

**ASHLAND ELEMENTARY SCHOOL  
2017-2018  
STUDENT HANDBOOK**



**GO BLUEJAYS!**

## Table of Contents

**School Personnel List (pg. 3)**

**Foreword (pg. 4)**

**School Day (pg. 5)**

**Attendance (pg. 6)**

**Tardy Policy (pg. 7)**

**Arrivals and Departures**

**A. Walking - to and From School (pg. 8)**

**B. Motor Vehicle Transportation (pg. 8)**

**C. Bicycle Transportation (pg. 8,9)**

**D. Bus Transportation (pg. 9)**

**E. Early Departures (pg. 10)**

**F. Special School Closing (pg. 10)**

**Enrollment**

**A. Information for Student Records (pg. 11)**

**B. Fee and Supplies (pg. 11)**

**C. Student Planners (pg.11)**

**D. Textbook Rental (pg. 11)**

**E. Kindergarten Round - Up (pg. 12)**

**F. Pre-Enrollment for Kindergarten (pg12)**

**Communications**

**A. Visitors (pg. 12 )**

**B. Written Notes and Bulletins (pg. 13)**

**C. Telephone (pg. 13)**

**D. Parent-Teacher Conference (pg. 13)**

**E. Student Progress Reports (pg. 14)**

**F. Channels of Communication (pg. 14)**

**G. A.E.S. Media and Communication Policy for Crisis Management (pg. 14)**

**Student Recognition**

**A. Ashland / Englewood Grading Scale (pg. 15)**

**B. 5 & 6<sup>th</sup> Grade Honor Roll (pg. 15)**

**Discipline**

**A. Assertive Discipline Policy (pg. 16)**

**Playground Safety**

**A. Playground Equipment Rules (pg. 16)**

**B. Playground Discipline Policy (pg. 16)**

**Student Health**

**A. Sickness and Communicable Disease (pg. 17)**

**B. First Aid and Medication (pg. 17)**

**Food Service**

- A. Breakfast Program (pg. 18)**
- B. Hot-Lunch - Breakfast (pg. 18)**
- C. Rules for Lunch Bus and Lunchroom (pg. 19)**
- D. Special Milk (pg. 19)**
- E. Offer Versus Serve Lunches (pg. 20)**

**Miscellaneous**

- A. Birthday (pg. 21)**
- B. Care of Money (pg. 21)**
- C. Classroom Parties (pg. 21)**
- D. Deliveries (pg. 21)**
- E. Gifts (pg. 21)**
- F. Invitations (pg. 21)**
- G. Lost and Found (pg. 22)**
- H. Parent Objection to Pupil Participation (pg. 22)**
- I. Personal Equipment (pg. 22)**
- J. Pets (pg. 22)**
- K. Request for Students Records (pg. 22)**
- L. School Dress (pg. 22)**
- M. Student Safety (pg. 22)**
- N. Field Trip Policy (pg. 23)**
- P. Ashland Elementary School Mission Statement (pg. 23)**

**School Map Information (insert)**

**School Supply List – (insert)**

**Ashland Englewood****Elementary Staff**

**Jason Endicott**  
**Stephanie Woolfolk**  
**Tia Harris**  
**Becky Luerman**  
**Andrea Stockwell**  
**Heidi Hazen**  
**Mindi Gray**  
**Amanda Lee**  
**Jeanette Jellison**  
**Janit McVicker**  
**Ryan Cells**  
**Shalah White**  
**Lee Odell**  
**Ryan Cells**  
**Tammy Seacat**  
**Haley Walker**  
**Sally Elmore**  
**Geogia Rushing**

**Principal**  
**Kindergarten**  
**First grade**  
**Second grade**  
**Third grade**  
**Fourth grade**  
**Fifth grade**  
**Sixth grade**  
**Dev. Preschool**  
**Interrelated classroom**  
**Vocal music**  
**Chapter Reading**  
**Physical Education**  
**Band**  
**Computer Aide**  
**Counselor**  
**Secretary**  
**Custodian**

## Foreword

Dear Parents,

Welcome to Ashland Elementary School. We hope you will find this handbook helpful and informative throughout the school year. Please join us in pledging to make this school year in as many ways possible, a great year for students. If you haven't already, get involved with your child's (ren's) education.

As we move into the next century it is important for our children to be well rounded citizens with a solid educational background. Working together to encourage and assist students; parents, guardians, and teachers can maximize the opportunities to impact students in a way that will insure maintaining and improving the quality of life for all.

We are looking forward to a terrific year at Ashland Elementary School. The much used slogan "visit your local school" is one I encourage. Please feel welcome to visit anytime.

Sincerely,

Jason Endicott  
Principal

School Day

In order to better facilitate instruction, parents are asked to become acquainted with the following schedules and encourage punctuality.

The school day for grades one through six consists of approximately seven hours of classroom instruction plus an allotted amount of time for lunch and recesses.

**Students should not arrive until 7:50 in the morning.** School will begin at 8:00 a.m. Students will be dismissed at 4:00 p.m.

Preschool Developmental : **Morning Class Monday through Thursday.**

First bell at 7:50 - school begins at 8:00.

Dismissal 12:00.

Preschool Developmental : **Afternoon Class Monday Through Thursday .**

Class begins at 1:30

Dismissal 4:00

Kindergarten: Monday through Thursday.

First bell at 7:50 - tardy bell 8:00 - school begins at 8:00.

Dismissal 4:00.

Students going home for lunch should observe the following schedules: lunchroom departure and return times for busing

First, second	11:10 - 11:45
Third, fourth	11:20 - 11:55
Fifth, sixth	11:30 - 12:05

All of the above schedules are very important and hopefully will be closely observed. Please do not return early. There will be no one on the playground to supervise. Students will return to their classroom upon returning to the school.

Parents eating lunch:

Please call by 9:00 a.m. if you would like to eat lunch with your child. This will allow an accurate daily lunch count so that enough food is prepared for your visit. Also, the school is now using an automated system requiring numbers for students and family members going through the lunch line. The first time you plan on participating, you will need to call ahead so that a number can be assigned to your family account.

## **ATTENDANCE**

The state requires that school be in session a given number of days or hours each year and that the attendance records be kept on each student. **There is a close relationship between school attendance and scholastic performance. Good attendance facilitates academic achievement. Poor attendance generally tends to be detrimental to student progress.**

### **Types of Absences**

#### **Excused**

Absence for any of the following reasons and with parental approval and proper notification given to the school.

**Death in the family:** Parents or guardians must call or write the office to report the absence of students who need to be gone because of a death in the family.

**Medical and Dental Appointments:** Medical and dental appointments should be scheduled on Friday or at other times to minimize the loss of school time. However, when those appointments fall within a school day, parents and guardians must notify the office prior to leaving and present an appointment card or get a slip signed by the physician or dentist to be turned into the office upon the student's return.

**Illness:** The parent or guardian must telephone the school by 9:00 a.m. to report the nature and expected duration of the absence. If the parent or guardian does not call, the school reserves the right to list the absence unexcused. If a telephone is not accessible, the student must bring a note from the parent or guardian. Telephone calls must be made or notes presented within 24 hours or the absence will be unexcused. Students absent more than three consecutive days due to illness may be asked to present a written statement from a doctor to be re-admitted to school.

#### **Pre-Arranged Absences:**

Requests that are not covered by the previous sections of excused absences will be handled by the principal. The student's current attendance and academic record will be reviewed to determine if such absences will be approved prior to leaving. It is the responsibility of the student to secure assignments and hand in the work to teachers prior to leaving. Work that is assigned and not completed prior to leaving may result in a failing grade for that assignment.

**UNEXCUSED:** Absence for reasons other than those listed as excused or without parent approval or proper notification of the school. The student will receive a grade of zero for all work missed during the unexcused absence.

### **PROJECT DIVERT**

Project DIVERT is a truancy diversion program created by the 16<sup>th</sup> Judicial District Juvenile Services. The program is designed to assist students who are having difficulties attending school in an attempt to assist them before their truancy issues become a formal court matter. Students will be referred on a case-by-case basis. Unexcused as well as excessive excused absences will be considered. The building principal will be responsible for making referrals.

**Students who are absent more than ten days in a single year will be subject to Project Divert. After the tenth absence, the parent will be notified by the principal in writing that their students has exceeded the ten day mark. At that time a doctor's note may be required in order for any future absences to be considered excused. If further absences occur, then Project Divert will be contacted.**

### **TARDY POLICY**

All tardies beyond three per semester require the student to serve a 30 minute detention after school. (Same day if possible). A student is counted tardy if they are not in their classroom when the school bell rings at 8:00.

## **ARRIVALS AND DEPARTURES:**

Due to the size of our school district, several modes of transportation are employed to transport students to and from school. Transportation plays a large part in the success of the school day. Because of the importance of transportation to the school, much time and effort is invested to make it as safe, pleasant and convenient as possible.

Since the student is neither at home nor at school while in transit, the staff solicits cooperation, encouragement and reinforcement from the home for the following transportation items.

### **A. Walking - to and from school (CONTRIBUTES TO OVERALL FITNESS)**

1. Parents are requested to help students to arrive at school but no more than 10 minutes prior to the time school begins.
2. Walk on sidewalks when possible.
3. Walk on the left side facing oncoming traffic when there are no sidewalks.
4. Cross only at intersections and crosswalks.
5. Refuse to enter or approach strange automobiles.
6. Proceed directly to school from home and from school to home before beginning to play.
7. Respect private property: lawns, shrubs, fences, etc., Along the route to school.

### **B. Motor Vehicle Transportation**

1. **Parents who drive their students to school are requested to deliver their child(ren) to school no earlier than 10 minutes before class time.**
2. In order not to frighten children and alarm other parents, it is requested that parents not offer rides to students with whom they are not personally acquainted.
3. Parents are requested to drive to the school in such a manner as to place the passenger side of the vehicle on the same side next to the school. **Students should not have to come across the street from a vehicle nor cross the street to a vehicle.**
4. The staff implores strict adherence to all traffic rules and regulations, particularly in school zones, at lunch time and immediately before and after school hours.
5. Small children should not be left alone in a vehicle with the motor running.
6. When the backing of vehicles near school is a necessity, please do so with the utmost caution.
7. Parents and visitors are urgently requested to respect the school bus loading zone in front of the building. Please do not use the zone for private vehicles between 3 p.m. and 4 p.m. This zone was established with students' safety in mind and other traffic in this area reduces the safety margin considerably.

### **C. Bicycle Transportation (CONTRIBUTES TO CHILD'S OVERALL FITNESS)**

1. The school feels the obligation to restrict any child from riding a bike to school who endangers his life or the life of others.
2. Bicycles are vehicles and are subject to the rules and regulations that govern vehicular traffic.

3. Only one person is to ride on a single bicycle.
4. Students are encouraged to wear helmets.
5. Bicycle riders are to give the right-of-way to pedestrians.
6. Bicycles should be ridden single file on the right hand side of the street within five feet of the curbing.
7. Bicycles should be equipped with devices for carrying packages, books, bundles, and etc., In order that the rider has his hands free to control and manage his vehicle.

#### D. School Bus Transportation

1. Students should be at the designated loading zone and on time.
2. Students are to conduct themselves in a safe and orderly manner while awaiting bus arrivals.
3. Students are to wait for the bus to come to a complete stop before approaching it to board.
4. Students are not permitted to carry anything onto the bus that will impede foot traffic in the aisle.
5. Students are to board the bus in a safe and orderly manner and go directly to a seat and be seated.
6. Students are not permitted to get out of their seats while the bus is in motion.
7. Bus riders will be expected to conduct themselves in an orderly, dignified and self controlled manner that demonstrates concern for the rights, safety and well being of others.
8. Children that alter their usual pattern of transportation shall present a written note signed by a parent giving their consent and thereby assuming the responsibility.
9. The bus driver will not knowingly discharge riders at places other than the regularly scheduled stops, unless prior authorization has been given by parent or school officials
10. No student may ride on a school bus as a guest of another student unless previous arrangements have been made and adequate seating space is readily available.
11. Students are to remain seated until the bus comes to a full stop. They are to then disembark in a safe and orderly manner.
12. The bus driver assumes the authoritative role of a teacher when children are on the bus and his/her instructions and requests are to be honored.
13. If misconduct persists, the parents will be notified. If difficulties arising from misconduct cannot be resolved, it could result in forfeiture of a child's privilege to ride the bus.
14. Parents who have concerns as to student bus conduct should discuss their concern with the building principal.

#### E. Early Departures

1. No student is permitted to leave the school during school hours without permission of the office. Parents desiring early dismissal for children due to medical or dental appointments should send a written note of explanation or telephone the office prior to dismissal.
2. If a child is to be picked up or walk home for lunch this fact should be known to the office.
3. If a child is to leave school at noon and plans not to return to school for the afternoon session, please notify the office.
4. For the protection of children, it is school policy not to release children to unknown persons without prior authorization from the parents or persons designated by the parents on the emergency card.
5. All persons wishing to pick up a child before regular dismissal time should call for the child at the office.
6. When a student becomes ill during the day, he will remain at school until satisfactory arrangements have been made with the parents.
7. Any student leaving early in any half day of school 30 minutes or more is considered one half day absent.

#### F. Special School Closings

1. In the event early school dismissals are planned, an announcement will be sent home prior to the dismissal day.
2. In the event a special school closing is decided upon and circumstances are not such that can be informed through regular means, radio stations KJIL (99.1 FM) and k101 (101.1 fm) will carry such arrangements, example: extremely severe and overnight weather developments.
3. Should a condition or situation arise during school whereby the school would have to be closed no child will be knowingly sent home to an empty house. If the parents are unavailable other safe and reasonable measures will be arranged.
4. Parents of children in school are encouraged to leave their children in school during severe weather warnings rather than to attempt to pick them up. Since extensive planning has gone into precautionary and emergency planning, it is the belief of the administrative staff that confusion would likely result if parents attempted to pick up their children in such emergencies. Such confusion would likely lead to more injury and damage than if all students stay in school.
5. Parents are asked not to telephone the school during severe weather conditions. The safety of the students may be dependent upon the telephone lines being kept open to transmit warnings and directions to the school by civil defense and school officials.

**ENROLLMENT INFORMATION:****A. Information for students records**

Enrollment for all elementary students is completed during August at the elementary school. Information regarding enrollment is given to the press prior to enrollment.

**B. Fees and supplies**

Unified School District No 220 provides textbooks and some supplies on a rental basis. A fee schedule is published in the Clark County Clipper prior to enrollment. This schedule is also available from the building principal.

At enrollment time, parents will receive information explaining other items of expense. Things such as the special milk, breakfast program and the hot lunch program will be explained as to availability and payment method.

Prior to enrollment a supply list is published the Clark County Clipper which lists items such as crayons, pencils, paper, etc. which may be purchased at local stores. Also listed are the items which may need to be purchased or brought from home. Children are encouraged to have their supplies by the first day of school. The current supply list is located at the end of the handbook.

**C. Student Planners:**

All 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students are required to have a student planner – which will be furnished by the school. Students will receive recognition and rewards each nine weeks for keeping their planners updated and signed by parents.

**D. Textbook Rental**

The textbook rental fee includes charges for workbook and workbook consumable instructional materials. Textbook fees are \$50.00 per year grades K through 12<sup>th</sup>. The fee schedule is published in the Clark County Clipper prior to enrollment and is also available from the building principal. The textbook rental fee is to be paid at the time of enrollment unless otherwise arranged with the building principal.

### E. Kindergarten Round-Up

Children ready for kindergarten were pre-enrolled during April. At that time parents were given information about preparing children for kindergarten. For those that did not have all of the information, the parents are urged to complete the information during the summer.

### F. Pre-Enrollment for Kindergarten

Kindergarten children will need to be enrolled during the regular enrollment time in August.

1. The state law requires that a child must attain the age of 5 years on or before the 31<sup>st</sup> day of August on any school year to be eligible to enter Kindergarten.
2. The parents are expected to present a certificate of birth, health assessment and immunization (state law) for the Kindergarten child.

Parents enrolling Kindergarten children after August will need complete records for Kindergarten children as soon after enrollment as possible.

### Communication

The two way sharing of ideas, knowledge and aspirations is vitally essential if the school and home are to work in harmony as a team. Several methods of communication back and forth are presently available to both the school and home. Each of these methods of communication can serve well if they are understood and employed in the proper manner.

#### A. Visitors

Parents are encouraged to visit their child's room during the year. These visitations are an excellent way to demonstrate to your child that you are interested and care about his/her school. They afford you with the opportunity to gain insight into your child's school day environment.

1. In order to find out when a visit would be most beneficial, the parent should contact the teacher prior to their visits.
2. Please schedule classroom visits after the first two weeks of the school year. These weeks do not reflect a true picture of the normal classroom setting.
3. Unless previous arrangements are made, please do not plan to visit on days when high excitement is the temperament of the day. (early dismissal days, day of a party, day of a play, last day before a holiday, etc.)
4. Since this visit is to see a given child's classroom, make it something special just for him. Plan to visit when it will not be necessary for you to bring other children. Perhaps this could be accomplished by making an exchange agreement with other parents that would like to visit a classroom but have similar circumstances.
5. All children visiting classrooms must have principal approval prior to visitation. Please make arrangements through the grade school office.
6. Visitors should not view the teacher as rude if she does not socialize and give them her undivided attention. Often times the only way to create a normal classroom atmosphere is to continue as though no outside influences are present.

### B. Written Notes and Bulletins

Student delivered notes and bulletins have been found to be a very satisfactory means of two-way communication. Messages in written form often times do a better job of informing those involved than any other means. Look for bulletins on bright colored paper to be sent out on Thursday.

### C. Telephone

The school telephone is an indispensable means of communication. It is a working tool that is an absolute must to the school. It enables the school and home to reach each other promptly when needs arise. Due to the taxing demands on the school phone and the persons involved, it is requested that you consider the following requests in order to make the school phone more productive and manageable.

1. Please supply the office with a correct phone number and if you change numbers for some reason, so inform the office.
2. If your phone number is unlisted, make it available to the school office and stipulate that it is unlisted. No one other than appropriate school staff will be given access to the number.
3. Please supply the office with a second number at which aid might be obtained in the case of an emergency.
4. Teachers and students should be called to the phone from classes only in cases of extreme emergency.
5. Students are not to use the office phone while school is in session. If a student must use the phone, office personnel must ask why and determine if the student has a valid reason. Special permission may be given.

### D. Parent-Teacher Conference

It is through this phase of the school program that parents and teachers can cooperatively plan the educational experiences of students and gain a better understanding of the rate and quality of growth being made by students.

The elementary staff is proud of the fact that the attendance rate for elementary parents to these conferences has been above 90% for several years. This indicates to us that the parents of our children see a valuable benefit coming out of participation in these conferences.

The high level of parent participation and the belief that the elementary school child is most likely to make satisfactory progress in school when parents and teachers work together has prompted us to set aside time this year for parent-teacher conferences. These conferences will be held shortly after the first grading period and again in the second half of the school year. The school schedule will be altered to allow time for these valuable conferences. The school will arrange for each parent to have a conference time for each of their students. It is hoped that every parent will be able to take advantage of this opportunity to become involved in their child's education on a person-to-person basis.

### E. Student Progress Reports

The elementary building uses two different student progress reports: Kindergarten and grades one through six. These reports are issued the Wednesday following the end of each nine-week period. Any change in issue dates will be published in advance.

Many hours of work went into the designing of these reports. The elementary staff feels that the progress report is a good means of home-school communication if it is fully understood by parents, students and teachers. If you ever have a question concerning a report your child receives, please contact the teacher and request a clarification.

### H. Channels of Communication

1. Students and parents should consult first with a teacher with whom they may have a problem before going to the principal. In most cases the teacher is in a better position to make adjustments than the principal. If a parent feels that a satisfactory adjustment has not been made by a teacher, the parent should consult the building principal.
2. Board members occasionally receive complaints directly from parents or citizens of the community. In handling complaints, the board will not, as individuals or as a board, consider any complaints from staff members, parents or patrons until they first have been referred to the building principal and the superintendent. When a satisfactory adjustment cannot be made by the district administrators, a hearing before the board shall be granted. Such hearings should be held at the time provided for such audience at each regular meeting of the board.

### G. Ashland Elementary School Media and Communication Policy for Crisis Management.

While at school, elementary school children will not watch or listen to broadcasts live or taped in which people have been or are being seriously injured or killed. If the administration deems it necessary to inform students about a crisis situation, the staff will receive instructions as to the facts, and will use discretion when talking to students. Every effort should be made to have as much normalcy as possible during school hours.

## Student Recognition

### A. Ashland / Englewood Elementary Grading Scales

#### Kindergarten

E+	= 100 %
E	= 93-99 %
S+	= 84-92 %
S	= 70-83%
S-	= 60-69%
N	= 0 – 59 %

#### First through Sixth

A+	= 97-100 %
A	= 94-96 %
A-	= 90-93 %
B+	= 87-89 %
B	= 83-86 %
B-	= 80-82 %
C+	= 77-79 %
C	= 73-76 %
C-	= 70-72 %
D+	= 67-69 %
D	= 63-66 %
D-	= 60-62 %
F	= 0 – 59 %
I	= Incomplete

### B. 5<sup>th</sup> & 6<sup>th</sup> Grade Honor Roll

Students shall be recognized each nine weeks for:

1. A average / minimum 93% average with no grades below 84%
2. B average / minimum 84% average with no grades below 70%
3. Recognition for Improvement

Honor Roll averages are based on percentages according to the Ashland Elementary School grading scale (Library, Physical Education, and Art grades will not be included in this average). **All subjects including Library and Physical Education are included for the: no grades below 84% for A honor roll and the no grades below 70% for B honor roll criteria.** \*Recognition for improvement requires raising grade 8% in four subject areas.

#### Assertive Discipline Policy

All teachers have their classroom rules and procedures posted in their classroom. All teachers shall instruct students on rules and procedures. On occasion it may be necessary to refer (send) a student or students to the office when classroom rules and procedures fail or the occasion warrants immediate office referral.

### Playground Safety

#### A. Playground Equipment Rules

Slides

1. Go down one person at a time.
2. Go down feet first - sitting only.
3. Do not stand in the way of sliders at end of slide.
4. No sand or other substances on slide.

Teeter totters

1. Only one on each end.
2. No standing.
3. No bumping.

Jungle gym

1. Do not jump from bar to bar.

Regular swings

1. Sit in swings - no standing.
2. Do not jump out of swing while it is in motion.

Tire swings

1. Kindergarten 1, 2<sup>nd</sup>, 3<sup>rd</sup> Maximum of 2 in swing at a time.  
Grades 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Maximum of 1 in swing at a time.

**General Rules**

Do not allow students to climb on fences or backstops. Stop any activity which does not appear safe. Students may not leave playground without permission.

**B. Playground Discipline Policy**

Situations are not always the same and most need to be handled on an individual case basis. Playground supervisors - will continue to use sit out times or cool down times, for minor altercations, and for students not following playground equipment rules, by having students stay in boxes painted on blacktop on playground north of school or other designated places. Altercations - requiring more attention - supervisor will bring student to the office at the end of the recess period or send student ahead and supervisor will follow at end of the period. (student, playground supervisor and principal conference - discipline will be determined.)

**Student Health**

The goal of our school health program is directed toward shaping attitudes and practices and imparting the knowledge that will assure students a high degree of self direction and afford them the abilities to make wise decisions in regard to their health.

The individual student's personal health and physical well being is a responsibility that rests primarily with himself, the home and the family physician. However, since the school feels that there is such a strong relationship between student health and student progress we welcome the opportunity to assist when possible. In return, since the responsibility for maintaining an environment free from health hazards rests with the school personnel we would like to suggest that parents can assist the school in student health matters by acquainting themselves with the following items and react accordingly.

**A. Sickness and Communicable Disease**

1. A child that is running a fever should not be sent to school. Children who have a fever will be sent home.
2. A child that is nauseous (sick -at the stomach) should not be sent to school. A child who vomits at school will be sent home.
3. A child who is suffering from a contagious disease or a severe common cold should not be sent to school.
4. A child with red and watering eyes should consult a physician before coming to school. Should this condition develop at school, the child will be sent home and requested to consult a physician before returning to school.
5. If a child becomes ill while at school, he will not be sent home until the parent, or the person designated by the parent to care for the child is contacted.
6. Students with the following communicable diseases may return to school after an absence of the designated number of days (including weekends), or upon written permission from the family physician or the school nurse.

Mumps                      7 days

Chicken pox              7 days

**B. First Aid and Medication**

1. First aid care for the sick and injured at school will be administered by school personnel to the best of their ability and training.
2. The home will be notified in cases of student sickness or injuries that appear significant.
3. Each student record should have an emergency phone number to call in case the home cannot be contacted.
4. Each student record should give the name of the family doctor.
5. Non prescription medication will not be administered without written consent by the school nurse or any other school personnel. This includes aspirin.
6. In certain explained circumstances where medication is necessary in order that the pupil remain in school, the school will cooperate, providing the physician or parent will send written permission to the school employee who is to administer the medication.

## **Food Service**

### **A. Breakfast Program**

Breakfast will be served on a daily basis at the high school cafeteria from 7:35 a.m. to 8:00 a.m. transportation from the high school to the grade school at 7:55 will be provided. Transportation to the high school is the responsibility of the parents. Exception: grade school bus students will be let off at the high school for breakfast if they desire to eat. The cost is 1.25 cents per breakfast. Application for free and reduced-price breakfasts may be made at or after enrollment. Reduced price breakfast will cost 30 cents.

A schedule for payment of meals will be published. Meals can be purchased weekly, monthly, by semester, or year. Payments should be made in advance. All students; preschool developmental and grades K-12 are eligible to apply for free and reduced priced breakfast. Families eligible for free and reduced breakfast are also eligible for free and reduced price lunch.

### **B. Hot Lunch - Breakfast**

The school lunch program for District #220 is designed to provide students with lunches that will meet their nutritional needs at a reasonable price. Elementary students are transported to the high school where all student meals are prepared and served.

1. Hot lunches/breakfasts are available every day that school is in session.
2. Cost - a schedule of lunch and breakfast fees is published in the Clark County Clipper prior to enrollment and is available from the building principal. The cost of the lunch and breakfast includes a half pint of milk.
3. Collection - all meals are paid in advance. Bills are sent home each Thursday. Any student who is 20 lunches or breakfasts in arrears will not be allowed to charge a hot lunch or breakfast. Payments may be made on a weekly, biweekly, monthly or semester basis.
4. Credit for lunches or breakfasts missed - credit will be given for student lunches and breakfasts that have been purchased and not eaten due to a student being absent.
5. Reserving a lunch - should a student not be present for the attendance report, and plans to arrive later and have lunch, it will be necessary to call the school before 9:00 a.m. and inform the office in order that a lunch can be reserved in that student's name. Example: child has early dental appointment, doctor's appointment, etc., and will return to school before lunchtime.
6. Free and reduced-price lunches/breakfasts - under certain circumstances students can be provided breakfasts and lunches at a reduced cost or at no cost. In order for this to take place it will be necessary to make application through the school office. The office will provide forms that must be completely filled out, returned and approved by central office personnel. Application for free and reduced-price lunches and breakfasts must be renewed each year and are subject to review from time to time throughout the year.
7. Home prepared lunches - home packed lunches are permitted but not encouraged. Such lunches should come to school in containers that the student can easily manage on their own and be prepared to meet the nutritional needs of the individual. Candy, gum, pop, ice cream, and other child pleasers create several problems and are strongly discouraged.

C. Rules for the Lunch Bus and Lunchroom

Be courteous on the bus and in the lunchroom. No running inside the schools. Face forward, sit up and talk quietly to the persons next to you on the bus and in the lunchroom. No talking on the bus at stops and when the supervisor is talking. Eat your meal, then visit quietly. Clean up after yourself at the lunch tables. Don't cut in line.

D. Special Milk

The elementary building has what is referred to as the special milk program. This program provides an opportunity for elementary students (Preschool Developmental, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> grades) to have a half-pint of milk each school day in addition to the milk served those children eating a noon meal. The program is optional and in no way affects the school lunch program.

1. Students that participate will receive a half-pint of milk each school day.
2. Parents will be provided with information pertaining to the cost and the method of payment for the program at enrollment time.
3. Refunds will only be given to parents of students moving out of the district and only for the days that were paid for after the date of withdrawal.

### E. Offer Versus Serve

You have the opportunity to choose only those foods, which you intend to eat in the school lunch program. The feature of the national school lunch program is designed to reduce food waste and give you the opportunity to the select foods, which you want to eat. Each day you will be offered the complete lunch which includes a serving of:

1. Milk
2. Bread
3. Meat
4. Fruit
5. Vegetable

The servings of fruit and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two servings of two different fruits or two servings of two different vegetables.

A school lunch provides approximately one-third of your daily nutritional needs. If you select at least three food items, your school is able to receive federal reimbursement to cover part of the cost of the meal. However, the price per meal remains the same whether you select the minimum of three food items or all five. For example, if the menu is:

Hamburger on a bun  
Tossed salad  
Corn  
Chocolate pudding  
Milk

You could take all five food items (hamburger, bun, tossed salad, corn and milk) or you could select full portions of four items or a combination of any three items such as:

Hamburger	Hamburger	Hamburger
Bun	Tossed salad	Bun
Milk	Milk	Corn
****	****	****
Corn	Bun	Hamburger
Tossed Salad	Tossed Salad	Bun
Milk	Corn	Tossed Salad

There are several other combinations of three, but the above items will probably be the most frequently chosen. The pudding does not count as one of the five food items. It is considered an extra item. In your selection, you must choose three different items. For instance, you could not take two hamburger patties and count that as two of the five food items. The hamburger patty only counts as one food item whether you select one or more. Check the menu daily so you will know which items in the school lunch you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve food and money, two valuable resources. Enjoy your lunch!

## Miscellaneous

### A. Birthday Treats

Children may share birthday treats during the school day if treats are brought for the entire class. Please contact the classroom teacher for the best time to bring birthday treats.

### B. Care of Money

Children should bring money to school for school purposes only. Pay by check if possible. All money sent to the school should be placed in a sealed envelope with the following information written on the outside:

1. Child's name
2. Amount enclosed
3. Purpose of money
4. Teacher's name

### C. Classroom Parties

Parties are usually planned at school for Halloween, Christmas and Valentine's day. These parties are planned under the direction of the teacher who may request assistance from parents.

### D. Deliveries

To minimize class interruption, classroom deliveries and pickups should be done through the office when possible.

### E. Gifts

The desire to express appreciation and affection through generosity is understandable, however, district policy does not view with favor, the exchange of gifts at school between students and teachers. Such practices can lead to embarrassment, frustrations, and may have damaging effects on group morale.

Gifts to students from students, parents or relatives:

Gifts, flowers, balloons should not be sent to the school to be passed out to students. Traditional gift giving exchanges will be arranged through the classroom teacher.

### F. Invitations

Home party invitations should not be delivered at school unless every boy, every girl or everyone in the class is to be a recipient.

G. Lost and Found

A lost and found box is kept in the office. Please label all supplies and clothing with your child's full name for easy identification.

H. Parent Objection to Pupil Participation

Parents objecting to routine school activities such as rhythm activities, holiday dramatizations, pledging allegiance to the flag, administering first aid, eating certain foods, and the like, should make their concerns known to the office in writing.

I. Personal Equipment

Students should not bring privately owned play equipment; whistles, balls, bats, dolls, and the like to school unless prior and specific approval has been granted by the classroom teacher. In addition, students shall not use or possess a cellular phone, personal music device, laser pointer, personal gaming device on school property during regular school hours unless prior approval is granted. Violations of this policy will result in confiscation of the device, a conference with the parents, and detention.

J. Pets

Due to allergies and classroom conditions living creatures; reptiles, spiders, fish, fowl or other pets are not to be brought to school without prior teacher approval and only then under the conditions set by the teacher.

K. Request for Student Records

A child moving to a new school will have his records forwarded upon request of records from the receiving school.

L. School Dress

Unless the weather is severe, the children are expected to play outside during recess and the noon play period. Warm clothing is needed for cold weather and overshoes are a must if there is snow on the ground. A child who is unable to go out to recess due to a health condition should probably not be at school.

Physical education classes will meet daily. Children will not be permitted to participate in physical education classes with shoes that mark or damage the gym floor. (Tennis shoes are recommended.)

M. Student Safety

In the past we have had problems with dogs snapping and barking at children on the playground. To ensure the safety of the children, we will not hesitate to have these animals picked up.

N. Field Trip Policy

Student field trips should be educational in content (at least in part). Field trips should be planned in advance to make parents aware of such trips. Parents **may be asked** to accompany, help with arrangements and planning of field trips. Parent permission for students to attend field trips is required. All field trips require administrative approval prior to making any final arrangements.

O. Ashland Elementary School Mission Statement

At Ashland Elementary we believe in helping all students achieve their highest potential through a collaborative effort by each member of the educational community.