Kemp School Policies and Procedures

Absences
Instructional time in an elementary school is structured and sequential. Each absence means a student has lost an opportunity to learn. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. **When a student is absent, he/she must bring a written signed excuse upon returning to school.** Please indicate the following information: Child’s name, Teacher’s name, Date(s), Reason for absence, signature of parent or guardian. Absent excuses may be sent in prior to an absence when applicable and for half-day absences.

*Excused Absences Include:*
- When personally ill and when attendance in school would endanger the health of the child or the health of others.
- When there is a serious illness or death in the child’s immediate family that would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by the child’s faith.

*Absences From School Grounds:*
**Children may not leave the school grounds during regular school hours unless authorized to do so through the office.** Children will be released only to their parents and/or guardians unless the school has been authorized otherwise in writing. **If a child must leave early, a parent or authorized adult must come into the office and sign the child out. The child will be called to the office to be released. Identification will be required.**

**Important Reminder:** Students checked out early in the afternoon miss instructional time.

Accidents & Illnesses
If a child has an accident during the day requiring medical attention, we will contact a parent. If a parent cannot be contacted, we will take the child to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. **Please keep an updated phone number on file in the office.**

Admission Requirements
Admission requirements for admission to Cobb County Schools are established in accordance with the laws of the State of Georgia and policies of the Cobb County School System.

**AGE**
Children who are five (5) years of age on or before September 1 are eligible for kindergarten. Children who are six (6) years of age on or before September 1 are eligible for first grade.

**RESIDENCE**
In order for a student to be admitted to Cobb County Schools, the parent/guardian shall provide proof of residency. Any one or more of the following will be required:
- Home ownership title or security deed in the name of the parent/guardian
- Lease or rental agreement
- Current utility bill (gas, telephone, power, water)
- Current Georgia driver’s license
- Voter registration documentation from Cobb County
**BIRTH CERTIFICATE**
A birth certificate with legal seal must be presented at registration.

**GEORGIA CERTIFICATE OF IMMUNIZATION – GA FORM 3231**
It is required by law that your child be immunized. Immunization may be obtained through your private physician or the Cobb County Health Department. Services at the Health Department are free. The state of Georgia now requires that all children born after January 1, 1992 receive a three (3) dose series of Hepatitis B vaccine prior to entering kindergarten.

**EYE, EAR, AND DENTAL CERTIFICATES – GA FORM 3300**
It is also required by law that each child has this certificate. This certificate may be obtained at the local Health Department or from a physician.

**CUSTODY PAPERS**
In cases of divorce or legal separation disputes, we request official custody papers to keep on file. Legal papers declaring guardianship changes should be on file at the school. It is the parent’s responsibility to inform the school of the most current custody arrangements.

**SOCIAL SECURITY NUMBER**
Based on Georgia law (Official Code of Georgia Annotated, Code Section 20-1-150), parents are to provide the Social Security number for children who are enrolled in a public school in Georgia. If a parent does not wish to divulge the child’s social security number to the school, they are to have a notarized waiver form on file. That form becomes part of the student’s permanent record. Waivers are available at the school.

**After School Program**
The After School Program (ASP) operates on the days that school is in session and will begin Monday August 14th 2006; hours are from school dismissal time to 6:00 p.m. Monday—Friday. The ASP will operate as an extension of the instructional day for the parents and students of Kemp Elementary and will function under the guidelines as established by the Cobb County Board of Education. Registration for the program is required prior to attendance. Application forms and information are available in the school office. ASP services are available to parents on a pre-paid basis only. It is advisable for parents to register and pre-pay one day of ASP for emergency or last minute situations. All unused funds will be refunded to parents at the end of the school year. There is a $10.00 registration fee and $7.00 per day per student.

**Attendance**
Law requires regular school attendance for children between the ages of seven and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school. We solicit your cooperation in planning appointments that do not interrupt school hours. The Cobb County Board of Education requires that the school keep proper attendance records on all students. These records shall be open to inspection by the school social worker. We promote prompt and regular attendance for all students.

**Balloon and Flower Bouquets**
Balloon and flower bouquets cannot be delivered to students, due to concerns regarding the disruption of class and/or dangerous conditions on the bus caused by the student’s possession of these items.

**Books**
Textbooks for the children are provided through the County and State funds without cost to the child’s parents or guardians. In compliance with the textbook policy, all charges for lost or damaged textbooks must be paid in order to issue replacements or transfer records to other systems. All textbooks issued to children will be their responsibility should the books be lost, damaged, or stolen.

**Bus Conduct**
All students transported within the Cobb County School System shall behave in a manner that is conducive to safety and welfare. Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to direction of the bus drivers shall be reported to school administration who may deny the student bus transportation. Students shall observe the following code of conduct established for the Cobb County Public Schools:
1. Students must show proper respect to the driver at all times and obey all driver instructions.
2. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
3. Tobacco, illegal drugs, alcohol and weapons or look-alikes are prohibited.
4. Students will keep their arms and head inside the bus at all times.
5. Nothing is to be thrown in, out or from the bus.
6. The use of obscene language or gestures is prohibited.
7. Unnecessary noise is prohibited.
8. Destruction or defacing school property is prohibited.
9. Food, gum or drinks cannot be consumed on the bus.
10. Drivers are required to assign seats to elementary and middle school students.
11. Students must be seated at all times unless otherwise directed by the driver.
12. Students must be quiet at railroad crossings.
13. When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
14. The emergency door, windows and hatches are to be used only at the direction of the driver.
15. Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time.
16. Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the principal for approval.
17. Any other disruptive behavior will be referred to the principal as deemed necessary to insure safe transportation of students.

**Bus Information**

Bus drivers have a tremendous responsibility in transporting our students safely each day. As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens, routes may be run as a second load. This will cause the route to run late. In these instances, we ask the parents and students to please be patient. Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible. Parents leaving children at a stop before going to work are encouraged to have a contingency plan, such as a neighbor or family member to assist the student. Perhaps there can be an agreement among parents in your neighborhood to supervise or carpool students to school if the bus is extremely late. **We cannot emphasize enough the need for supervision at the bus stop.**

**Car Riders and Day Care Bus Riders**

Car riders and children who ride day care buses are dismissed immediately following the 2:15 announcements. Please do not come to the office earlier and check out your child to “get an early start.” This is disruptive to the ending of your child’s day and interrupts the classroom and the office. Prompt pick up of your child is necessary. Any student not picked up by 2:45 p.m. will be placed in the After School Program at the parent’s expense. **Car riders are to be dropped off and picked up in front of the school, following identified procedures with the traffic pattern. No child may be dropped off at school before 7:15 a.m.**
Character Education
All schools in our district participate in Character Education instruction. At Kemp, we believe Character Education is a continuous process of positive development that should reinforce the positive qualities we all want to see in today’s youth. Each week, we focus on a different Character quality. A list of these words can be found on the Cobb County Web (www.cobbk12.org). The first minutes of each day are devoted to teaching this program. Please take the time to discuss and review the character words with your child each week.

Communication Devices
Students at Kemp are not allowed to use beepers, cell phones, or other electronic communication devices at school during the regular school day.

Conferences
A conference with your child’s teacher is the best means of learning how your child is performing in school. Every parent is asked to attend a minimum of two scheduled conferences each year. Requests for additional conferences can be made by the parent or the teacher or by calling the school. We ask that you not drop in unannounced for a conference. The teacher may have a prior commitment. Fall conferences are October 16th - 20th. Students are dismissed at 12:20 p.m. during conference week.

Conflict
Conflict is a very natural part of life. We do take the time to teach children conflict resolution skills. Parents are the most significant influence in a child’s life. We need parental support in teaching and promoting nonviolent management of conflict. If a child experiences a conflict for which he/she may need some help, our counselors are available to assist.

Contributions, Donations and Grants
In conformity with State Board of Education rules and regulations, voluntary contributions, donations and grants may be received from interested citizens for support of the educational program of Cobb County School District. Incidental to this, citizens may contribute toward expenditures for materials, supplies, equipment and activities. No student may be charged either tuition or fees as a condition of enrollment or full participation in the instructional program. Pursuant to law OCGA 20-2-671, admission to all Cobb County Public Schools shall be gratuitous to all eligible children residing within the Cobb County District.

Custody of Children
School personnel will release children to either of their natural parents unless we have on file a copy of a court order that grants custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. If you are divorced or separated and the custody of your child or children has been involved in a dispute, a copy of the court order should be on file in our office. By law, no change of custody will take place at school.

Discipline
Our objective at Kemp is to teach students self-control and responsibility. We expect and insist on proper behavior and conduct so that optimal learning may take place. When necessary, we employ approved methods of dealing with unacceptable behavior. Kemp Elementary does not use corporal punishment as a disciplinary measure.
**Dress Code**

Students’ dress should be neat and allow for maximum comfort and flexibility. Students’ dress should also allow us to maintain an environment that is conducive to learning. Therefore students should adhere to the following dress code.

- Hats, caps, bandanas or headbands are not worn in school, unless announced for special occasions.
- Clothing with obscene or suggestive language is not permitted.
- Clothing which promotes violence, gangs or is racially insensitive is not permitted.
- Crop tops, halter tops, tank tops, or muscle shirts that expose the midriff are not allowed.
- Clothing that advertises alcohol, sex, drugs, or tobacco will not be allowed.
- Shoulder straps on dresses, blouses, or shirts must be wide enough to support the garment.
- Shirts should be tucked in or overlap pants or skirts. Shirts with tails and oversized shirts should be tucked in.
- Dresses, shorts, skirts, and skorts must extend below fingertips when arms and hands are extended, and should reach mid-thigh.
- Pants should be worn so that undergarments are not visible.
- The students attend PE on a regular basis and participate in daily outdoor activities, therefore, tennis shoes are recommended for their comfort and safety.
- Facial make-up and false or extended fingernails are deemed inappropriate for elementary-aged students, and should not be worn at school.
- No articles of clothing that the teacher or administrator considers disruptive or inappropriate will be allowed. **Students violating the dress code will be given the opportunity to change clothes or they may be sent home.**

**Early Release Days**

Opportunities for staff development for the teaching staff will be accommodated through 3 early release days during the 2006-07 school year (Sept 10th, Dec 10th, and March 7th). **The students will be dismissed beginning at 12:15 p.m.** The additional staff development time will greatly benefit the teaching staff as we work to better define and monitor our progress in delivering a quality instructional program. Please see calendar for dates and make appropriate arrangements to have your children picked up early on those dates.

**Emergencies**

Should there be an emergency and you need to pick up your child, come to the school office. There is a sign-out sheet for you to sign. **DO NOT** go directly to the classrooms for students as the teacher will not release them. Your child’s protection is our concern, and we solicit your cooperation in following this procedure. **Your child will be called to the office for release.**

**Field Trips**

A field trip is defined as “a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school.” We believe that there is a definite place for this educational experience in the instructional program. All field trips are approved by administration based on their direct and meaningful relationship to the curriculum. Donations are requested from parents for each field trip. No student will be denied the opportunity to attend but if adequate donations are not collected, the field trip may be canceled. **Students participating in field trips must return to school for dismissal.**
Homework

Homework is assigned to benefit the student in the following ways: skills practice, review, reference work, special projects and reports. It also trains a child in good work habits, promotes responsibility and affords the opportunity for an increase in self-direction. Another goal of homework is to help a student learn to budget time. The amount and type of homework assigned is determined by the needs of the individual student.

We encourage active parent participation in their child’s program through their support and supervision of homework assignments. This is one method of communication that tells parents a great deal about what is being done at school. Parents can also help with homework by providing the right atmosphere for studying.

Illness and Infections

We have a part-time registered nurse on staff. The nurse or staff will provide basic first-aid for cuts and abrasions. Students who become ill during the day, or show signs of infection or contagious diseases (see below) will be sent home. In this situation, parents or guardians will be required to pick up their child when contacted by the school. Because we care, we coordinate with the Cobb County Board of Health in protecting children from certain symptoms of communicable diseases. If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements.

APPEARANCE, BEHAVIOR—unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

EYES—thick mucus or pus draining from the eye or pink eye (conjunctivitis).

FEVER—temperature of 100 degrees F or higher.

GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH—should be seen by a health care provider. These conditions may be contagious and require treatment.

SORE THROAT—especially with fever or swollen glands in the neck.

DIARRHEA—three (3) or more watery stools in a 24 hour period especially if the child acts or looks ill.

VOMITING—vomiting two (2) or more times within the past 24 hours.

RASH—body rash, especially with fever or itching. Diaper rashes, heat rashes, and allergic reactions are not contagious.

EAR INFECTIONS WITHOUT FEVER—do not need to be excluded, but the child needs to get medical treatment and follow-up care. Untreated ear infections can cause permanent hearing loss.

LICE, SCABIES—children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment. Proof of treatment is required.

Inclement Weather

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made by 6:00 a.m. and given to the radio and television stations. The closings are usually announced right after the headlines on the hour and at on continuous scroll along the bottom of the screen. In the event of early dismissal due to inclement weather, students will be sent home following the instructions on the inclement weather form. Each parent or guardian is responsible for completing this form and keeping it updated. The After School Program will be canceled when there is an early school closing.

Instructional Time

According to Georgia law, the length of the school day for students in kindergarten through third grade must be at least 4½ hours, exclusive of lunch and recess periods. In addition, the length of the school day for students in grades 4 and 5 must be at least six (6) hours, exclusive of lunch and recess periods. The hours for Kemp Elementary are 7:45 a.m. until 2:15 p.m., which provides a six-hour instructional day and a 30-minute lunch period.

Instructional time will be guarded from unnecessary interruptions each day.
Lost and Found

We request that you mark, stamp, or sew your child’s name in all clothing worn to school, as well as all book bags and lunchboxes. The school will hold lost items only a reasonable length of time, after which they will be given to a charitable organization. You may come and look over the collection of Lost and Found items at any time.

Lunch Program

We offer a healthy and nutritious lunch to your child each day. All students are required to eat in the cafeteria whether they buy lunch or bring it from home. Students are not to leave school to have lunch off campus. Regular participants in the lunch program are encouraged to pay weekly or monthly in advance. Advance payments can be made either in the cafeteria every morning before 7:45 a.m., or by using the Meal Pay system. To make payments in the lunchroom, checks should be made payable to Kemp Elementary and should include your child’s name and teacher. To use the Meal Pay system, register online at www.mealpay.com or call 1-866-210-3679. To use Meal Pay, you will need your child’s student ID number, which you can request from the cafeteria manager or from the school office. You are always welcome to have lunch with your child. Fast foods are not to be brought to school for lunches. Also, no carbonated drinks may be brought from home. Regular price lunches: $1.60 — students, $2.50 — adults and visitors. Reduced price lunch—$.40. Children should not charge meals.

Make-up Work

Neither class work nor homework assignments will be sent home when a child is absent only one day. This work can be made up when the child returns to school. Work assignments for lengthy absences may be picked up in the office after 2:30 p.m., if a prior request is received no later than 10:30 a.m.

Media Center

The Media Center is designed to serve the total school population in several areas of service. The Media Center is open to students at all times. Books will be circulated for a maximum of two weeks. There is no late fine, although children are not allowed to check out additional books until overdue books are returned or paid for. Books that are damaged beyond repair, through neglect or misuse, must be purchased by the student. Lost books are the responsibility of the child who checked out the book.

Medication

All medication will be dispensed through the school clinic with a signed authorization form. A school employee, or adult volunteer may, with written permission from the child's parent/guardian, assist the child in taking medication. Prescription drugs must be in the original container, bear the name of the patient, the name of the physician prescribing the medication, the dosage and the name of the pharmacy filling the prescription. If a student requires emergency treatment involving hypodermic injection, prior approval must be obtained by using the appropriate form. Written parental consent for the administration of medication to the pupil is required (1) for each discrete illness and for each medication ordered, whether given simultaneously or sequentially and (2) twice a school year for a chronic illness requiring long term administration. Additional Questions and Answers regarding medications at school may be viewed on our local school website.

Messages

Please be sure that your child comes to school with all the instructions and supplies needed to ensure a successful school day. If an emergency should arise, please leave a note in the office that will be delivered to the teacher/student. Messages to students and/or teachers should be kept to an absolute minimum so as to preserve the instructional day. If you are writing notes regularly, we ask that you seek ways to reduce these messages. Transportation changes must be submitted in writing. As a security measure, faxes, emails, and telephone changes will not be accepted.
**Parties**

Cobb Board of Education Policy stipulates only one party is allowed each year. That party is held just prior to Winter Holidays. **Please do not request parties at other times of the year.** A birthday treat may be sent to school for your child's birthday. We encourage pencils and school supplies as an alternative to sweets.

**Personal Items**

Students are not to bring any personal playthings, novelties, pets, equipment, etc., to school unless given permission by the teacher or administration. Toys and play items will be confiscated and held for parental pick-up.

**Physical Education**

Physical education is an essential part of the educational curriculum of Cobb County Schools. Students should wear lace-up shoes, preferably tennis shoes, for physical education classes. Keeping the safety of each student foremost, no sandals, stacks, boots, clogs or dress shoes should be worn to P.E. Students are not required to dress out for physical education, but they should wear appropriate clothing for participation in activities such as tumbling or gymnastics.

**Non-participation:** Students requesting an excuse from total participation in P.E. for any duration or restrictive participation for more than five consecutive days after returning to school must have a physician's statement specifying the type of illness or injury and the nature and duration of the restriction.

**Pictures**

Individual school pictures will be taken in September this school year. Individual and class pictures will also be taken at mid-year. Parents may purchase these according to directions sent home.

Parents must sign and submit to the school the county permission form in order for their child's photograph, video image, or audio clip to be shared or published by the school or school system.

**Pledge of Allegiance**

Each morning, students in the Cobb County School System shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. Students participating in the recitation of the Pledge will be expected to stand, face the flag and recite the Pledge in unison.

Students not participating in the recitation of the Pledge may a) stand and refrain from reciting the Pledge, or b) remain seated. Georgia Code Section 20-2-286 states: "Each student in the public schools of this state shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. It shall be the duty of each local board of education to establish a policy setting the time and manner for recitation of the Pledge of Allegiance. Such policy shall be established in writing and shall be distributed to each teacher within the school."
Prohibited Substances

Cobb County Policy JDCAB/C – Consuming, possessing, storing alcohol beverages, illegal drugs, or being under the influence of alcoholic beverages and/or drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substance Act, on school property, school buses, or at a school sponsored event is prohibited. A student shall not falsely identify a substance to be alcohol or other drugs. Sniffing or being under the influence of inhalants is prohibited. Students are prohibited from bringing drug related paraphernalia to school. Possession of all prescription medication must be in compliance with Policy JGCD. Students are prohibited from bringing diet pills, caffeine pills or other stimulants to school. Possession of all over-the-counter medication must be in compliance with Policy JGCD.

Registration

Students must be registered each year by parents or legal guardians. For all new kindergarten and first-grade students, a spring registration is conducted. The registration date is announced in the local newspaper. For all current Kemp students, a registration form is sent home in the spring that parents must update and sign.

Report Cards

Elementary schools in Cobb County use the 9-week report card for grades 1 – 5. Parents will receive regular communication regarding student progress throughout the 9-week period. Kindergarten report cards are sent every 12 weeks.

School Council

Kemp Elementary has a School Council which meets regularly. The purpose of this council is to promote communication between school and community. Council members will determine meeting dates and times, which will be posted in advance. Elected staff members and parents and selected community leaders will serve on this council.

Sexual Harassment Policy

It is the policy of the Cobb County Board of Education that students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated. Please refer to policies JAB and GAB for the specific definition and compliant filing procedures. A copy is available on Cobb’s website www.cobb12.ga.us.

Snack

Our students are allowed to bring a nutritional snack from home each day. During the morning or afternoon blocks of time, depending upon lunch schedules, teachers will allow students to eat their nutritional snacks while completing their assignments. Please remember that we stress nutritious snacks as a part of our health curriculum. Snacks that have high sugar content should be avoided.
**Solicitation**

No person, firm, corporation or business shall enter school property during the hours of operation for any purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club or organization for any purpose other than approved exceptions. All school fund-raising drives shall meet guidelines established by the Cobb County Board of Education and receive approval of the principal. *Door-to-door solicitation by students is prohibited.*

**Student Support Team**

The Student Support Team (SST) is a process of examining a student’s needs through interdisciplinary teaming. Teams are comprised of classroom teachers, administrators, parents, and auxiliary personnel. A student who experiences difficulty in his/her instructional day is eligible for services. A teacher, parent, or administrator may make requests for service.

**Suspension**

The power of suspension is vested in the school administration. This action will never be taken lightly, and only after every other means has been exhausted in trying to deal with the problem. In every case involving suspension, parents will be called. Discipline will be enforced at Kemp. It is the feeling of the administration that children cannot learn in an environment that lacks order. We expect good manners and behavior at all times. Violation of a county policy, such as weapons, drugs, etc. will result in automatic suspension.

**Tardiness**

School begins promptly at 7:45 a.m. It is very important that students arrive at school on time. When students are tardy, class is interrupted, instruction is missed, and a bad habit may be instilled in the student. Parents must accompany tardy students into the office for sign-in. Tardy slips will be obtained in the office so that the student will be admitted into the classroom. If students arrive during announcements they will be held in the front atrium, where they can watch announcements, and then released to their classrooms at their conclusion.

**Tobacco Policy**

The tobacco policy adopted by the Cobb County Board of Education states: Tobacco use has been determine by the Surgeon General as a health hazard. Furthermore, the Cobb County Board of Education has determined that tobacco use is inconsistent with the concepts and principles taught in the curriculum of the school system.

Since tobacco use is not in the best interest of students or employees, the use of tobacco products by employees or visitors shall be prohibited in all school system buildings, offices, vehicles (including trucks, automobiles and buses) and grounds, or while they are in the presence or view of students or while supervising student activities or school-sponsored events. School staff members shall be responsible for enforcing policies and regulations concerning student use of tobacco.

**Vandalism**

Deliberate and willful destruction of school property cannot be tolerated. Offenders will be dealt with accordingly. After-hours vandalism will be reported to the police immediately and charges brought against the offenders. Parents are responsible for property maliciously destroyed by a student.
Visitors

Parents and other visitors are welcome in our school. We enjoy the opportunity to share our school and its programs with others. For the safety of our students and to preserve instructional time all visitors must report to the office immediately upon entering the school. Each visitor is asked to sign in, disclose the purpose of his or her visit, and wear a visitor’s sticker while in the building. With your cooperation, our children will remain safe and instructional time will be preserved. We ask that you not visit classrooms unless the teacher has been made aware of your visit in advance. We must insure that all disruptions to the instructional program are minimized and unannounced visits can be disruptive to the learning process. Please refrain from early morning visits unless they are scheduled. Teachers are involved in instructional duties during this time and should not be interrupted. Thank you for your cooperation.

Volunteers

Volunteers play an increasingly vital role in the total educational program. A school volunteer is an adult who is willing to give time and talent to help our students as a member of the education team. Please contact the school office, your child’s teacher, or a PTA officer to become involved. Volunteers must sign-in each time they enter the building, prior to beginning their scheduled work. Volunteers should not bring children (including pre-schoolers) with them to school as they volunteer.

Weapon Policy

A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, as hereinafter defined. School property includes, but is not limited to, (1) the land and improvements which constitute the school, (2) any other property and building where any school function or activity is conducted, (3) any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the School District and privately-owned vehicles used for transportation to and from school activities, and (4) personal belongings, automobiles, or other vehicles which are located on school property. This policy also covers look-alike weapons (toy guns, knives, etc.). A suspension may be assigned for a minimum of one day up to and including the last day of the current school quarter or semester. An expulsion is any suspension that runs beyond the current school quarter or semester. A copy of this policy (JCDAC) will be sent home with students at the beginning of the school year and will be given to parents who register their children at a later date. Please review this policy with your child.

Withdrawal Procedure

When a student is going to withdraw from school, he should bring a note from the parent or guardian stating the last day the student will be in attendance, the area the family is moving to, and the school the student will be attending, if known. The student should give the note to his teacher who will send the information to the front office. The teacher will give the student a copy of a withdrawal form to take to his new school. Our office staff needs (at minimum) a one-day prior notice in order to process the paperwork. Only the parent who registered the child will be allowed to initiate the withdrawal process.