

## Concord Elementary School 2015-16 Student Handbook

### **What to do if: You are absent from school.**

Parents should send a note with their child the day they return. Students will give the excuse to their teacher. The excuse should state a reason for the absence. Excusable absences include sickness, family emergency, doctor's appointments and court appearances etc. All absences are unexcused until a note is brought into the office and the absence is excused based upon a reason stated above.

### **You have to leave early.**

If you know about the dismissal in advance, bring a note to the office, signed by a parent stating the reason you are leaving early. You will meet your parent in the office. Parents are asked to sign out their child in the office and **NOT** go to the classroom to get a student. A person other than a parent or guardian will not be allowed to pick up a child unless they have parental permission in writing or over the phone.

### **You are tardy to school.**

Our school day is from 8:50am-3:35pm. Students may begin entering the building at 8:25 am and report to their homeroom. If a student is tardy (after 8:50), excusable reasons for tardies include sickness, family emergency, doctor's appointments and court appearances etc.

### **You want to use the telephone.**

Report to the office after getting permission from your teacher. Using the school phone is allowed in cases of emergency only.

### **You become sick.**

Tell your teacher and get a pass from the teacher to report to the nurse's office.

### **You need to take any medication.**

Parents must sign a "Medication Authorization" form and bring it and the medication to the school nurse in the main office. Any medication that is brought to school should be in the original container and clearly labeled with dosage instructions. **No medications will be given if the parent has not filled out a "Medication Authorization" form.**

### **You are sick and need to get your homework.**

Have your parent call the office and make arrangements for your homework to be collected. Your parent may pick it up in the office at the end of the school day. If you are absent only one day, assignments will not be gathered. You should simply wait until the next day when they return to get your assignment.

### **You wish to celebrate your birthday.**

No parties are allowed in the classrooms, except at **Halloween, Christmas, and Valentine's Day**. If it is your birthday, your parents can bring in a snack for the whole class to be eaten at snack time. Please remember that healthy snacks are best and that drinks other than water are not allowed in the classrooms. Parents, please check with your child's teacher regarding food and other allergies prior to bringing items into school. Invitations for birthday parties outside of school may not be handed out in the classroom unless everyone in the class is invited.

### **You miss the bus.**

It is the parent's responsibility to get you to school if you miss the bus. Missing the bus is an unexcused absence and you cannot make up school work.

**You want to go home with another student.**

It is the student's responsibility to bring into the office a note stating who they will be going home with and by what mode of transportation (bus/car rider, etc.).

**You forget your lunch money.**

See the cafeteria manager.

**You are planning to go on a trip or vacation.**

Bring a written note to school **BEFORE** the planned absence so that the absence can be excused.

**You lose this agenda.**

A replacement copy can be purchased in the office.

### **General Rules and Regulations**

Concord Elementary School is very proud of its facilities. A lot of work goes into cleaning and maintaining the building. It is the duty and responsibility of every student to see that no one abuses the school building. Students found guilty of destroying property will receive disciplinary action that may include restitution and repair. Disciplinary action in other circumstances can include time out, lunch detention, after school detention and suspension, etc.

Students are asked to adhere to the six pillars of character and show proper respect to their peers and adults at all times.

The Pillars of Character include **Trustworthiness, Fairness, Respect, Responsibility, Caring, and Citizenship.**

Students are to follow the directions of all teachers or other school employees and are always to give their name if asked.

Students must dress appropriately for school. Shoes must be worn at all times. No hats are allowed. Shorts may be worn but must be an appropriate length. This length of shorts is determined by placing hands and extended arms by your side and having the fabric of shorts come past your fingertips. Shirts and blouses must be no shorter than belt length. Flip-Flops are not to be worn on P.E. days. The principal reserves the right to determine what appropriate attire is in questionable situations.

Students are expected to keep their eating areas clean. During lunch, students are to speak in low voices and follow all cafeteria rules.

Candy, gum, and other sweets may not be brought to school or eaten except by permission of the teacher. **Drinks, with the exception of water, are not to be consumed in the classroom.**

Toys are not to be brought to school unless the teacher has determined that they have some instructional value and has given permission.

Students should avoid bringing large amounts of money to school. If purchases are necessary, students should bring in only the amount of money necessary.

Students are expected to behave in all classes. Students who continually disrupt the academic atmosphere in a classroom will be subject to strong disciplinary action.

Students are to walk in the building. Running is not permitted in the building or going to and from the buses.

Students are not to throw such items as stones, mulch, sticks, snowballs, or acorns while on the school grounds.

Students are not to bring or use any type of weapon and tobacco products on school grounds. Possession or use of these items will result in disciplinary action.

Students are to stay away from Route 24 (Village Highway), the dumpsters near the cafeteria, the boiler room, and the roof. The teacher's lounge is also off limits.

Illegal acts such as the possession, transmission, sale, or use of drugs or alcohol at school will result in disciplinary action.

**Bullying of any kind will NOT be tolerated.** Bullying is defined as any aggressive and unwanted behaviors that are intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Students are encouraged to see our school counselor and ask for a Peer Mediation when having difficulty with other peers.

### **Attendance Issues**

In addition to the Campbell County Policies, Rules, Regulations and Procedures outlined in the student handbook, the following apply to Concord Elementary School.

1. Parents must come to the office to sign students out if:
  - A. The student needs to leave school before regular dismissal time.
  - B. The student is riding home by any other means other than the school bus.
2. Students who leave the school grounds without permission will be subject to disciplinary action and possible suspension. As soon as you get on the bus or school grounds, students are the responsibility of the school.
3. Students who are not in the Discovery Program cannot enter the building before 8:25 am.

### **Unexcused Absence Attendance Policy**

1. You will be notified by a letter mailed home when/if your child reaches 3 unexcused absences reminding you to send in excuse notes.
2. When/if your child reaches 5 unexcused notes you will receive a letter asking you to schedule a conference with me via phone or in person to develop a plan to resolve absences.
3. When/if your child reaches 6 unexcused absences you will receive a letter notifying you of the absences as well as a phone call to schedule a conference in my office to develop a plan, or update previous plan if necessary, to resolve absences.
4. When/if your child reaches 7 unexcused absences you will be referred to the Truancy Review Team and face a possible court date to resolve absences.

### **End of the Day Car Riders**

Parents are asked to follow the school's procedures regarding the car rider pick-up and afternoon dismissal.

### **For Parents**

**In addition to the items reviewed in this handbook please be advised of the following:**

It is very important that the most up-to-date emergency contact information is on file in the office. In the event this information changes, please contact the office as soon as possible. If a student has a custody order, the most up-to-date copy needs to be on file as well in the office.