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Longfellow Elementary School

1955 W. Laskey Road, Toledo OH 43613

(419) 671-3800

Attendance Line (419) 671-3801

FAMILY HANDBOOK

2018-2019

PLEASE READ AND FOLLOW ALL RULES



My signature below indicates that I have read this handbook and will do my best to adhere to the school rules and policies.

Parent Signature

Student Signature



Toledo Public Schools

District Mission Statement: Toledo Public Schools' mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

Vision Statement: Toledo Public Schools strives to be an "A-rated" school district whose graduates are college and career ready.

6 Core Commitments:

- 1) Student-Centered: Districtwide decisions and operations will be built around the best interest of students.
- 2) Accountability-Based Management: Establish a system wide accountability that may have a direct or indirect impact on student growth.
- 3) Building Stronger Relationships: The district will continue to strengthen and broaden the relationships it has with all stakeholders and interest groups along with establishing full community inclusion.
- 4) Technology oriented: Orchestrate a technological environment to meet the needs of the digital natives which are today's and tomorrow's students.
- 5) Rigorous Curriculum: Continue to research the best practices along with on-going professional development that aligns with the 21st century national and state standards which will ensure students receive the skills to compete in a global economy.
- 6) Develop a Districtwide Culture of High Expectations: Establish a districtwide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.



LONGFELLOW'S MISSION

The mission of Longfellow Elementary School is to create opportunities that prepare each student to become independent, productive, life-long learners. We strive to provide meaningful educational experiences in cooperation with the home and the community.

Our teachings are based on Ohio's New Learning Standards. Planning is based on data derived from diagnostic and achievement tests. We adapt to the diversified needs of our students and work to enhance the involvement of home and community.

ATTENDANCE

In accordance with The Missing Children Act (April 1985) parents are required to contact the school when a child is going to be absent. **Please call the school attendance line at (419) 671-3801 if your child will be absent or tardy.** An answering machine will receive your call and record your message. State your child's name, teacher and reason for the absence. A written excuse **must** be sent to the teacher promptly when your child returns to school.

Compulsory Education: All educable children between the ages of six and eighteen are compelled under Ohio law to attend school unless properly excused. In accordance with this law and the Ohio Board of Education Standards (cited below), the following policy prescribes the manner in which any child may be excused for past absence from school for good and sufficient reasons.

Here are the only reasons for an **Excused Absence** for elementary students by the State of Ohio:

1. Personal illness (**Only 10 can be excused without a Doctor's Notice**)
2. Quarantine of the home
3. Death of a relative (Three day limit)
4. Observance of a religious holiday
5. Emergency or set of circumstances which in judgment of the superintendent of schools constitutes a good and sufficient cause of absence from school. (This reason will apply to those students excluded from school for lack of proper immunization.) Also includes: custodial visit, bus transportation, pending court actions, out-of-country, court appointment, and detention center
6. Other circumstances- including immunization or measles exclusion, dental and medical appointment, and public performance (school sponsored) during the school day may be excused by the principal.

Unexcused absence: Unexcused absences are absences that do not meet the criteria described above. Vacations outside of the school calendar are unexcused absences. Make-up work for unexcused absences, suspensions, or expulsions is provided at the discretion of the teacher.

All students are expected to be in school on time (9:00 AM). Acceptable *Excused Absence* criteria apply for *Tardy to School* Infractions. Once a student has been tardy to school 5 times, a detention will be given.

Excessive absences or tardies will result in referral for Truancy Mediation.



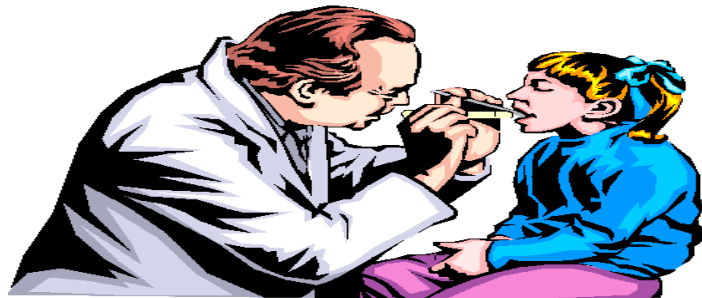
A student who is absent for 38 hours (6 days) of school in one month or 65 hours (10 days) in a school year, excused or unexcused, is considered excessively truant. School districts are required to notify parents when their child reaches this threshold. If a student is absent for 30 hours unexcused (5 days in a row), 42 hours unexcused in a month (7 days) or 72 hours unexcused (12 days in a school year), they will be considered habitually truant from school. Once a student has met the threshold of habitually truant the school will form an Absence Intervention Team that should include the parent and staff members familiar with the student. They will create an Absence Intervention Plan to help remove barriers to attending school daily and on time.

APPOINTMENTS

Try to make appointments outside the school day. When this is not possible and it is necessary for your child to leave school early, send a note from home stating the time you plan to pick up your child. In cases where your child arrives late to school due to an appointment, a doctor's slip should be sent with your child to confirm that he or she has been seen. *Please remember, all students must be Signed Out in the office before dismissal during the school day.*

If a student must leave the building during the school day for any reason, the person coming to pick up the child must come into the office to sign the student out of school. ***Only*** Parent/Guardian can pick up a student unless a note is sent from Parent/Guardian giving consent for an alternate person to pick up the child. Please be prepared to show a picture ID. If you know in advance that your child will need to leave early, please write a note to the teacher. Office personnel will call the student to the Office when a parent or designee arrives to school. **DO NOT** go to the classroom to pick up your child.

Please note that Early Dismissals negatively affect your child's attendance, and impact Perfect Attendance.



ARRIVAL AT SCHOOL

Parents, **please see to it that your child does not arrive early unless given special permission. Early arrivals are not supervised and often encounter trouble. Doors open for Breakfast at 8:30. Students should not arrive at school before 8:45 unless they are eating Breakfast.**

Once a student arrives on school grounds, they must not leave for any reason without permission from the principal.

Students are considered Tardy if they are not in their classroom at 9:00 AM.

BIKES, ETC.

Bikes, skateboards and other wheeled self-transportation are not permitted.

BIRTHDAYS and CELEBRATIONS

Excessive items (ie. Balloons, flowers) are not acceptable during class as this takes away from academic time. Any of these items will be kept in the Main Office until the end of the day.

Please communicate with the Teacher before sending in treats. Please send items that are in individual portions. We do not have the resources needed to cut and serve treats. Parents are encouraged to assist in the cafeteria when bringing in treats.

BOOK FAIR

A book fair will be held during the school year. Each class will be scheduled to attend the fair and can purchase items at that time.

BUSSES

Yellow busses are used for those students living approximately one or more miles from the school. Transportation is not provided for approved Out-of-District students. Parents are notified late in August as to pick up/drop off times and bus routes.

Appropriate behavior is expected for the safety of all children and violations will be handled by the school office if the driver refers the situation by way of bus referral for misconduct. Failure to comply with Bus Rules may result in suspension from the bus and/or school discipline. Parents can call transportation (419) 671-8541 to check on busses and/or seek information.



CAFETERIA

BREAKFAST: Breakfast is free and available to all students. Breakfast is served between 8:30 and 9:00. On Delayed Start days, Breakfast will not be served. Breakfast is not mandatory, but is strongly encouraged.

Lunch is FREE for all students. Regular lunchroom service begins the first full day of school. A hot lunch service is provided at Longfellow daily for those students who desire to receive a school lunch. Children may bring a packed lunch. Milk is available for purchase. Every child is encouraged to eat lunch as the school day is long and needed energy is essential.

A menu will be included in each monthly school newsletter (Longfellascope). They are also available at www.tps.org.

Children may talk to one another in the lunchroom, but screaming, horseplay, or throwing food will not be permitted. **INAPPROPRIATE BEHAVIOR WILL RESULT IN DISCIPLINARY ACTION.**

Students are not to eat food, candy, potato chips, etc. outside of the lunchroom. All trash must be cleaned from the tables and floor before students will be dismissed from the lunchroom. No glass containers are allowed in the lunchroom. **POP, DS GAMES, CD PLAYERS, AND IPODS/MP3 PLAYERS ARE ALSO PROHIBITED.**

Parents please talk to your children about sharing food. Food should not be shared. There are several students in the building who have allergies to various foods, especially peanuts and peanut-based foods. Also, sharing food can spread germs.

CHANGE OF ADDRESS, PHONE AND EMERGENCY NUMBERS

If you move during the school year, it is essential to send your new address to the office immediately. This also applies to change of phone number, parent names, and custodial status. Emergency information and family cards must be kept up-to-date at all times.

COUNSELING SERVICES

Counseling services are available. Parents can request these services should a concern arise pertaining to your child. Send a note to the classroom teacher or call the school office.

CRISIS

Longfellow has a plan in place to address threatening situations to our students and staff. Precautions are taken to ensure the safety of our students. Lockdown Drills and ALICE Drills will be practiced in order to prepare students for possible emergencies at school.

DELAYED START

Delayed Start will take place as warranted by inclement weather. In these cases, please check the local news stations to watch for a Delay. When it is necessary to delay, the school doors will open at 10:45 AM. The late bell will ring at 11:00. Breakfast will not be served on these dates. We will follow our regular lunch schedule.

Please plan ahead. Make childcare arrangements for Delay situations so you are prepared.

DISCIPLINE

It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a practice of good behavior, not only for their own benefit, but for the benefit of others as well.

Violations or infractions of the rules may lead to suspension or expulsion. Violations of rules so designated will result in mandatory expulsion. These rules apply to all school-related activities and behavior to and from school, including bus conduct.

A detention may be served by a student after school for a violation of a school rule. Parents will be given a 24-hour notice before the detention is served. After school detention will not exceed one hour.

Saturday School will also be utilized throughout the year. Students are assigned based on disciplinary issues. Saturday School runs from 8:30am – 10:00am. Students are expected to be in Dress Code attire. They will also be prepared to use this time wisely completing classroom assignments, and/or school-related materials.

Any student who is suspended or expelled shall be allowed to make up all work. If this work is unable to be made up due to labs/in class work, then the work cannot be counted against the student and the student shall be held harmless.

DISRUPTIONS TO THE SCHOOL DAY

Deliveries to students (ie. flowers, balloons, fast food/pizza) are not accepted during the school day.

Note: A parent can bring lunch to their child at his/her scheduled lunch time.

DOGS/PETS

Please leave your dog and other pets at home during Arrival and Dismissal and other school related activities. Many students and adults are not comfortable around animals, or may have allergies.

DRESS CODE

The TPS districtwide Dress Code is in effect. All students are required to follow the Dress Code (See Appendix).

DRESS DOWN DAY

Dress Down Day will be held on the FIRST FRIDAY of each month. In the event that the FIRST FRIDAY is on a day that school is closed due to a holiday, inclement weather, etc, there will be NO Dress Down Day for that month.

Students participating in Dress Down Day are expected to wear school appropriate attire. The following items will NOT be allowed: spaghetti straps, sports or cheerleading uniforms, flip-flops, high heels, “saggy pants”, torn articles of clothing, shirts or garments with inappropriate statements, form-fitting stretch pants or “yoga” pants, and dresses or skirts above knee-length. Questionable articles of clothing will be approved by the principal or designee.

EARLY HIGH SCHOOL OPPORTUNITY (EHSO)

EHSO is a Toledo Public Schools program for eligible 7th and 8th grade students to take one class per school year at their learning community high school. These classes are taught by high school teachers using high school textbooks and curriculum. Students enrolled in EHSO can earn High School graduation credit for successful completion. Eligibility is based on achievement scores, grades, and attendance. Students and parents/guardians are informed of eligibility in the spring of each year for the following school year and must maintain eligibility throughout both 7th and 8th grade.

ELECTRONIC DEVICES

Electronic devices should not be brought to school. Cell phones are not to be visible or in use during the school day for any reason.

Electronic devices will be confiscated when they are disruptive to the educational process. The parent or guardian may pick up the confiscated device at school. If the device is not picked up, it will be sent to the TPS Security Office for parent or guardian pick-up.

Toledo Public Schools is not responsible for lost, damaged or stolen electronic devices. After the last day of school, all electronic devices remaining at the TPS Security Office will be destroyed.



EMERGENCY EVACUATION PROCEDURES

The following information is most important. Please read these procedures carefully.

We have organized an emergency school evacuation procedure as follows:

1. All students will report to the YMCA.
2. Children will not be released to go home early until approval is obtained from the superintendent and/or his designee.
3. Children will not be released to go home via telephone call from a parent. Parents must pick up children in person.
4. All children can be dismissed at the regular dismissal time.
5. Bus students will be taken home (by bus) as soon as busses are available or at regular dismissal time.

EMERGENCY MEDICAL FORM

In the beginning of the school year, an Emergency Medical Authorization Form will be sent home with your child. Complete all the information on this form and return it immediately to the school. Please keep the school informed of any changes that should be made. Remember that your child's well-being depends on you. The school will only call in case of an emergency. It is essential that you notify the school office of special problems such as; convulsions, asthma, allergies, diabetes, etc.

FIELD TRIPS

From time-to-time throughout the year, our students may be taking field trips. Trips will provide first-hand experiences related to subject matter. Parent permission slips will be mandatory, proper transportation will be used and authorization by the administration will have been given. Field trips are a privilege. ***It is left to the discretion of the teacher whether or not a child attends.***

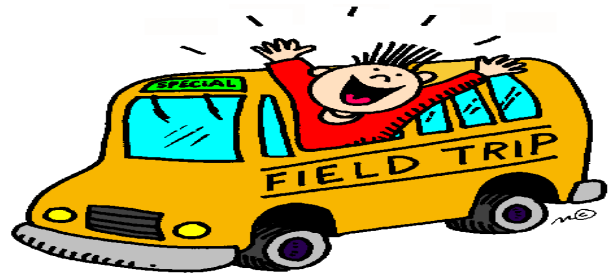
Please note: a student must have an Emergency Medical Card on file in order to be included.

Due to the nature of chaperoning and helping to supervise students, younger children/siblings are not able to attend field trips. The chaperones should be able to give the group their full attention and enjoy the time with their child and his/her classmates.

FIRE DRILLS

Fire drills are held monthly. When the fire signal sounds, the following rules are expected:

1. Children walk quickly but quietly.
2. Children must remain absolutely silent.
3. Use exits as planned and designed for fire drill.
4. Stand in silence until the signal is given to return to the building.
5. Children are to proceed from their rooms to the nearest exit.
6. Children are to walk out of the building in a single file line without pushing or shoving.



FUNDRAISERS

Fundraisers will be limited to the PTO and classroom teachers only. There will be NO bake sales, etc. held by outside organizations.

GRADE CARDS

Grade cards will be issued at the end of each quarter.
Grade Cards will be mailed home.

There is an exception for First Quarter. Quarter 1 Grade Cards will be given to parents of students in Grades 1-8 at Parent/Teacher Conferences. Kindergarten classrooms will also hold conferences, but Grade Cards will not be issued.

Midterms/Interim Progress Reports are mailed home at the conclusion of the 5th week of each quarter.



GRADING SCALE

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

HOLIDAY BAZAAR

A holiday bazaar is held before the December vacation. Students are taken to the Gym at scheduled times and are allowed to shop at the booths. This event is sponsored by the PTO and can always use volunteers.

HOMEWORK

Assigned homework will generally be an outgrowth or continuation of a lesson discussed during the day. The amount of homework and the number of assignments increase through the grades. Many students must complete daily math assignments at home. Drill on math facts and spelling words is beneficial. Special projects, papers or reports may be long range assignments. Some work missed due to illness frequently can be made up as homework. If no specific assignments are made, students should read library books, magazines or newspapers. A special quiet time (television off) set aside each evening for schoolwork or reading for the entire family will encourage good study habits. Our Toledo Board of Education does have a homework policy. We urge that when homework is assigned, parents encourage and provide for your child the opportunity to complete the work. Complete work at home and hand it in on time. Complete work carefully and neatly. Homework is a responsibility. When assigned, it is not optional.

If your child will be absent from school at least three days or more, parents can call the school office to request missed assignments and arrange pick up of the work. Teachers request that they have 24 hours to prepare homework.

ILLNESS

Please keep your child home from school for the following: Temperature of 100 or higher, diarrhea, vomiting, uncontrolled coughing that interferes with daily work, uncontrolled wheezing and shortness of breath, yellow or green drainage from the eyes. Students will be sent home when they have a temperature of 100 degrees or higher. Students should remain at home until they are fever free for at least 24 hours without medicine.

IMMUNIZATIONS

In order to protect your child's health and that of other children, the laws of the State of Ohio (3313.671 Ohio Revised Code) require that all children at the time of entry into school must be fully immunized against Diphtheria, Tetanus, Pertussis (DPT) – 5 doses, Polio – 4 doses, Measles (Rubeola), Rubella and Mumps – 2 doses, Hepatitis B – 3 doses, HIB – 3 doses. In addition, TPS requires that students have a physical exam and a dental exam for school entry.

LIBRARY

Our school library will be available to all students throughout the year. Each class will have a set time for library use. Each student is encouraged to use the library for reading pleasure as well as to perfect reading skills. Volunteers staff the library each day. Parents are encouraged to assist with this great opportunity. Students should be reminded of their responsibility when books are checked out of the library. Books need to be returned on time, and become the responsibility of the student for their care and replacement if lost.

LONGFELLASCOPE

The Longfellscope is our monthly newsletter to all families. The newsletter is given to all children no later than the first week of every month, and it is the official communication for coming events, the lunch menu and other interesting articles.

LOOP

ALL STUDENTS BEING PICKED UP OR DROPPED OFF IN A VEHICLE MUST FOLLOW THE LOOP PROCEDURES. PARENTS SHOULD NOT PICK UP/DROP OFF STUDENTS IN THE TEACHERS' PARKING LOT OR DESIGNATED BUS SPACES.

LOST AND FOUND BOX

Articles found in and around the school grounds will be taken to the Lost and Found Box, which is located in the cafeteria. Therefore, all items brought to the school should be labeled. Children have access to the Lost and Found Box before and after school, and during the school hours with the permission of the teacher. Anything which is still unclaimed at the end of the school year will be donated to a charity. Parents can report the loss of valuable items to the office. The school ordinarily does not make announcements concerning lost items or pets.

MEDICATION

In special cases where students must take prescribed medication during the school day, school personnel may not administer it until the school has on file a Medication Dispensing Form provided by the Toledo Public Schools and signed by both the physician and parent/guardian. A new form must be completed each school year. Prescribed medication must be received in the container in which it was dispensed, and parents/guardians must deliver the medicine to school.

Toledo Public Schools personnel will not practice the dispensing or administration of any non-prescribed (over the counter) drugs, medications, preparations, or remedies. In the entire area of non-prescribed medication, responsibility for overseeing its administration rests solely with the parent or legal guardian and the student.

Inform the Nurse of all medications your child is taking at home as well as at school.

NURSE

The Nurse is available everyday. Medications can be dispensed by the Nurse during the day if your child has a Medication Dispensing Form on file from their physician. Inform the Nurse of any medical conditions, including allergies, medications, and changes throughout the year.

OPEN HOUSE

Open House is an opportunity for parents to meet their child's

teacher and visit the classroom. This year Open House will be held on August 16th from 6:00-7:00 PM.



PARENT/TEACHER CONFERENCES

During the month of October, Parent/Teacher conferences will be scheduled to facilitate open communication regarding student progress. Parents are asked to sign-up for conferences at Open House. Conferences can be requested at any time.

PARKING

It is imperative that all parking rules are followed in order to keep our students, staff, and other community members safe. Follow all posted traffic signs at school.

PTO

The Longfellow PTO meets each month. Notices of meetings and programs are posted in our newsletter (The Longfellowscope). This is a good time to ask questions, meet new people and get involved.

In order to be informed, it is also recommended that you join PTO's email list by emailing longfellowschoolpto@yahoo.com.

PTO FUNDRAISER

Each year the PTO holds one major fundraiser to generate money for educational supplies and equipment as well as fun events for the school.

PSYCHOLOGICAL SERVICES

School psychological services are available for diagnostic purposes. Referrals can be made by teachers or by parental request. Students needing academic assistance can be referred to the Intervention Response Team (IRT) by the teacher or parent. If necessary, further diagnostic tests will be done by the school psychologist.

SCHOOL CLOSING FOR INCLEMENT

WEATHER

The Toledo radio and television stations will be notified when the Toledo Public Schools will be closed due to inclement weather. The school administration will make every effort to make this information available to the radio and television stations by 6:00am. Please do not call the school.



SCHOOL HOURS

- 8:30 AM** Doors open for Breakfast only
- 8:45 AM** Students enter and go to Class
- 9:00** Late Bell Rings & Instruction Begins
- 3:05 PM** Kindergarten, Walkers & Car Riders are dismissed
- 3:15 PM** Bus Students in Grades 1-6 are Dismissed
- 3:25 PM** Bus students in Grades 7-8 are Dismissed



All bus students must go directly to their busses. Those students who wait for a ride should be picked up **ON TIME** in the loop. Students who walk home after school should start for home immediately. Walkers are to go directly home. **NO loitering or playing on school grounds.**

Students will not be allowed to rider or bring bikes, skateboards or roller blades. Football should NOT be played before or after school.

INAPPROPRIATE BEHAVIOR BEFORE OR AFTER SCHOOL CAN RESULT IN A DETENTION, SATURDAY SCHOOL OR SUSPENSION.

SCOUTS

BOY SCOUTS – Any boy in the first grade is eligible to become a Tiger Cub and in first grade he can move up to become a Cub or Boy Scout. A boy may enter scouting at any age.

GIRL SCOUTS – Any girl in kindergarten may become a Daisy Scout. Brownies are girls in grades 1-3 and Junior Girl Scouts are in grades 4-5.

SEVERE WEATHER PROCEDURE

TORNADO WATCH – A weather bureau alert of the possibility of tornado development in a specified area over a specified period of time. No sirens.

In the event of a tornado watch, the following procedures should be followed:

- A. Regular school program continues.
- B. Playground activities are cancelled.
- C. Radio is monitored.
- D. School dismissal at regular time.
- E. Children are warned to go directly home. At this time, children are informed of the tornado watch.

TORNADO WARNING – A weather bureau report of a tornado sighting, location, time of detection and directions of movement is given. Public notification; 3 minutes, steady siren tone, radio, television.

- A. School will not be dismissed while a Tornado Warning is in effect without the permission of the K-12 Learning Communities Office.
- B. Playground activities will be cancelled.
- C. Radio is monitored.
- D. After school activities are cancelled.

Parents are discouraged from coming to school to pick up their child. However, if they do come to school and request their child, the child will be released to the parent. Students will not be released to anyone other than a parent without a note from the parent.

SPORT TEAMS

The City of Toledo Recreation Department organizes football, baseball, and softball teams by elementary buildings. There will be sign-ups and try-outs during the appropriate season. Parents should watch for flyers to be sent home with complete information.

Longfellow also has an intramural athletics program which is organized by the PTO. All students have the opportunity to participate in these programs. Announcements regarding sports information can be found in the Longfellowscope and will be sent home when they are received by the school from approved outside organizations.

STUDENT ILLNESS

When a student becomes ill at school, he or she will be sent to the nurse's office. He/she will be kept under constant observation. Parents will be contacted. State law will not allow the school to administer any type of medication without the proper form signed by the parent and the physician.

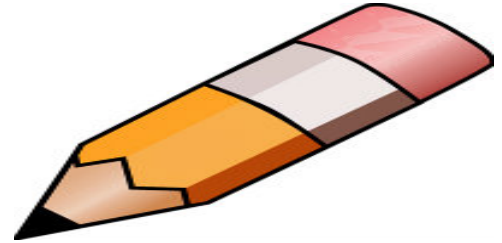
STUDENTS LEAVING SCHOOL

If a student is to leave during the day, a note must be written to the teacher to explain the reason and the time the student is to be dismissed. The note is forwarded by the classroom teacher to the office. No student is allowed to leave the building without a note or other verification. Students must be picked up in the school office and signed out by a parent or guardian.

SUPPLIES

Students are expected to supply their own pencils (and pens, if necessary) and paper and any other supplies requested by the teacher.

A list of supplies for the following year is issued on the last day of school in May.



TESTING

Participation in state testing is required for all students in Grades 3-8. Students in Grade 3 will take the Ohio State Test in English and Language Arts in the fall. This provides baseline data. Students in Third Grade must receive a Proficient score on this test in order to successfully complete Third Grade. If necessary, students will be given more opportunities to take this test.

In the Spring, all students in Grades 3-8 will take the following Ohio State Tests: Reading, Math, Science (*Grades 5 and 8 ONLY*)

TEXTBOOKS

Textbooks for Toledo Public Schools students are issued free for student use.

UNNECESSARY ITEMS

Students are NOT to bring items to school that will interrupt the day. Cell phones, iPads, trading cards, DS game systems and other toys are NOT permitted. If found, they may be held in the office. Longfellow will not be responsible if these items are lost or stolen.

High heels or high heel boots should not be worn at school. If boots are worn to school, student must remember to bring tennis shoes on Physical Education days.

Also, no wheelie shoes are to be worn to/from school. This is very dangerous.

UNSATISFACTORY REPORTS

At approximately the middle of each grading period, notices will be sent to parents of students who are performing at an unsatisfactory level. These unsatisfactory reports are to be signed and returned to the classroom teacher. Parents may request a conference with their child's teacher



USE OF TELEPHONE

The office telephone is to be used by students for **emergency purposes** only. Office personnel must grant permission for the use of the phone.

VISITORS

ALL VISITORS SHALL BE REQUIRED TO REPORT TO THE OFFICE, SIGN IN AND WEAR AN IDENTIFICATION BADGE WHILE ON SCHOOL PREMISES. THE SIGN-IN SHEET WILL REQUIRE TIME OF ARRIVAL, DESTINATION AND TIME OF DEPARTURE. NO VISITOR WILL BE SENT DIRECTLY TO A TEACHER'S CLASSROOM WITHOUT THE APPROVAL OF THE TEACHER.

VOLUNTEERS

Volunteers are an important component of our school's success. Assistance is needed in the library and cafeteria on a daily basis. Contact the Office to volunteer. Opportunities also arise throughout the year to volunteer within your child's classroom. Check with your child's teacher to learn more.



WITHDRAWAL

When it is necessary for a student to change schools, it is important to notify the school office in advance. This will enable the school secretary to prepare any necessary forms for the transfer.