or telephone number (both home and work) during the school year.

Immunizations

Arizona law requires a current immunization history of every child at the time of enrollment. Please provide the office proof of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up to date.

The following is the immunization record required for school enrollment:

1. Arizona State law requires that a child first entering school have a record of immunizations against preventable childhood diseases-diphtheria, whooping cough, tetanus, polio, measles and rubella.
2. A request for exemption, in part or in full, will be granted in medical or religious cases, or for personal beliefs.
3. In all cases, parents must file either a record of immunization or request an exemption of immunizations.

Communicable Diseases

The control of communicable disease during the school year is a difficult problem. Please keep your child at home if he/she shows any of the following signs of illness: restlessness during the night; red, watery eyes; nausea or vomiting; sneezing and coughing; sore throat; swelling of face/glands; runny nose; fever; flushed face; headache; rash. *Please keep your child home for 24 hours following a fever.* If you have any questions regarding the symptoms mentioned, please call your doctor. Your child must stay home with vomiting, diarrhea or a temperature of 100 or higher.

Administration of Medication

Non-Prescription

- A. The law (ARS 15-344) requires that medication must be delivered to the office in the container as packaged by the manufacturer and labeled with the student's name. Written permission by parent to allow the staff to administer medication is required.
- B. Dosage must be in keeping with the manufacturer's recommendations as printed on the label.
- C. A physician's order giving permission to administer non-prescription medication may be requested.

Prescribed by a Physician:

- A. the law (ARS 15-344) requires that medication must be delivered to the office in the container as packaged by the pharmacist. The number of pills received may be documented upon receipt by the school staff. Written permission by parent to allow staff to administer medication is required.
- B. The prescription label must bear the student’s name, current date, name of medication, dosage and the time to be given.
- C. Please ask your pharmacist to fill the prescription in both home and school containers.
- D. It is recommended that no more than a 30-day supply be maintained at school.
- E. A nurse may consult with the physician regarding medication.

Students may **not** carry any over-the-counter or prescription medications with them while on campus.

Telephone



Students are allowed to use the telephone in the front office in case of emergency. Please make all necessary plans that vary from the regular dismissal schedule before your child arrives at school. If parents would like to talk with their child’s teachers, they should call either before classes begin or after the students are dismissed. Parents may call during class hours and leave a message on the teacher’s voice mail.

Cell Phones

The school understands that parents want to have a way to communicate with their children, but we also believe that cell phones are not necessary while school is in session. Any parent who needs to get a message to a student can always call the front office and the message will be delivered. If it is necessary for your students to bring a cell phone to school, it must remain off and in their backpack during the school day. Cell phones out during class time will be confiscated until the end of the day and the student will be given a detention. If there is a second infraction, the student will serve detention and the phone will need to be picked up by a parent. As with all such items, the school assumes no responsibility for lost or damaged phones.



PARENT/GUARDIAN PARTICIPATION

Parents are our greatest assets! We are fortunate to have an active and supportive community. We are successful because you are involved. We offer a variety of ways to become involved. Students do better in school when parents are involved. Please consider how you might be more involved.



Site Council

Our Site Council is made up of parents, staff members, and community members. The role of the Site Council is to support the improvement of education at BP. We will review the educational needs of our school, monitor the implementation of our School Improvement Plan, and advise the administration on needs and solutions. The Site Council works with the school administrator and staff members to achieve excellence in education for all of our children. Let us know if you are interested in being a part of Site Council. Your involvement is encouraged and welcomed. If you would like to be an officer in our Site Council, please let us know. Meetings are open to the public. You must be a member to vote on initiatives.



Parent/Teacher/Student Association (PTSA)

The Big Park PTSA promotes parent/guardian involvement in the education of our children and a close relationship between parent/guardians and the school. The PTSA meets monthly and sponsors fund-raising activities, educational programs and special events for families. For membership information, please come by the school office. Look for additional information that will come home with your children throughout the school year about the many wonderful PTSA activities for parents, families and students. We encourage all to be members.



Bus Rules

The Sedona Oak Creek School District is genuinely concerned with the safety of all children and drivers while riding in the school bus; therefore, the following rules and procedures have been implemented. The right to ride to and from school on the buses is a privilege. **Failure to follow school bus rules may result in students losing this privilege.** Please discuss the importance of order and respect for one another at the bus stop with your child. Any students who fail to maintain appropriate behavior at the bus stop may also lose the privilege of riding the bus.

1. Follow directions the first time they are given to you. Line up in single file. Wait until the bus stops before boarding.
2. Stay in your seat with your feet on the floor while the bus is in motion.

3. Keep all parts of your body and all objects inside the bus.
4. Pushing, shoving or fighting at anytime will not be tolerated.
5. Eating, drinking, or chewing gum must be saved for home.
6. Smoking is absolutely not allowed.
7. Cursing, swearing or loud noises will not be tolerated.
8. Animals or insects are not allowed on the bus.
9. Glass objects are not allowed on the bus.
10. Weapons of any kind (facsimile or real) are not allowed on the bus.
11. Skateboards are not allowed on the bus.
12. Students found vandalizing the bus seats will be liable for damages incurred. Bus privileges will be suspended until restitution is made.

Consequences:

If students do not respond to verbal warnings, the following will occur:

- 1st Referral = Seat change and written warning
- 2nd Referral = Three days suspension off the bus
- 3rd Referral = Five days suspension off the bus
- 4th Referral = Ten days suspension off the bus
- 5th Referral = One month suspension off the bus
- Parents will be notified by phone or note for each referral

Severe Clause - Direct Referral - No Warning:

If a student shows disrespect to the driver, fights, vandalizes the bus or other severe behaviors, he/she may lose bus privileges immediately - with no warning. (District policy EEAE-R)

Bicycles

Students may ride bikes to school with parent permission. Cross only at marked crosswalks. Ride single, never double. Observe all traffic rules. ***Helmets should be worn at all times.*** Use a chain and padlock on the bike so it will be safe while at school. Be careful not to lose the key. You will not be permitted to store your bike in the office or in your classroom. A good suggestion is to get a bicycle license and to write a description of the bike. Bike riders should go directly to the bike rack, park their bikes, lock them up and then go directly to the play ground. **Bikes must be walked on campus.**

No skateboarding, bicycling, rollerblading or scooters on campus during school hours (7:45-3:45), when there is an event on campus or when maintenance is cleaning the facility.

Thank you for your cooperation. Skateboards, bikes and scooters may be ridden to school but need to be walked/carried on school grounds.

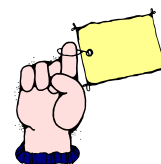
Walking To and From School

Start early enough so as to arrive 5-10 minutes before the bell rings.

Walk on the sidewalk. If there is no sidewalk, use the left side, facing oncoming traffic.

- Never run between parked cars.
- Look in all directions before crossing the street. Use marked crosswalks.
- Never accept a ride or gift from a stranger.
- Students are required to leave school grounds immediately at the end of the school day unless they are involved in an afterschool activity. The school does not provide supervision for students after their release time.

Talking to Strangers



- Do not stop to talk to strangers.
- Do not get into an automobile with a stranger.
- Do not accept gifts, food, or anything else from a stranger.
- Do not follow a stranger anywhere, no matter what he or she says or what is promised.
- Do **immediately** report any problems with strangers. Tell an adult whom you know or call the police if an adult cannot be reached.

Safety Drills

Safety drills will be conducted throughout the school year. Please remind your child that the purpose of these drills is to ensure the safety of all students, staff, and visitors, and appropriate behavior is expected at all times. We practice knowing what to do in emergency situations as a preventive measure. Whenever a class leaves a room for any emergency, students must stay with their teacher until they hear the signal to return.

School Rules

It is a privilege to attend school at Big Park Community School. No one has the right to disrupt the learning of others who are here to learn.

1. Respect all members of the school community at all times.
2. Respect school property.
3. Follow directions given by supervisors.
4. Use equipment properly and safely.
5. Fighting or rough play is never appropriate at school.
6. Electronic devices (phones, personal tablets, games, etc.) are not allowed on campus. Schools are not responsible for any lost, damaged or stolen items that are brought to school.
7. Toys (i.e. fidget spinners, Pokémon cards, pet shop toys, etc.) belong at home.
8. Inappropriate and vulgar language will not be tolerated.
9. Walk, (don't run) on all sidewalks, the breezeway and in the buildings.
10. Personal fund raising on campus is not permitted.
11. Cheating will not be tolerated—we are each responsible for our own work.



12. Students will follow the essential agreements developed in each classroom.
13. Consequences follow poor choices (including loss of privileges, detention, suspension and/ or reparation of damage done). Good choices lead to good consequences!



At Big Park Community School, we HOWL!

H.O.W.L.:

Honor and respect – We conduct ourselves with honor and respect

Own your choices – We take responsibility for our words and actions

Work hard – We know that with hard work we can achieve our goals

Listen Carefully—We learn by listening

Student Rights and Responsibilities

All students are entitled to enjoy their basic rights at school. With rights come responsibilities.

1. Students have the responsibility to respect the rights of all persons here in the school setting and the right to be respected.
2. Students have the responsibility to follow school rules and classroom essential agreements and the right to learn in a safe environment.
3. Students have the responsibility to take advantage of the learning opportunities available and the right to be challenged.
4. All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school. Students have the right and privilege to attend a good school.
5. Students have the responsibility to report to a teacher, administrator or other adult employee of the school, any threat made to the health or safety of any student, employee, or other person at school. Students have the right to a safe environment.

6. Students have the responsibility to complete all assignments to the best of their ability and to complete all make-up work after an absence. Students have the right to learn.
7. Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property. Students have the right to contribute to their community.
8. Students have the responsibility to be in class on time prepared to learn. Students have the right to share their learning.

Student Dress Code

We encourage our students to dress in a clean and neat manner that reflects pride in themselves and their school. To promote an attitude of good grooming and school mindedness, the following personal appearance standards have been established:

1. Student dress and personal appearance should be neat and modest. Apparel that is excessively short, tight, revealing or low/high cut may not be worn.
2. Students should dress in a manner that will not be disruptive to the learning or teaching process.
3. Clothing with designs or lettering generally considered rude, obscene, or suggestive is not appropriate school attire.
4. Designs or lettering that promote tobacco, alcohol, drugs or gang affiliation are not appropriate.
5. Cleanliness should be observed regarding clothing, hair & personal hygiene.
6. If shorts are worn, they must be hemmed and of an appropriate length. A general rule of thumb is to hold arms down at sides; shorts should not be shorter than fingertips.
7. Hats may be worn to school; the school is not responsible for lost or stolen hats. Wear at your own risk. Hats or any other head coverings, including bandanas, may not be worn inside any building.
8. Hair may not be dyed non-standard colors (e.g. orange, pink, green, etc.).
9. Shirts are to be full length and made of solid (no see -thru) material. No halter-tops. Tank tops must have 1" wide shoulder straps. No off the shoulder tops are allowed.
10. "Wheelie" or "Heely" shoes are not allowed.
11. Pajamas and slippers are not appropriate school garb.
12. When children will be in PE class, they need to wear tennis shoes. These are often most comfortable for daily playground wear, too. Flip flops should not be worn for running (almost daily in a child's world at school).

Student Discipline Code

Rules for student conduct are established by law, Governing Board Policies and the Student Discipline Code. Within the Code, a chart showing minimum and maximum consequences for first and repeated occurrences in common problem areas is provided as a communication tool for all who share in the educational process. At times, consequences not set forth in the code may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate.

(District Policy J-4611)



Bullying/Harassment

Bullying, harassment and intimidation can take many forms, such as:

- Physical Bullying (hitting or punching)
- Verbal Bullying (teasing or name calling)
- Nonverbal Bullying (social exclusion or intimidation through gestures)
- Cyber bullying (sending intimidating or insulting messages via email, text or social media)

Bullying is repetitive, aggressive behavior that is intentional and involves an imbalance of power.

Big Park Community School wants to be sure we are creating a safe environment for all of our students. In order for that to happen, there is a zero tolerance policy in place regarding bullying and harassment issues.

Each person is entitled to his or her own personal space. Personal space is an imaginary boundary which each of us draws around our body. We are not comfortable when another individual crosses that boundary without our permission. When that space is violated we have the right to tell them to stop. If they will not stop, we have the right to report that person to an authority. Disrespecting a person's personal space can range from poor manners to breaking the law.

Bullying report forms are available in the counselor's office and the main office. Bullying issues will be addressed by teachers, the school counselor and administration.

Detention

Detention happens when students are unable to respond appropriately to teacher redirection or correct poor behavioral choices made. These are choices that cause problems for their peers and/or teacher and deter others from learning. Students will spend time after school reflecting upon their choices and writing letters of apology or taking action to correct their mistaken choices. Detention is supervised and students will remain in detention for at least an hour time

commitment. If a detention cannot be accommodated on the date of an infraction, the next opportunity for detention will be utilized to address the need.

Suspensions

Students placed on an on-campus or off-campus suspension may not be at any school-sponsored event during the suspension. Students in violation of this policy will have additional days added to the suspension. On-campus suspension is directed toward eliminating inappropriate behavior and may be used as an alternative to off-campus suspension. On-campus suspension allows the student to attend school in a separate location on campus where the educational program may be continued. Suspensions become part of a student record.

- Suspensions or expulsions beyond ten days require Governing Board action.

Weapons or Other Dangerous Instruments

Regulation: It is strictly prohibited to possess firearms and any type of explosive devices or other dangerous instruments on district school grounds or at school-sponsored activities. ARS 13-3101 through 13-1110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and the individual may be prosecuted.
2. Parents will be notified.
3. Student will be suspended up to ten days to await a hearing.
4. Upon being found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

*Any student who observes a weapon or simulated weapon in the possession of a student or any other person on school premises shall report this fact to a teacher, administrator, or other adult employee of the school as soon as the student may safely make such a report. **Any student who fails to make a report as required by this policy will be subject to disciplinary action.***

Violations of the Law

Although serious misbehavior is uncommon in our school, violations of the law occur occasionally. We must report such offenses to legal authorities.

Some examples of reportable offenses are:

- Theft of school property
- Destruction or defacement of school property
- Arson
- Assault and battery
- Possession of weapons (guns, knives, etc.)
- Possession, use or sale of alcohol and/or drugs.

Due Process

Due process, as prescribed by district policy, is assured to all students. Students referred for disciplinary action shall be provided the benefit of due process as prescribed by law. In each case, students will have the right to hear accusations against them, have the opportunity to admit or deny accusations and the opportunity to present an alternative factual position.

Copies of the following policies/regulations are available in the school or district offices:

EEAE-R - Bus Safety Program JK-R - Student Discipline JR-R - Student Records Notice of Nondiscrimination; JII-EB –Student Concerns, Complaints, and Grievances; IJNDB-E -Use of Technology Resources in Instruction Electronic Information Services User Agreement

Annual Notice: *This is our annual notice that the district designates the following information as "directory information": student's name, parents' names, student's address, date of birth, grade, extra-curricular participation; student achievement awards or honors; student's weight and height if on an athletic team; student's photograph; school or school district the student attended before enrollment in this district. This information will NOT be disclosed without prior written consent*



HOW TO HELP YOUR CHILD

For best educational progress, the home and school must work together and promote best practices. Here are a few suggestions:

- The child's health and school progress demand plenty of food to supply energy for work and play. This can best be provided by an adequate and wholesome breakfast with a good and complete nutritious mid-day meal.
- A growing child needs plenty of rest. Teachers report that very often a sluggish, indifferent child in the classroom will have been up late the night before for a TV show, video games or playing with friends. Set a reasonable bedtime and stick to it.
- Be sure a physician gives your child a periodic examination. Be particularly careful of hearing and vision.
- A child needs to feel secure and needs love, confidence and understanding that only a home can give. Try to avoid emotional tensions in the home. If your child is having a tough time please inform the school so that we might better support him/her.
- A child's school day is his working day, and it should not be overloaded. Although music lessons, dancing lessons, scouting, sports, etc. are important, these activities should be so balanced as to allow the child an opportunity for relaxation, free play and adequate time to complete homework.
- Acquaint your child with the wonders of nature and the world around him. Planning and making trips to nearby places of interest such as museums, zoos, art galleries, and historical spots are experiences which give the child something to build on in the classroom, and confidence in his approach to his school work. Hobbies and collections are also valuable.
- Show a genuine interest in your child's school and its activities. This greatly encourages him. If you are concerned about some phase of his development, contact his teacher or principal.
- Keep the child in school regularly. Every time he is absent he loses ground, particularly in the lower grades. This throws a strain on his interest and enthusiasm when he returns and finds he does not understand the work.
- Do not discuss the school critically at any time in the presence of your children. The place for this discussion is with the school personnel concerned.

We are excited about working with you to make this a positive, productive year for your child. Thank you for working in partnership with us!