

August 2010.

1. **Student Dress Code:** Students are expected to dress in a conservative manner that reflects good grooming habits. The following guidelines are for all elementary students in the district:

...Shorts may be worn to school year-round, but no short-shorts are permitted.

...Tops must cover the shoulders. No tank tops, muscle shirts, halter-tops, mesh shirts or exposed midriffs are permitted.

...Conservative footwear. Safety must be the prime consideration where footwear is concerned.

---Students are not allowed to come to school with hair color that is not natural.

2. **Dismissal:** If your child must be dismissed from school early, please send a note to school indicating the date and time of the early dismissal and who will be picking up your child. When picking up your child, please go to the office. For safety reasons, parents are not permitted down the halls to pick up children. Dismissal is five-minutes earlier this year. Announcements will be made at 3:40 with children being dismissed to buses before 3:45. Please come into the school no later than 3:35 to sign out your child.

If a student says someone is picking them up and they do not have a note, they will be sent home on their regular bus if their ride is not here to pick them up. When possible, refrain from calling the school at the end of the day to make transportation arrangements. Calling earlier in the day is much better as the busiest time for Mrs. Kasler is 3:15-3:45.

Calling mid-morning or mid-afternoon works the best. We want to ensure all children arrive home safely and last minute calls are sometimes too late, as the child has already departed on the bus.

For parents picking up children:

- Parents should come into the school no earlier than 3:30 p.m.
- Parents should sign out children, (in the office) on a daily basis.
- Parents should wait in the front hallway for their children, (after signing them out). Children are not permitted to walk out to parent's cars unattended. You must be waiting to walk out with your child.
- Between 3:40 and 3:45 we will dismiss the children who have been signed out.

3. **Morning arrival** is 9:05-9:10. If your child is eating breakfast, please have them here at 9:00. Please help us enforce this for your child's safety. No child is permitted to enter the building prior to 9:00 a.m. According to the teacher contract, teachers must be duty free from 8:30 to 9:00 a.m. Students arriving at school after 9:15 a.m. must report to the office before going to classrooms.

4. **Bus Passes** are given when one student rides the bus home with another student. In order for a bus pass to be given, two notes must be received; one from the parent of the child going to another's house, and one from the receiving child's parent. This is for your child's safety.

6. **Absence:** Parents should notify the school before 11:00 a.m. if their child is absent. Please be certain to follow this procedure and send a note or doctor's excuse the day they return. This is outlined in the folder and designed to protect the children in our schools. If your child has an appointment, please bring them to school prior to or after the appointment. We still get credit for attendance as long as your child is here anytime during the school day. Attendance is part of our state report card and we must be above 93% attendance each year.

7. **Medication:** Enclosed in the student folder you will find the forms regarding medication that may be given in school. Please read them carefully. In the event your child needs to take medication in school (prescribed or over-the-counter) one of the enclosed forms must be completed. Medication will be accepted in the original prescription bottle only. All medication must be stored in the school office and administered by school personnel.

8. **Emergency Procedure Cards:** Please complete both sides of the Emergency Authorization Card and sign the backside. You will find this information in your student folder. This information is important in case we need to contact you during the school day. Please keep us informed if any of this information changes during the year. It is imperative we know when your phone numbers change. Please return the card to school by Friday, August 20th and (Wednesday, August 25 for pre-school and K students).

9. **The Acceptable Use and Internet Safety** form and the Student Image/Work Permission form (green) are safety precautions for the school and for the student concerning Internet policies and procedures. Please review these policies with your child before signing and returning them.

10. **Lunch prices** will be \$1.75 for the tray lunch, and \$1.25 for breakfast. Milk and juice will cost \$.40. Reduced rates will remain the same as last year \$.30 for breakfast and \$.40 for lunch. Free lunch forms and additional information are enclosed in the student folder. These must get sent in ASAP to ensure your child receives free/reduced lunches.

11. **Monthly Calendars and Newsletters** will be sent home with your child at the beginning of each month. Hopefully, these calendars will keep you up-to-date on all the happenings at Hocking Hills Elementary.

12. **Bus Safety:** Please stress with your child the importance of appropriate bus behavior. Students must sit in their assigned seats, talking quietly. They are not permitted to get out of or stand up in their seats. Bus drivers must keep their eyes on the road while children follow all bus rules. I take bus cards/inappropriate bus behaviors very seriously.

13. **Cafeteria Rules:** Teachers will bring children down to lunch each day. Children are to follow all school S.H.I.N.E. while in the cafeteria. They must show responsibility,

have respect for self and others, be in control, demonstrate a need to be safe and be great environmental caretakers.

Playground Rules: Children must follow all instructions from teachers making for a safe outdoor environment. Children may run and play but are not permitted to play games that involve extreme physical contact. For example, basketball, soccer and flag football are fine. Playing war games where hitting is part of the game and red rover is not acceptable.

School Discipline: Following the SHINE rules and use of the behavior wheel are vital keys to making our discipline effective. Teachers and staff members of HH follow the wheel and exhibit great judgment in the area of discipline. As most of you know, we follow a progressive daily discipline plan by means of the behavior wheel. All children begin the day on GREEN. If they are breaking rules, their clip is moved to the warning color of YELLOW. If another infraction occurs, their clip is moved to RED. The final step is the moving of a clip to black. This results in an office referral. If a child is referred to my office, that signals that all other means have been exhausted or the referral is one of extreme nature. I deal with referrals by always taking an action. You will be notified if your child is referred to the office.

Thank you for your quick response to the important information you will supply to our school upon the completion of these forms. I look forward to working with you and your child. Please do not hesitate to call or come in with questions and/or concerns.

Mrs. Trina Barrell