

WELCOME LETTER

Welcome back Sidewinders! We are very excited to be starting the 2019-2020 school year as your leaders! It will be an exciting school year as we work together to ensure you get the best education possible.

We are providing this handbook to you as a guide and road map to a successful school year. Please take the time to review this handbook with your son/daughter and feel free to contact us with any questions you may have.

We need you to take an active role in your child's education. When we partner with each other it truly provides the best support system for your student. Thank you for your support and we look forward to a wonderful school year!

Christina Boston
Principal

Rebecca Posey
Assistant Principal

SCHEDULE

A daily master schedule of all start and end times, including lunch times, will be provided prior to the first day of school. All students, all grades will have a school day that runs from 7:45 a.m. to 2:30 p.m., Monday through Friday. Students in all grades follow a traditional school day routine whereby most of the day is spent with their classroom teacher, except when participating in Special Areas such as Art, Physical Education, Technology, or resource classes. All students may arrive to school no earlier than 7:20am. Breakfast in the Classroom is served from 7:25am – 7:45am, instruction begins promptly at 7:45am.

STUDENT UNIFORM/DRESS CODE

The Tolleson Elementary School District Board recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all campuses in the district. To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted by the district. Based upon careful and extensive research and community input, the Board believes the dress code is in the best interest of the district's students for the following reasons:

- To enhance a climate for learning.
- To ensure campus safety and security.
- To instill school unity and pride.
- To eliminate label competition.
- To promote affordable dress.
- To provide homogeneity and opportunities for self expression.
- To uphold modesty standards.
- To simplify dressing.

No student will be denied an education for inability to afford a uniform. In situations of economic need, the district will work with parents and students to resolve any family's financial inability to purchase student uniforms.

For students who choose not to adhere to the uniform/dress code, the district will suggest alternative enrollment in a neighboring school district.

Students are required to dress in the proper uniform attire. It is the responsibility of parents to ensure compliance with the uniform/dress code. All students must be in uniform by the first day of school.

THE UNIFORM

Boys:

Solid white, solid hunter green, navy or powder blue top with a collar and sleeves (short or long). No visible logos on the shirt and pants. This may be either a polo type shirt or a dress shirt. Navy blue, or Khaki pants or shorts. No denim or corduroy allowed for either top or bottom.

Girls:

Solid white, solid hunter green, navy or power blue top with a collar and sleeves (short or long). This may be either a polo type shirt or a blouse. No visible logos on the shirt and bottoms. Navy blue, or Khaki long pants, walking shorts, jumper, skirt, or 'skorts'. No parachute, denim, corduroy, or stretch fabric allowed for either top or bottom.

DRESS CODE

Top:

- Shirts must have either a solid white, navy, powder blue or solid hunter green collar. Turtle necks and 'mock' turtle necks are acceptable. Any shirt worn underneath the uniform must be plain white (no writing or logos).
- Shirt/blouse length must be long enough to be securely tucked in, but no longer than approximately 5-7 inches below the waist.

Bottoms

- Baggy or over-sized uniforms are not acceptable and thus prohibited.
- Skirts, shorts, 'skorts', or jumpers are not to be shorter than approximately 5 inches above the knee. Girls may wear shorts under their skirts provided they do not show. No undergarments may show.
- Pants may not be more than one fitting size larger than the student's actual size. Pants length may not exceed one inch below the ankle and must hang straight on the leg (no bunching, accordion style, bell bottoms, flares, slits, stretch pants, etc.). Pants must be properly hemmed and worn at the waist. For shorts with a skirt on top, the skirt may not have a slit.
- Sweatpants are not permitted at any time.
- Capri pants are acceptable provided they are in compliance with the dress code.

Footwear:

- For safety reasons, thongs, slippers, platform shoes, marshmallow shoes, and bare feet are not allowed. Only flat heeled shoes (less than 1 1/2 in.) may be worn.
- Shoe laces must be of appropriate width and color for the type and brand of shoe being worn. Extra wide, colored shoe laces are not permitted.
- For safety reasons, “Heelys” or any other type of roller footwear is strictly prohibited.

Accessories:

- Belts are optional. If belts are worn, they must be solid black, blue, white or brown in color with no logos and may not be more than one size larger than the waist. Only one belt buckle may be worn. Belt buckles may not contain any reference to alcohol, drugs, gang affiliation, or inappropriate language
- Bandanas of any type may not be worn on campus.
- Ties may be worn on special occasions as long as they are appropriate to the occasion. They must be worn appropriately and not draw undue attention.
- ***Hoods may not be worn inside.*** Caps may be worn outside only with the brim facing forward. Caps may not contain logos relating to alcohol, drugs, gangs, or inappropriate language. No hair nets or nylon type caps allowed.
- Any color socks may be worn, as long as they match and do not draw undue attention. Full length tights and knee-high socks/tights are acceptable for girls as long as they match and do not draw undue attention.
- Any buttons, jewelry, outer wear, or other accessories which contain vulgar, lewd, obscene or offensive messages, advocate the use of alcohol or drugs, refer to or identify gangs, or draw undue attention are not permitted.
- All alterations should be done for proper fitting only and must comply with dress code/uniform standards.

Grooming:

- Hair coloring (unnatural colors) and/or styles (e.g. mohawks) **that draw undue attention** are prohibited and subject to administrative discretion.
- For safety reasons, body piercings, other than earrings, are not permitted. Earrings that draw undue attention or pose a safety risk are not permitted.

Outerwear:

- Outerwear is to be worn solely for the purpose of keeping warm. Outerwear jackets, sweaters, sweatshirts, etc. must be of appropriate fit, not hanging more than approximately 5-7 inches below the waist and adhere to all dress code policies.
- Sweatpants are not permitted at any time during the year.

Out of Uniform Procedures:

Students who come to school out of uniform will be issued a loaner uniform in exchange for their clothes worn from home, if available. Students must return the loaner uniform washed and folded the next school day. At the end of that school day, their personal clothing will be returned to take home. Parents may be held financially responsible for loaner uniforms not returned. If no loaner uniform is available, students will be allowed to call home to have their uniform brought to them. If no home contact can be made, the student will remain in an assigned location until contact can be made.

Noncompliance:

All dress code violations will be dealt with on an individual basis by administration and may include, but not be limited to, parent conferences and administrative action. *Issues regarding the dress/uniform code not specified in this handbook will be addressed on an individual basis by administration.

SPECIAL OCCASIONS

On occasion, the principal may allow a ‘spirit day’ where students may wear clothing other than the prescribed uniform. This will be on special occasions only. The students and parents will be notified prior to the spirit day. All other dress code standards will still apply.

ATTENDANCE POLICY

The regular attendance of a school age child is required by state law; absences are excused only for important reasons such as illness, bereavement, other family emergencies or observance of major religious holidays of the family’s faith. State law mandates that the school record reasons for all student absences; therefore, it is necessary to notify the school. All absences not verified by parental or administrative authorization will remain unexcused.

School administration reserves the right to request verification of any and all absences when the absences (whether excused or unexcused) are deemed excessive by administration. Any and all such absences will be considered unexcused if appropriate verification is not received.

Unexcused absences or tardiness pertain to issues when a parent or guardian does not call or send a note of written verification, or if a student is absent from any class or activity without permission during the school day. In the case of unexcused absences or tardiness, the following procedure will be sequentially followed:

1. Letter sent home by school office after 5 absences.
2. Student and parent conference with administration.
3. A citation may be issued at five unexcused absences or tardies.

4. The child and parent must meet with a juvenile probation officer in the school office to discuss consequences (CUTS Program)
5. If the situation continues and the child exceeds 18 absences, a citation will be issued and referred to Juvenile Court, 3125 W. Durango, Phoenix.

Note: If a student is absent 20 or more school days, whether excused or unexcused, the student may not be promoted to the next grade.

Parents, please remember that you must notify the school office as soon as possible if your child is going to be absent or late for any reason. Parents are asked to avoid scheduling non-emergency appointments (dental, doctor, etc.) during district testing times.

TARDIES

Students arriving to school and entering the classroom late cause a disruption to the learning environment. Please assure that your child arrives to school on time. Tardies are considered excused when a contact (note, call, etc.) from the parent, doctor or dentist verifies the late arrival. A pass from a teacher is acceptable if a student is detained in another class. Late bus arrivals to school campus are also considered excused tardies.

TRUANCY AND PROMOTION

Please note that excessive absences, whether excused or unexcused, may affect the decision to promote a student to the next grade. If the student suffers from chronic illness you must get a chronic illness form completed each year by a doctor.

DISCIPLINE PHILOSOPHY

Sheely Farms Elementary School discipline policies and procedures are the product of common understanding and the community's expectations of our school. School discipline should protect persons and property and nurture the physical, social, mental, and emotional growth of its youth. School policies specifically limit the opportunity of any individual to interrupt another student's educational growth. We believe discipline exists to make possible a good educational program and to protect the welfare of those who participate in the program. Site administrators will adhere to the guidelines stated in the discipline matrix.

GENERAL CONDUCT

When students are at Sheely Farms Elementary School, students will follow Sheely PRIDE Expectations as outlined in the PBIS section of this handbook. Students will respect adults and the race, gender, culture, and native language of others. Slurs or related behavior will NOT be tolerated. The following guidelines should be followed at all times:

- Students will comply with all district policies.
- Students will come to class prepared and on time.
- Students will respect and obey persons in authority. Any employee of the district has the right and

responsibility to supervise a student.

- Students will not interfere with a teacher's right to teach or a student's right to learn.
- Students will not engage in any behavior which violates the personal rights or well being of another individual.
- Students will remain on campus and in assigned areas at all times.
- Students will use good judgment when circumstances warrant it.

SCHOOL EXPECTATIONS AGAINST BULLYING

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

BEFORE SCHOOL EXPECTATIONS

Sheely Farms is a Breakfast in the Classroom School. In order to maximize instructional time, breakfast is served in the classroom before the bell from 7:20am – 7:35am.

- Enter the building through the front doors
- Walk quietly to the classroom

AFTER SCHOOL EXPECTATIONS

- Walk quietly and safely to your designated exit
- Stay calm and quiet while waiting to be picked up
- All students must exit the campus within 15 minutes after dismissal

CLASSROOM EXPECTATIONS

While in the classroom, the student will:

- Follow all classroom and school rules.
- Respect and obey the teacher and/or paraprofessional.
- Respect the right of the teacher to teach and the students to learn.
- Do what is expected and do it the best he/she can.

PLAYGROUND/RECESS EXPECTATIONS

In order to minimize risk of injury, students are to observe the following basic rules of behavior while in the school yard:

- Use equipment correctly
- You must have a pass to visit the nurse or restroom
- Stay within the playground
- Play fairly and safely

- Games involving physical contact are prohibited.
- Games that involve throwing objects at another person or property are prohibited.
- Caution and good judgment should dictate behavior at all times.

RESTROOM EXPECTATIONS

Students are to use only those restrooms assigned for their grade level. Passes are necessary when students go to the restroom. No more than one student at a time should be given a pass to the restroom. Loud talking, yelling and playing will not be tolerated in the restroom areas. Students are to return promptly to class after using the restroom. Vandalism of any kind will not be tolerated.

CAFETERIA EXPECTATIONS

- Wait politely in line for food
- Use appropriate indoor voice
- Remain seated until given permission to get up
- Clean up after yourself
- All food and drink need to stay in the cafeteria
- Always walk to and from the cafeteria.
- There is to be no food or drink taken from the cafeteria. Duty teachers will remove such food from a student's possession. This includes food or drink from the serving line and lunch bags.
- Students are to remove trays, papers, etc., from their table area before leaving the cafeteria.
- Reasonable quietness is expected of all students in the cafeteria. They will be expected to pick up around the seating area and leave the table clean.
- All students are expected to stay seated until dismissed.
- Follow staff directions regarding number of students allowed per table or seating area.
- No throwing of food or other objects.
- There is no cutting in line.
- Students are to leave the cafeteria and go directly to their assigned area/field when released by the duty teacher at the correct time.

Parents wishing to have lunch with their child are to check in with the office first to obtain a visitor's pass.

LEARNING CENTER/LIBRARY EXPECTATIONS

- Enter and exit quietly without talking.
- Respect and obey all adults in charge.
- Follow all rules established by the learning center staff.

COMPUTER LAB EXPECTATIONS

- Wait until your teacher is present to enter the lab
- Go to your assigned computer
- Use appropriate indoor voice
- Respect all computer lab equipment
- Get your teacher's permission to print

BUS EXPECTATIONS

The safety and welfare of students and the community at large are of primary concern. Bus riders should practice the following safety standards and conduct themselves in a socially acceptable manner. Misbehavior/vandalism on the bus or at the bus stop will be handled appropriately. Students who ride the bus to school are responsible for the following safety practices:

- Follow all directions of the driver and/or monitor.
- Keep hands, feet, and objects to themselves.
- Do not use profanity, obscene, or threatening language or actions.
- Do not possess or use any of the following items: weapons, sharp objects, drugs, alcohol, tobacco, rubber bands, glass containers, animals, radios, or electronic games, food, drink, or gum.

LOITERING/TRESPASSING

Any person on school property who has not been properly identified, by checking in at the school office, is considered to be trespassing. Any person trespassing will be asked by a school official to leave at once.

Any person on or near school property may be asked by a school official to identify him/herself and state their reason for being there. Persons not having a good reason or business with the school will be asked to leave the area at once. Failing to respond to the request of a school official may result in immediate referral to the Phoenix Police Department.

Anyone who willfully disrupts the educational/school business by abusive language or physical affronts will be immediately referred to local authorities.

GANG ACTIVITY OR ASSOCIATION

It is the District's position that gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. Further, it is the District's position that the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, tattoo, or manner of dress or grooming that, by virtue of its attribute indicates or implies membership or affiliation with such a group, is prohibited because of the disruption to the educational process. For these reasons, the following activities are prohibited and shall subject any student engaging in them to disciplinary action:

- Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others.
- Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures

that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school.

- Any student caught or suspected of illegal activities or affiliations may be referred to the local authorities.

SMOKING, ALCOHOL, DRUGS

The possession and/or use of tobacco, alcohol, drugs or any substance which may be used for the purpose of intoxication is prohibited. Violations of this rule will result in suspension and/or referral to the police.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan with their teacher and become familiar with it. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Because safety in an evacuation is of the utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to return to the building. No one is to return to the building until the signal is given by an administrator.

CLOSED CAMPUS

Sheely Farms Elementary School is a closed campus. This means that no student may leave the school grounds during school hours. Students are required to eat lunch at school. They may eat the lunch provided in the cafeteria or bring lunch from home.

ARRIVALS AND DEPARTURES

Upon arriving at school, students shall report to their designated, supervised area. Supervision is not provided until 7:20am, 25 minutes prior to school start time, therefore; please do not allow your student to enter campus prior to that time. Students arriving at school after the designated start time must check in at the front office prior to going to their assigned class. Late students will be marked tardy.

Upon dismissal, students must leave the school grounds immediately unless they have parental permission to be involved in a school sanctioned activity after hours such as sports, clubs, tutoring, etc.

STUDENT CHECKOUT

Please try to schedule appointments after the school day. If you need to pick your child up during the school day, please report to the office in order to have them paged from their classroom. Students will not be called from their classroom until the parent/guardian is physically present in the office. **No students will be checked out 15 or fewer minutes prior to the actual dismissal time.**

Parents or guardians must sign out their child in a notebook kept in the office. **Please remember students will only be released to individuals listed on the Emergency Card**

filed in the office and with proper identification. Do not go directly to the classroom to check your child out early.

WHERE TO GO FOR HELP

The primary staff member that a student should go to if they need help is their homeroom teacher. In emergencies, students should contact the nearest staff member for assistance. Remember that every Sheely Farms Elementary staff member is ready and willing to help.

GRADE REPORTS

Kindergarten-8th Grade students will receive a grade report at the end of each nine week quarter. Grades are cumulative through the grading period and are based on the following percent scale:

90-100% = A (Excellent)

80-89% = B (Above Average)

70-79% = C (Average)

60-69% = D (Below Average)

0 -59% = F (Failure)

All K-8 special areas classes will also be based on the A-F scale.

PROGRESS REPORTS

Progress Notices are sent home each quarter. A teacher may send a Progress Notice at any time. Parents are encouraged to call their child's teacher whenever there are questions or concerns regarding academic progress.

PROMOTION / RETENTION

Students are always considered on an individual basis regarding promotion and retention. The decision to promote or retain is based on input from the teacher, parents, and administrators. If a student is in danger of being retained, the parents will be notified by the end of the second quarter.

If a student is identified by a teacher for possible retention, various steps will be implemented by the teacher, counselor, and administration. These steps may include, but are not limited to: Child Study Team; intervention by the counselor; administrative intervention; instructional modification; and administration of the LIGHT assessment test.

No less than 3 parental contacts will be made prior to retention. The final decision to retain a student will be made during a Child Study Team meeting. The teacher makes the final decision on retention. Parents may appeal the teacher's decision to the governing board.

ACADEMIC ISSUES OR CONCERNS

If a student begins to have trouble with his/her work, or is doing unsatisfactory work, the following process will take place:

- The teacher will use various strategies to differentiate instruction and modify student learning.
- The teacher will attempt to resolve the problem by calling the parent or meeting personally with the parent and student.
- The teacher will consult with other teachers in the same department to develop solutions for action to resolve continuing problems.
- The teacher will consult an administrator for assistance if prior interventions fail which may include referral to the Child Study Team.

CLASSROOM WORK

Students are expected to be prepared for classes and participate constructively in activities assigned by the teacher. Students will:

- Bring pencils, paper, notebook, agenda, and other appropriate supplies to class each day.
- Do their homework assignments and turn assignments in to teachers as scheduled.
- Complete schoolwork and tests

HOMEWORK

Homework will help students practice and reinforce skills learned during regular class time. It also will help students apply skills learned in class and broaden the scope of understanding. The first type of homework is assigned to students on a daily basis and is generally due the next day. It may be possible at times for students to accomplish these assignments at school, depending on the teacher's recommendation. The second type of homework is usually accomplished with the assignment of projects that may take several weeks to complete and be due on a certain date.

- Students will have one day to make up assignments for every excused absence day.
- Homework will not be used to constitute the majority of a student's final grade.

AGENDAS

Agenda use is required in all grades. The purpose of the agenda is to enable students to organize their daily assignments, keep track of homework, and to set goals. The agenda also provides an excellent tool for parent-teacher communication. It contains a calendar, various educational resources, organizational tools, and the Student/Parent Handbook explaining all rules and procedures of Sheely Farms Elementary.

Students are encouraged to obtain a 3 ring binder in order to contain the agenda and other important information provided by the school and/or teachers.

TEXT BOOKS

Textbooks will be provided by the school district according to Arizona State Law, and are subject to the following conditions:

- Books are to be used ONLY by the student to whom they are assigned.
- Books must be paid for if lost, stolen, or damaged excessively.
- Any graffiti markings, other than student name, will be considered excessive damage. Each student is fully responsible for the textbooks assigned to them.
- Please note: A.R.S. 15-727 states "The school districts shall hold pupils using the textbooks, subject matter materials, supplementary books and instructional computer software responsible for damage or loss of the textbooks, subject matter materials, supplementary books and instructional computer software."

LIBRARY

An outstanding collection of books and reference materials are provided in the library. Students are encouraged to use these materials as frequently as possible. The librarian is available to help in finding materials or directing you to appropriate sources. Parents may be held financially responsible for lost or damaged library materials.

FIELD TRIPS / PARTIES

Field Trips: Students on field trips will be expected to follow the same behavior guidelines that are required while at school. All students participating in a school sponsored field trip must have a permission slip, signed by a parent or guardian, returned to his/her teacher, and must accompany the rest of the class on the trip. No student absent or signed out from school will be allowed to participate in the trip. Students who are on out-of-school suspension may not participate in any field trip nor appear at the site of the field trip. Students may be excluded from any field trip if their behavior, in the judgment of their teachers, warrants their exclusion.

Non-Academic Field Trips: In addition to the criteria stated above, teachers reserve the right to establish additional criteria for students to participate in non-academic field trips. The teacher will provide advanced notice to parents regarding what the criteria for participation shall be.

Chaperones: Only a limited number of parent chaperones can be accommodated on field trips and must be approved by the teacher. Parents of students who have been disqualified are strongly discouraged from transporting their child to the field trip location. Checking a student out of school to attend a field trip that he/she has not qualified for will be considered an unexcused absence.

Parties: Classroom parties are generally permissible one time during the winter holidays and at the end of the year. Classroom birthday parties are strongly discouraged. Homemade items are not be brought to school for distribution to students for health and safety reasons.

FUNDRAISING / SALES

The school does not permit individual students or teachers to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. Only school sponsored fundraising and sales are permitted.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

Participation in extracurricular sports or competitive academic activities shall adhere to the following guidelines:

ACADEMICS

Eligibility: Minimum cumulative grade of “C” with no “F” grades in any course, including special areas.

Grade Checks: Grade checks shall be conducted exactly one (1) time per week. These checks are to occur on the same day of the week as determined by the building principal.

Ineligibility: A student is deemed ineligible if his/her weekly grade check reveals a cumulative grade of less than “C” and/or an “F” in any course.

Probation: Minimum of one (1) week. He/she may continue to attend practice but will not participate in scheduled games/competitions. On game/competition days, a student on probation may not participate with the team in any way such as traveling to and from a game, game warm-up, or sitting on the bench with the team.

Reinstatement: A student on probation may be reinstated upon successful completion of the above mentioned academic eligibility requirements as determined by the next scheduled weekly grade check. Once reinstated, a student is eligible to participate until the next grade check.

PARTICIPATION

Eligibility: A student must attend and arrive on time to all scheduled practices and games/competitions.

Ineligibility: If a student misses two (2) practices (unexcused) for any reason, he/she will be placed on probation. *If a student misses three (3) practices (unexcused), he/she will be removed from the team.*

Probation: Exclusion from the next scheduled game/competition. On game-day, the student may not participate with the team in any way such as traveling to and from the game, game warm-up, or sitting on the bench with the team.

Reinstatement: Immediately following completion of the game/competition from which he/she was excluded.

ATTENDANCE

If a student is absent from school (more than 50% of the school day) on the same day as a game/competition or practice, he/she is not eligible to play or practice on that day.

BEHAVIOR

Once the team has been established, a student earning one (1) Office Referral will render him/her ineligible to participate in that day’s practice or game. Two (2) or more discipline referrals shall result in removal from the team.

Any suspension from school, for any reason, shall result in removal from the team.

Note: Eligibility issues for students with an IEP (Individualized Education Plan) shall be determined on a case-by-case basis as appropriate to that student’s particular IEP

CAFETERIA / FOOD SERVICES

Breakfast: Breakfast is served in the classrooms each morning and is free of charge for all students.

Lunch times and prices: TBA

Student lunch accounts: Students enrolled in the TOLLESON ELEMENTARY SCHOOL DISTRICT are assigned an account number. This account number is used in the cafeteria for lunch only. At the beginning of the school year, a classroom list is printed with each child’s name and number for them to learn. A computerized register is used to accurately track each child’s activity on their account.

Parents are expected to put enough money in a child’s account to cover anticipated lunch expenses. Money can be sent to school with the students, delivered personally to the cafeteria office, or mailed to the school. We accept cash or checks. A \$15.00 fee will be charged for checks returned from the bank. Any student who must charge to their account due to a negative balance will be served a nutritionally adequate meal for free. Please ensure that your child has sufficient money in their account, brings money daily, or brings a lunch from home.

FREE AND REDUCED MEALS

The application for free and reduced meals is sent home with all students at the beginning of the year. Check the guidelines to see if you qualify. If you have questions, or special circumstances, feel free to call Child Nutrition Services.

BICYCLES

Students are permitted to ride their bicycles to school. They must be placed and locked within the designated bicycle parking area. Please note: The school is not responsible for bicycles that may be stolen or damaged.

VISITORS

Students are not to have visitors attend school with them. Guest passes are available for parents or other adults who have a reason to visit the school. State Law mandates that all visitors report to the office before entering the school building(s). All visitors MUST report to the administration office, sign in, and receive a guest pass prior to visiting any location on campus. IT'S THE LAW!

HEALTH SERVICES / MEDICATIONS

A nurse, health aide or designee is available during school hours for first aid. The school nurse offers guidance concerning illness and disease and screens all students to help resolve health problems and assist the family in securing adequate assistance. The nurse is responsible for securing and recording all health records. ALL students must have current immunization records on file. Students who need to have access to prescription medication in school must leave it with the school nurse, along with parental permission for administration of medication and written directions from the prescribing physician concerning the medication's use and administration. Written permission must be on file with the school nurse before any non-prescription pain reliever can be dispensed to students. Medication MUST be in original container in order to be administered. Students are not permitted to have non-prescription medication on campus.

THE OFFICE MUST HAVE A CURRENT EMERGENCY TELEPHONE NUMBER FOR EVERY STUDENT. It is extremely important that parents/guardians keep the school informed of current telephone numbers and addresses at all times.

TELEPHONE

Students are not permitted to use the telephone except for emergencies. Students will not be allowed to call home for their homework, books, etc. In order for your child to receive the maximum number of educational hours available, we will not interrupt the classroom for messages unless it is an emergency or call students to the office to be checked out prior to parent/guardian arriving to school.

LOST AND FOUND

All articles found on campus should be turned into the office. Students may retrieve lost articles there. Unclaimed articles will be given to charity periodically during the school year after students have multiple opportunities to claim lost items.

CHANGE OF ADDRESS

Please notify the office of any changes in address, home or work phone numbers. In case of an emergency, the school must have up-to-date information for the safety and welfare of the children.

EMERGENCY CARDS

Every year parents/guardians will be asked to complete an emergency card on each child enrolled. Please provide the information requested. There MUST be someone listed on the card who can be contacted from the school by telephone during the school day. These cards and numbers are used by the nurse and the office to contact parents in case of absences, illness, or accidents. It is very important that phone numbers, places of employment, etc., are kept current for your child's protection. Please notify the office of any changes during the school year.

ENROLLMENT / WITHDRAWAL

Enrollment: In order to enroll a student at Sheely Farms Elementary, a birth certificate, record of immunization, and proof of residency are required.

Withdrawal: On the day of withdrawal, the student must pick up a clearance sheet from the office and have all teachers sign it. After the clearance sheet has been signed by all assigned teachers, P.E. equipment, uniforms, special class fees, cafeteria charges and library records will be checked to determine if all debts are cleared. When the clearance sheet is complete, an OFFICIAL WITHDRAWAL SLIP will be filled out and must be signed by a parent or guardian.

STUDENT INSURANCE

Parents are encouraged to purchase student insurance for their children if they do not have coverage elsewhere. Dental insurance is also available. Brochures are available in the nurse's office if your child had not already brought one home. Please refer to the brochure for any limitations or restrictions that may apply.

PARENT INVOLVEMENT / VOLUNTEERS

Sheely Farms Elementary School welcomes parent volunteers. Due to issues of confidentiality and maintaining uninterrupted learning environments, please contact your child's teacher to find out what types of volunteer activities would be appropriate and most beneficial. All volunteers must check in at the office before entering the campus.

PERSONAL PROPERTY CODE

The following items of personal property are not allowed on campus or at any school activity and may be confiscated unless written permission is given by an administrator (these items include but are not limited to):

- Cell phones, tablets, laptops, iPads and related technology
- Any type of music amplification device e.g. ipods, cd players, portable stereos, etc. and any related media such as cds, tapes, digital memory cards, etc.
- Personal sports equipment
- Aerosol cans or hair spray

- Weapons of any kind or size, including: knives or guns of any kind or size (including
- pocket knives, toy knives and guns)
- Any type of electronic games
- Gum, candy, or sunflower seeds.
- Laser pointers
- Any type of personal property that interferes with the learning environment and/or safety of others
- Any item that is of significant personal or monetary value
- Large sums of money

NOTE: Loss or theft of any of the above items shall not be the responsibility of the school or school personnel.

CELL PHONE/ ELECTRONIC DEVICE

Cell phones and personal electronic devices are inappropriate for student use at school since they create a disruption in the learning environment. Students may not talk on phones during class nor use the photo, game or text messaging functions. Students are to put cell phones and personal electronic devices away upon arrival. Students may not keep phones on their person or at their desks at school. Phones should be secured in their backpacks or cell phone lockers (if available). They are to be kept on silent or off while in backpacks throughout the student's time at school. We cannot be responsible for breakage or loss. AirPods are not permitted to be worn during school hours. Earbuds or headphones may be worn in class at the teacher discretion for instructional use.

Cell phones that cause a distraction will be taken to the office where parents may retrieve them. Refusal to give a staff member the device after a violation of school or classroom rules will result in escalated disciplinary action.

The cell phone policy also applies on the bus, cafeteria, breezeways and on the playground.

If parents feel there is a reason for an exception, they should contact the office to schedule an appointment with the principal.

We understand their use in emergency situations, but those situations should not be happening during school hours. The district is not liable for any personal property that becomes lost, stolen, or destroyed; it is best their cell phones stay at home or are put away in backpacks.

STUDENT RECORDS

The right to inspect and review educational records and the release thereof, or access to such records, other information, or instructional materials will be consistent with the Family Educational Rights and Privacy Act (FERPA).

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act.

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record, in a hearing if necessary.
- The right to report violations of FERPA to the U.S. Department of Education.