

Hamilton County Community Unit #10

East Side Elementary
Student Handbook
2016-2017



“Education Will Forever Change Your World”

To Our Students:

Welcome to East Side School. All of the staff are committed to making each student’s experience here successful. All of us firmly believe that education is the key to success.

The primary grades are the foundation for a successful learning experience. With that in mind this handbook has been developed to clarify procedures and define students expectations. All of our staff will work hard to promote cooperation and communication between school and home, appropriate behavior, good attendance, and good character. Students and parents are encouraged to read and keep this hand book as a reference tool. The policies set forth are a combination of state mandates, our local board of education are those developed especially for our school.

I want to wish all of our students the best of luck and encourage all parents to get involved with their child’s education.

“Attitude Determines Altitude”

Mark Scott

Principal, East Side School

A PROFILE OF THE TYPE OF STUDENT
WE EXPECT AT EAST SIDE

1. Someone who takes responsibility for themselves - the way they look, talk, and the way they act.
2. Someone who has good manners - can say “please” and “thank you”, is friendly, courteous, and respectful to everyone in our school, regardless of who they are, and follows the “Golden Rule”-treat fellow students and staff as you want to be treated.
3. Someone who attends school regularly, brings a note excusing illness (or an emergency) upon returning to school, and personally checks with each teacher to get pre-excused for any absence other than illness or emergency.
4. Someone who gets to class on time with the appropriate learning materials, exercises good study skills, and work habits and upon completing an assignment, quietly finds something constructive to do rather than disrupt others.
5. Someone who looks at school as a challenge and works to improve. Is not merely concerned with getting a right answer, but creatively thinks of several solutions to a problem. Does homework regularly and hands assignments in on time.
6. Someone who is honest with themselves and with the property of others. If they make a mistake, admit it, take their consequences, and continue on.
7. Someone who follows the basic rules of our school and obeys safety rules on the playground, classroom rules of each teacher, and hallway rules. Keeps noise to a minimum, walking and keeping hands to self.
8. Someone who can pick up litter and put it in a waste basket and is willing to pick up after someone else who forgets.
9. Someone who volunteers to do a little extra to make a class, our school, or our community a better place.
10. Someone who follows the dress code and wears appropriate clothing. Not wearing inappropriate attire in the school, like hats or sunglasses.

- MISSION STATEMENT -

East Side School accepts all students as they are and believes that they can master the needed academic skills and achieve personal success. The staff, parents, students and community share the responsibility for providing a safe, caring, and positive environment in which all students are valued and challenged. Staff development activities and evaluation of student outcomes will be used to ensure that students acquire the knowledge and skills necessary to become successful adults.

CODE OF CONDUCT:

I. Philosophy of Student Discipline

We at East Side School recognize that there are many factors that contribute to the discipline problems among today's students. Among these factors are: difficulty in coping with the physical changes of childhood and early adolescence; pressures of the peer group and a need for peer group approval; poor communications with adults; emotional stresses related to "growing up"; confusion due to differing values in society; frustration with academic class work; the influence of conditions outside of school and/or at home; and many others.

The Board of Education of the Hamilton County Community Schools believes that good discipline in the school setting provides each student with the best possible atmosphere for learning. Each student and his family should understand that any teacher or school official not only has the right, but the duty, to insist on good behavior in all areas and functions of the school. Students have the right to a free education, but they also have the responsibility to comply with the school's rules and regulations.

Students have to understand that they must give respect to get respect. They have the responsibility to respect all school staff and other students. Students have the right to get help from the teachers and other school staff, but they also have the responsibility to ask for such help in a reasonable manner.

All students will be treated fairly, considerately, and consistently. Disciplinary action will fit the violation and will occur as soon as practical after the incident. Each student's behavior is looked upon as a unique outgrowth of his/her maturity level and environment. It should be noted that the discipline procedure is cumulative for each student.

It is not our intent to list the countless number of procedures and problems that confront us daily with disciplinary measures. We believe that every student's problem must be handled on an individual basis. The ultimate goal of any disciplinary policy should be to encourage personal responsibility for actions and the development of internal restraints.

II. Student Expectations

Safety refrain from bringing onto school grounds anything that may endanger the general safety of others. These include, but are not limited to: knives, matches, lighters, fireworks, glass bottles, squirt guns, water bottles, skateboards, guns and/or weapons, etc. Such articles will be confiscated and may not be returned. Bringing them on to school grounds may result in disciplinary action.

Responsibility is the foundation upon which individual rights are based. Students must be aware of and respect the safety, property, feelings and individual rights of others. A list of all the various responsibilities would be endless. However, within the school setting, there are basic responsibilities of such importance that they must be listed. Each student has the following responsibilities.

Respect the human dignity and worth of every other individual.

- A. In an effort to maximize educational time and minimize distractions, students should refrain from bringing toys to school. Toys are considered items such as trading cards, hand-held electronic games, etc. These examples are not all inclusive. This rule is subject to the discretion and prior approval of your child's teacher.
- B. Be informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of all students.
- C. Study and maintain the best possible level of academic achievement.
- D. Be present and on time in the regular school program to the best of one's ability.
- E. Refrain from libel, slanderous remarks and observe fair rules in conversation and responsible journalism.
- F. Dress and appear in a manner which meets reasonable standards of health, cleanliness and safety.
- G. Exercise the utmost care while using school facilities, thus preserving school property and promoting a healthy school environment.
- H. Conduct oneself in an appropriate manner while in attendance at school or school related function held on or off school grounds. School regulations apply

whenever and wherever the school has responsibility for students, including time spent traveling to and from school or at extracurricular activities, home or away.

- I. Become actively involved in your education, understanding of people, and preparation for adult life.

BUILDING ADMINISTRATORS MAY CHOOSE TO APPLY DISCIPLINARY MEASURES OTHER THAN THOSE SPECIFICALLY LISTED WHEN IT IS DEEMED APPROPRIATE.

III. Teacher Managed Behavior - These acts of misbehavior are to be dealt with by the teacher until such time as the misbehavior cannot be controlled by the teacher. They include, but are not limited to:

- A. Disruptive behavior in or out of the classroom
- B. Backtalk (non-compliance/disrespect)
- C. Tardiness to class (late to class)
- D. Minor horseplay (pushing, shoving, teasing)
- E. Public overt physical affection (hugging, holding hands, kissing)
- F. Minor (incidental) profanity or obscene language
- G. Violation of other classroom or school regulations such as having gum, candy, using cell phones at school, wearing hats or sunglasses inside building or wearing inappropriate clothing
- H. Loitering in the restroom or in an unauthorized place
- I. Lying/cheating/plagiarism
- J. Minor disorderly conduct or misbehavior

Punishments for misconduct will be dealt with in a progressive order; however, steps may be skipped if the administrator deems it appropriate. This can include teacher reprimands, teacher consultations and punishments, loss of privileges, parental contact and conference, principal conference, lunch period detention, restricted lunch, after school detention, suspension, or other action deemed appropriate.

Teacher managed behavior violations will result in the following:

1. Loss of privileges, Loss of Recess
2. Lunch Detention
3. After School Detention
4. Principal Referral
5. On a student's third after school detention for the semester they will be assigned ISS. (4th Grade and Above)
6. Parent/Teacher Conference held to determine next step in process.

IV. Behavior and Potential Consequences

IV. Group I Violations/Principal managed behaviors - include, but not limited to:

- A. Profanity or obscene language directed toward others
- B. Excessive physical affection
- C. Failure to serve detention
- D. Truancy from one or more classes, but less than a full day
- E. Computer misuse
- F. Bringing laser pointer to school
- G. Bringing inappropriate or obscene materials, either pictures or narrative, to school
- H. Inappropriate bus conduct

Group I violations will result in the following:

1. Loss of privileges
2. Detention(s)
3. Parent conference with principal
4. School Suspension – In school suspension
5. Bus suspension

The seriousness of the Group I violation and number of offenses shall determine the extent of punishment.

NOTE: Punishment for truancy will depend upon the length of the truancy and circumstances that surround it. Truancy will be reported to the Regional Office of Education for follow-up as required by state law.

V. Group II Violations/Principal managed behavior - include, but are not limited to:

A. Major Profanity or Obscenity

School employees will not have to tolerate profane language at any time. Profanity directed toward a school employee will warrant a more serious discipline action. The act of using obscene language or demonstrating in verbal or written form or in pictures, caricatures or gestures is prohibited in or on any school property.

B. Disorderly Conduct/School Misconduct

May be defined as any conduct that is not in the best interest of the students or property of the school.

C. Defiance of Authority/Insubordination/Disrespect/Rudeness

Any school personnel have the right to make a request that is in the best interest

of proper school environment. Any outward defiance will warrant disciplinary action. Students must present their name to school personnel upon request.

D. Fighting/Intimidation of students or staff (bullying)

Fighting on school grounds or in buildings will not be permitted. Students involved in an assault will be disciplined for fighting.

E. Verbal Abuse

To intimidate, harass or bully another person because of that person's race, color, religion, gender, or national origin will result in a disciplinary action.

F. Forgery

Students who forge, or have other students forge passes or notes for them face disciplinary action. The school requests parent's signatures on many forms and will accept only that of the parent or legal guardian.

G. Cheating, copying other student's work or having someone other than a student complete work, tests or assignment will not be tolerated.

H. Smoking, use or possession of tobacco or related incidents

No smoking or chewing shall be allowed by any students on school property (buildings, grounds, buses, etc.) or at home or away school sponsored activities. Students are not to have any forms of tobacco on their person or in their lockers. Students with tobacco will surrender same. Offenders will be referred to the Principal. Students should not be involved with other students in violation of this rule.

I. Removed from detention for inappropriate behavior

J. Inappropriate Internet use*

K. **Cell Phones** – Students are allowed to carry cell phones to school, however, they are **NOT ALLOWED TO USE THEM** during the hours of the school day. Phones must be turned off and turned into the classroom teacher during the day. (School is not responsible for the loss, theft or damage to any electronic device.)

Violations will result in:

1st offense - Phone will be turned into the office for the balance of the day.

2nd offense – Phone will be turned into the office and a parent must come to school and pick up the phone. It will not be released to the student.

3rd offense – Student will not be allowed to bring the phone to school.

L. Theft

Taking property not belonging to the person taking it, whether it is property belonging to the school or to another person, whether by threat or deceit or openly or secretly and including the possession of property known by the possessor to be stolen.

Group II violations are those of a more serious nature, they may result in multiple after school detentions, ISS or OSS or any combination of those. These incidents will be handled on a case by case basis.

*In addition to a school suspension, loss of Internet privileges and or other appropriate legal action may be taken.

*East Side Admin reserves the right to eliminate students from school activities for behavior issues.

Group III violations - include but are not limited to:

A. Alcohol and drugs: A student shall not knowingly possess, use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind: on school grounds before, during or after school; off school grounds at school related activity, function or event; on school buses, or rented carriers. This includes look-a-like drugs and alcohol.

*EXCEPTION - A student who is taking prescription medicine under a doctor's direction. Such student and/or parent must inform the office when he/she is under doctor's care or taking prescription medicine. (Such medications will be kept locked and secure and administered by the building administrator, school nurse or designee.)

Group IV

- A. Arson
The willful and malicious burning of, or attempt to burn, any building, structure, or property of the Hamilton County Unit #10 School District, or others.
- B. Explosive
Possession/use of explosives on school property or at school events.
- C. Assault
Physical threats or violence to persons.
- D. Intimidation of School Authorities
Interfering with administrators or teachers by intimidation with threat of force or violence.
- E. Extortion, blackmail, or coercion
Obtaining money or property by violence or threat or forcing someone to do something against his/her will by force or threat.
- F. Malicious Mischief
The cost of replacement or repair for property damage will be the responsibility of the student and/or parents.
- G. Vandalism
The act of willful or ignorant destruction of property belonging to another or others.
- H. Weapons
Illegally possessing, using, or threatening to use any weapon or instrument capable of inflicting injury.

A student possessing a weapon may be expelled from school. Weapons include firearms, knives, pocket knives opened by mechanical device, brass knuckles, explosive devices, etc. Students having knowledge of any weapons on school property must notify school officials immediately.
- K. Defacing School Property
The act of altering or attempting to alter school property.
- L. Violation of state/local ordinances and/or other serious misbehavior

Group III and IV Violations are of a more serious nature. Consequences can range from parental notification, detention, loss of privilege, bus suspension, In-School Suspension, Out-of-School Suspension, and expulsion. There is also the possibility of legal action. These types of violation will be handled on a case by case basis.

DUE PROCESS PROCEDURAL RULES AND REGULATIONS FOR THE SCHOOL COMMUNITY

The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Illinois.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent or guardian, indicate the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to contest the allegations which may lead to disciplinary action or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.

SUSPENSION PROCEDURES

1. The student shall be informed of the specific charges forming the basis for the disciplinary recommendation, and shall be given a brief explanation of the evidence against him or her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to facilitate the student's return to school.
 - b. When necessary, an administrator will meet with parents or guardians and the student to plan the satisfactory return of the student to the school setting.
4. If the parents are dissatisfied with this action, they may appeal to the superintendent, or his designee to review the decision.

5. If parents are dissatisfied with the action/decision of the superintendent, the parent/student may appeal to the Board of Education.
6. Students suspended out of school will be given the opportunity to make up missed work.

APPEARANCE:

Because of our responsibility to the students and community, students are expected to be neat and clean. Any state of dress or grooming which could constitute a health or safety hazard, or be considered distasteful, inappropriate, unkempt, or unclean, will not be allowed. The administrators are authorized to make these judgments and set rules and regulations for the operation of the building. The following dress code provisions are not all-inclusive and may be added to by the building Principal.

1. The students' appearance must be neat and clean. Clothing with noticeable holes, intentional rips/tears, or that's extremely dirty will not be allowed.
2. Shoes must be worn at all times. Dress sandals are acceptable. However, they may not be worn in situations where prohibited by the teacher for reasons of health or safety. **TENNIS SHOES must be worn daily for recess and P.E.**
3. Bare midriffs, bare back, halter style clothing, spaghetti straps or short shorts are not considered appropriate for school dress. Tank top muscle shirts are not appropriate for boys and scooped neck tank tops are inappropriate for girls. Shorts are to have a 4 1/2" inseam.
4. Coats are not to be worn in building during the school day. Sweaters and light jackets may be worn on cool days.
5. Hats are not to be worn during school hours. They are to remain in the student's locker.
6. Sweatshirts, shirts, hats, shoes, etc. that display, promote, advertise, or encourage the use of alcohol, illegal drugs, tobacco, obscenities (in word or picture) or distasteful actions will not be allowed in school. This includes buttons, stickers, etc., designed for that purpose. Promotion of controlled substances, look-a-like chemicals, etc. will not be allowed on school grounds. Necklaces or jewelry promoting any of the above will be confiscated and returned to a parent.
7. Billfold CHAINS may not be worn at school.
Students who are in violation of the dress code, or deemed questionable, will be

sent to the office to correct their appearance before returning to class. Parents may be contacted to bring the appropriate clothing or take corrective measures. Repeat offenders who willfully violate this code of conduct may be treated as insubordinate.

8. “Razor cut” jeans which have cutting(s) in areas which might offensively expose various parts of the anatomy. Jeans with holes or slits above the knee will not be permitted.

Students Sent Home Sick: Students need to be symptom free for 24 hours before returning to school.

AUTHORITY:

Students are reminded that in addition to teachers and administrators, any adult is to be obeyed and treated with respect. This includes the secretaries, bus drivers, lunch room supervisors, custodians, cooks, substitutes, parent sponsors and visitors. It is also expected that adults will treat students in a similar manner.

BEFORE SCHOOL:

Students are allowed in the building at 7:30 A.M. to eat breakfast or avoid inclement weather, unless notified otherwise by the building administrators or staff. When students are allowed to enter the building early, they are asked to remain in the gym or other designated areas just inside the main entrance.

BICYCLES:

Students are allowed to ride their bicycles to school. They are to park them in the designated areas until school is dismissed. It is advised that students chain/lock their bicycles while in school. Safe bicycle riding must take place at all times. Students may lose their riding privileges if bicycle misbehavior occurs. Bikes must be walked to playground parking place to avoid buses and cars. The school will not be responsible for bicycles that are damaged or stolen.

EMERGENCY CARDS:

The office shall have emergency information on file for each student. We ask that parents/guardians fill out this sheet completely and notify the school of any changes immediately. Student emergency sheets must have an emergency phone number (home, work, neighbor, etc.) by which the parent/guardian may be reached in an emergency.

AFTER SCHOOL TRAVEL ARRANGEMENTS FOR STUDENTS:

Students should have a regularly scheduled destination. In the event parents need to change where their child goes after school, **parents should call the school office before**

2:00 p.m. (It is important to call early enough to allow time to notify the child and school personnel of changes.)

BOOKS:

Students are issued textbooks from the District. Students are expected and will be held accountable for books issued to them. DO NOT borrow another student's books!

LOST AND FOUND:

Lost and found items will be kept at the main office. Students should turn found items in to the office. All unclaimed or unidentified articles will be disposed of after thirty (30) days.

VISITOR POLICY:

Parents are encouraged to visit the school. ALL visitors are requested to report to the office and state their business to the school secretary. The secretary will then make arrangements for the individual to complete their business. Student visitors are not allowed during class time. They may visit after school is dismissed at 2:50 P.M.

PHONE CALLS:

Phone calls by students before, during and after school should be kept to a minimum. Students may use the phone inside the office during the school day and only then with teacher and secretary permission. Students should be clear of the building by 3:10 P.M. each day unless the principal, teacher, coach or other type sponsor detains them.

HOMEWORK:

Homework is important! It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and may provide opportunities for independent study, research, and creative thinking. The amount of homework assigned by the teacher will depend upon the age and abilities of the student. Parents may help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

4th, 5th and 6th Grade Attendance and Grade Policy For Athletic Programs

It is the philosophy of Hamilton County Unit #10 that participation in athletics is a privilege, which is secondary to the importance of educational achievement. Therefore, the following standards shall be in place for all 4th, 5th and 6th grade athletic programs.

A. Attendance:

In order to participate in an athletic event, the student must have attended school all day the day of the event. The Principal may waive this requirement under special

circumstances (regular scheduled appointment).

B. Grades:

In order to be eligible, a student must be passing four of the five classes listed below:

Language Math Reading Science Social Studies

Principals will make a weekly check of grades. If a student has not passed the previous week's work, that student will be ineligible until the next week's work has passed the criteria. If a student is ineligible for academic reasons, that student may attend and participate in team practices, but may not dress for or participate in a game.

CAFETERIA RULES AND PROCEDURES

1. Enter cafeteria in an orderly and quiet manner.
2. Stay in an organized line and show respect to others.
3. Once seated, remain until meal is completed and an adult supervisor gives permission to empty tray.
4. No food, utensils, etc. are to be thrown or tossed.
5. Use conversational tone in talking; avoid loud, boisterous noise.
6. Do not move from table to table while in cafeteria.
7. Eat all food in cafeteria; do not carry food outside.
8. Please do not comb hair in cafeteria.
9. Clean up your area after eating.
10. Return tray to the clean up area in an orderly manner and follow the set procedure or dispensing of paper, forks, spoons, etc.
11. Exit cafeteria quietly when dismissed from cafeteria and report directly to the designated area on playground, or gymnasium during inclement weather. Do not go into any other section of the building during lunch time.
12. Respect the rights of others at all times.

BUS CONDUCT:

All Unit #10 bus drivers have been directed to require a "pink bus ticket" from any child boarding their bus that is not a regular rider of that bus. The "pink bus ticket" can only

be issued by the building principal after specific communication, preferably in writing from the parent. These “pink bus tickets” are to be issued on rare occasions when a family emergency requires assistance.

The bus driver shall have the primary responsibility for discipline on the bus. However, in cases when a student does not conduct himself/herself properly on a bus, the director of transportation or the bus driver will bring such instances to the attention of the building principal. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the student’s behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children gets to and from school safely.

The following list of safety rules, although far from complete, will provide a basis for safe conduct:

1. Be on time at the designated school bus stop.
2. Be careful in approaching the place where the bus stops. Walk on the left side facing oncoming traffic. Do not move toward the bus until the bus has been brought to a complete stop. This is particularly important during icy weather because the bus might skid as it is stopping for you. If it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus then WAIT for a signal from the bus driver permitting you to cross.
3. Stay off the road, out of danger of passing vehicles and flying stones, at all times while waiting for the school bus.
4. Board the bus in an orderly fashion.
5. Stay in your seat while the bus is in motion.
6. Keep your voice low.
7. Keep your head, arms, and hands inside the bus at all times. Do not throw anything out of the bus windows.
8. Keep your feet, books, etc. out of the aisle so that students will not trip.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. If you detect any approaching danger that you believe the driver is not aware of, don’t hesitate to warn the driver. Sometimes the driver cannot see in all directions.
11. Be alert in the event of a road emergency or danger signal from the driver. Remain seated in the bus until the driver gives instructions.
12. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. is unnecessary, costly, and wasteful.
13. Help keep the bus clean and sanitary.
14. Carry no animals or insects onto the bus.
15. Do not ask the driver to stop at places other than the regular bus stop. He is not permitted to do this except by proper authorization from a school official or parent.

16. Observe the same safety precautions when the bus stops. Get off the bus quietly and quickly not crowding, pushing, or shoving. Always use the handrail. If it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus and WAIT for a signal from the bus driver permitting you to cross.

It is the responsibility of each student to display good behavior on the bus because of safety. Each parent and student should refer to the school handbook/calendar for the district's policy on bus conduct.

If a REPORT OF BUS CONDUCT is filled out by the bus driver, the following consequences may be applied based on the severity and/or frequency of unacceptable behavior. (Students receiving bus conduct reports will receive demerits.)

- 1st Offense – Detention (after school, noon or recess/parent contact)
- 2nd - 3rd Offense – Three day suspension from riding the bus.
- 3rd Offense – Three day suspension from riding the bus.
- 4th Offense – Five to Ten day suspension from riding the bus.
- 5th Offense – Suspended for the rest of the school year from riding the bus.

WEATHER CONDITIONS AND EMERGENCIES

In the event of inclement weather conditions or other emergency situations affecting the school schedule, parents will receive phone calls via the School Messenger System and the following radio and television stations will be contacted prior to 6:00 a.m. of the affected day.

WISH Radio	98.9 FM	McLeansboro
WMIX Radio	94 A.M.	Mt. Vernon
WRUL Radio	97.3 FM	Carmi
WFIW Radio	104.9 FM	Fairfield
Z100 Radio	99.9 FM	Marion
WSIL TV	Channel 3	Marion
KFVS TV	Channel 12	Cape Girardeau
WPSD TV	Channel 6	Paducah

In the event inclement weather conditions strike after school has begun and a decision is made to dismiss classes early, the announcement will be placed on the above listed radio and TV stations. DO NOT CALL the radio or TV stations, the bus garage, or school. Please listen to one of the stations above for information or call the district number. School Messenger may also be used

If your phone number changes please notify the school immediately so that the School Messenger Notification System can be updated.

ABSENT – TARDY INFORMATION

All students are required to be in school for **300 minutes** of instructional time to be counted a full day attendance. A student is present one-half day if they are here 150 minutes a day. To determine if an absence is excused or unexcused refer to the **Attendance Policies** listed in the school calendar (Parents are expected to contact the school in the event of absence. If parents do not call and the school is unable to reach the parents regarding a reason for absence, the absence will be considered unexcused.)

ELEMENTARY

The elementary school day excluding lunch is 355 minutes.

1. If a student is absent less than 55 minutes at the beginning or ending of a day they will be counted tardy but not absent.
2. If a student is absent more than 55 minutes up to 205 minutes they will be counted absent for one-half day.
3. If a student is absent more than 205 minutes they will be counted absent for an entire school day.

VERIFICATION THAT PARENT AND CHILD HAVE READ THE
STUDENT HANDBOOK AND UNIT CALENDAR

I, the parent/guardian of _____, have read the Student Handbook
and Unit 10 calendar and discussed them with my child.

Signature of Parent/Guardian

PLEASE RETURN THIS FORM TO SCHOOL BY YOUR CHILD AS SOON AS
POSSIBLE. Thanks!