

**MEDWAY
ELEMENTARY SCHOOLS**

STUDENT/PARENT HANDBOOK

www.medwayschools.org



August 28, 2011

Dear Medway Elementary Families:

Welcome to the 2011-2012 School Year. On behalf of the elementary schools, we are all looking forward to a successful learning experience in a great school community.

This handbook is a communication of our policies and procedures as well as services provided at the two elementary schools. It is meant to answer some questions you may have about the daily life of students at the Burke/Memorial and John D. McGovern School. It is not meant to supplant the importance of parent-teacher communication that is imperative to ensure an effective partnership between the schools and your home. Should you have any questions or need clarification on any school matter, please contact us.

Close cooperation between home and school is essential to promote success for our students. Parents are welcome to visit the schools, volunteer in the classrooms and attend parent teacher conferences. Our success depends greatly on parents and teachers working together to support children. This handbook is intended to provide guidance for the upcoming year. Please familiarize yourselves with its content and work with us to provide the best possible educational experience for our children.

Sincerely,

Amanda Luizzi

Wendy Rocha

Elementary Principals

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MISSION STATEMENT

The Medway Public Schools district, in partnership with the community, creates a safe environment that supports the pursuit of excellence for all through learning. The school community provides equitable opportunities for all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens.

EXPECTATIONS THAT SUPPORT STUDENT LEARNING

All educators will:

- Act upon the belief that, with appropriate supports, every student can achieve at high levels.
- Share responsibility for the learning of all students by actively collaborating with colleagues.
- Personalize and differentiate instruction to engage and challenge each learner.
- Model for students the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Provide safe and supportive schools.

All students will:

- Exhibit the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Be active and engaged members of the school community.
- Take appropriate risks and believe that hard work and persistence are the keys to successful learning.
- Collaborate with others to solve problems and accomplish goals.

Parents will:

- Be supportive of and participate actively in PreK-12 school programs.
- Ensure that students come to school on-time, prepared, rested, and ready to learn.
- Partner with teachers to support their children's learning.
- Support their children's efforts to build skills as independent learners.

The community will:

- Provide resources to support a balanced program of academics, arts, athletics, and co-curricular programs.
- Support school and student learning partnerships with community businesses and organizations.

EXPECTED LEARNING OUTCOMES

All students will:

- Meet or exceed grade-level essential learning outcomes/content standards.
- Communicate effectively and appropriately, both orally and in writing.
- Define and solve complex social and academic problems independently and in teams.
- Use technology for communicating and learning.

School Information

Burke/Memorial Elementary School

16 Cassidy Lane
Medway, MA 02053

Principal: Amanda Luizzi
Assistant Principal: Eileen Harvey

Burke School

Grades Pre-K, K
Telephone: (508) 533-3242
Fax: (508) 533-3261

School Secretary: Rita Larrabee
Nurse: Cheryl Gay

Memorial School

Grades 3, 4
Telephone: (508) 533- 3266
Fax: (508) 533-3274

School Secretary: Cyndy Shea
Nurse: Christine Babicz

John D. McGovern Elementary School

9 Lovering Street
Medway, MA 02053

Principal: Wendy Rocha

Grades 1, 2
Telephone: (508) 533-3243
Fax: (508) 533-3263

School Secretary: Eileen Berset
Nurse: Penny McKay

School Hours

Elementary School Hours are as follows:

Burke School

Preschool

Half Day - 8:45 a.m. – 11:15 a.m.

Full Day - 8:45 a.m. – 1:30 p.m.

Early Release - 11:15 a.m.

Kindergarten

Full day: 9:00 a.m. – 3:00 p.m.

A Session: Mon. 9:00 a.m. – 11:40 a.m. Wed/Fri 9:00-3:00

B Session: Mon. 12:20 p.m. – 3:00 p.m. Tues/Thurs 9:00-3:00

Early Release – 12:00 p.m.

McGovern School

Grades 1 & 2

9:00 a.m. – 3:00 p.m.

Early Release – 12:00 p.m.

Memorial School

Grades 3 & 4

8:30 a.m. – 2:30 p.m.

Early Release – 11:30 a.m.

Please note for the safety of the children, they should not to be dropped off prior to 15 minutes before the start of the school day. There is no supervision available earlier in the day.

Children in preschool and kindergarten **will not** be let off the bus if there is no adult present to greet the child. In this event, the child will be returned to school, and you will be contacted to make arrangements to pick up your child.

Student Drop-off and Pick-up

Burke/Memorial School Complex Pre-Kindergarten and Kindergarten

Drop-off and Pick-up:

Please park in the rear of the Burke School or the visitor parking for the Memorial School. Do not park in spaces marked, “Reserved Parking.”

ATTENTION: Do not park or drop off in front of the Burke School on Cassidy Lane. This is not a parking/drop off area.

Grades 3 and 4

Drop-off and Pick-up:

The Burke/Memorial School Complex drop-off, pick-up, and parking areas are set up in three sections. The first section is visitor parking. The second section with the island is the drop-off and pick-up lanes. The third section is the curb in front of the school, and is for school bus use only. Do not park in spaces marked, "Reserved Parking."

Enter the second section and pull up as far as possible in either of the drop-off lanes to the left of the island to drop-off or pick up your child. A crossing guard will be there to ensure the safety of the children.

Do not drop your child at school before 8:10 a.m.; there is no adult supervision prior to this time.

Attention: Please do not call your child across the driveway in between the cars and buses. All children who are being picked up must use the crosswalk.

Parent Reminder: Parents are role models to all the children; please use the crosswalk to help set an example for the children.

The third section (closest to the school) is for **BUSES ONLY**. At **NO** time should any parent drop-off, pick-up or park in this area.

McGovern School **Grades 1 and 2**

Drop-off and Pick-Up

The procedure for cars is noted below:

Enter the McGovern School driveway by staying in the right hand lane.
At the top of the driveway, bear right into the faculty parking lot.
Proceed to the end and turn left into the student drop-off and pick-up lane.
Drop your child off or pick him/her up in the designated area.
Proceed immediately to the exit lane to leave the complex.

Important Notes:

- ◆ **Please do not drop-off your child at the school before 8:45 a.m. There will be no supervision for the children prior to this time.**

- ◆ At no time should vehicles be parked or left unattended in the pick-up and drop-off lane.
- ◆ No vehicles are allowed in the circle area in front of the building during the drop-off and pick-up period.
- ◆ Buses only will be utilizing the middle lane in the driveway. Other vehicles will be restricted to the outside enter and exit lanes.
- ◆ Do not drop off or pick-up your child in the faculty parking area as this may pose a safety issue.

Pick-up and drop-off is restricted to the designated areas.

All students who arrive after the start time should go to the respective school office. They will be marked tardy. Please do not bring your child to his/her classroom. Teachers are unable to converse with parents after the arrival of their students.

Changes to Transportation Routines

If you need to change your child's typical dismissal or transportation routine, or need for your child to ride a different bus than usual for daycare purposes, please send a note into school that morning with your child describing the change. Please note that children are not permitted to ride home on another child's bus for the purpose of play dates.

Early Dismissal From All Elementary Schools

Please try to schedule appointments after school hours. In the event that you must dismiss your child, please send a note to his/her teacher that includes the day and time that he/she will be picked up. Include the name of the person who will pick up your child.

Children will not be dismissed to anyone unless we have authorization from the parent/guardian or the adult is listed on the Emergency Card completed at the onset of the school year. In cases where we are not familiar with the adult, identification will be required. No child will be released without an adult escort.

Your child will remain in his/her classroom until the adult picking up the child arrives at the office. Dismissal will be from the school office only.

Inclement Weather

Parents/guardians and students are asked to be aware of the procedures for the closing of schools due to inclement weather or other emergency situations.

Medway Public Schools has instituted a “one call” procedure which is used to inform parents of school closings, delays and unscheduled early release.

Utilizing phone numbers and email addresses provided at the commencement of school, all parents will be notified by telephone and/or email of emergency closings.

School closings, delays, or unscheduled early dismissal announcements will be carried on the following radio and television stations:

**WBZ-TV - Channel 4
WCVB-TV - Channel 5
WHDH-TV - Channel 7**

**WBZ-Radio - 1030 AM
WRKO-Radio - 680 AM
WMRC-Radio - 1490 AM**

Parents/guardians are advised to listen to a designated radio and/or television station on days when there is the potential for an early dismissal.

Parents/guardians are also encouraged to make arrangements for the supervision of their children at home in the event of an emergency closing and to review these arrangements with their children periodically.

Delayed Openings

There may be occasions when conditions justify delaying the opening of schools by one or two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. For example: if a bus run normally starts at 7:15 a.m., and a two-hour delay is announced, the bus run will begin two hours later at 9:15 a.m. If a particular school normally begins classes at 7:45 a.m., a two hour delay would mean that the school will begin classes at 9:45 a.m. School lunches will be served as usual on days when the school opening has been delayed. **Delayed opening announcements will be carried on the same television and radio stations as school cancellations.**

Kindergarten Classes on Delayed Openings

If there is a one-hour or two-hour delay on a Monday morning, the Monday morning A Session Kindergarten classes will be **cancelled**. The Monday afternoon B Session Kindergarten class will start at its regular time.

All full-day Kindergarten classes and all other Kindergarten classes scheduled Tuesday through Friday will follow the same delayed time of arrival (described above) as the other grades in the district.

Preschool Classes on Delayed Opening

If there is a one-hour or two-hour delay, the 8:45-11:15 preschool classes will be **cancelled**.

If there is a one-hour or two-hour delay, the 8:45-1:30 preschool classes will follow the same delayed time of arrival as grades K-12.

Varying Road Conditions

During inclement weather, road conditions can vary markedly in different sections of town. Parents/guardians are encouraged to use their judgment in determining if conditions in their specific geographical area are suitable for traveling to school.

Visitors

For security all doors of the schools are locked during the school day. Visitors must ring the bell and be admitted by the school secretary. Visitors must report to the main office, sign in, and take a Visitor Pass to wear while in the building. When visitors are finished with their business, they should sign out in the office and return their Visitor Passes.

School Volunteers

We appreciate our volunteers who help out in our schools. If you are interested in volunteering, please contact the classroom teacher or school personnel with whom you wish to work. Volunteer opportunities are also available through the Medway Elementary Parent Teacher Organization.

All volunteers must complete a CORI background check prior to working in the buildings. One positive CORI suffices for all buildings and remains on record for three years. You must apply in person to the school offices and present photo identification. Please allow 2-3 weeks processing time.

Fire Drills/Lock Downs/ Evacuation Drills

State law requires that every school hold supervised fire drills each year. In addition to fire drills Medway elementary schools practice lock down drills and other emergency evacuation drills with students.

School Attendance

Regular on-time school attendance is important to the educational process and is mandated by Massachusetts state law. As parents and guardians, it is your obligation to assure your child's attendance at school. If your child will be absent due to illness, medical appointment, death of a family member, religious obligations, or other reason that the school administration determines to be in the best interest of the student, please follow these procedures to have your child excused.

Each elementary school has a telephone-answering device to record your calls when your child will not be in school. The answering device operates during non-school hours each day throughout the week. When calling, please give your name, your child's name, and the name and room number of your child's teacher.

Absences for illnesses of five consecutive days or more require a doctor's note. Parents are urged to schedule family vacations and appointments in accordance with the school calendar.

Attendance is reviewed regularly to identify potential attendance problems. In situations of excessive absenteeism or tardiness, you will be contacted to discuss the situation. Unexcused absences are defined by law as truancies, and excessive truancies may be referred to juvenile court.

Tardiness

Students arriving after the commencement of the school day are considered tardy. Tardiness is noted on student report cards.

Students who are late must report to the office prior to going to their classrooms. Parents are not permitted to walk their children to their classrooms after the school day has begun.

Wellness Policy Summary

The Medway Public Schools is committed to healthy schools for our students. The School District Wellness Policy (Policy 69) was revised in 2009 to reflect our goal of promoting and protecting children's health, well-being, and ability to learn. The revisions reflect a more current and healthier outlook on nutrition, health education and life skills, physical education, social/emotional health, health services, and a healthy and safe environment. Partnership between the schools, families, and the community is crucial for the promotion and enhancement of our children's health and wellness.

In order to provide a safe environment for all students and promote healthy eating habits, school staff members will no longer use food as a reward for academic performance or good behavior. Celebrations in the classroom that involve food during the school day will be limited to curriculum-based activities. The food used for these activities must be in the original store-bought wrapper with the ingredients listed on the label. The school principal, in collaboration with the school nurse, may make exceptions in order to approve curriculum-based food activities.

Alternative means of celebrating not involving food will be promoted. This means that parents are discouraged from sending in treats for celebrations to be shared by the entire class. We feel this is in the best interest of all of our students. It is difficult to verify if food brought from home contains non-allergen ingredients, has been prepared safely, or would be approved by the parents of the other children in the class. Healthy habits are learned, and they should be reinforced both at home and at school.

Nurse and Health

The school nurse is available to students during the regular school day. The school nurse is there to triage, assess and provide first aid to all injuries that occur at school, manage ill children and dispense medication according to the regulations established by the Department of Public Health.

The following are brief guidelines for your reference. Information on illness and injuries that occur at school, absences, returning to school guidelines and additional information on medication at school can be found on the school website @ www.medwayschools.org.

Physical Examinations:

The Department of Public Health has established the following guidelines for physical examinations:

- All new students entering the Medway Public Schools must have a physical examination within the past twelve months or within the first few months after enrolling in the Medway Public Schools.
- All students entering Pre K, Kindergarten and grade 4 (the physical must be completed within the past year and on file before the first day of school).

Immunizations:

A complete listing of immunization requirements for admission to school can be found on the school web site.

Medications:

The following information briefly describes the guidelines established by the Department of Public Health for medication administration in school.

- All medication, prescription and over the counter medications require a physician's order and completed parental permission form. Medication will NOT be given without this.
- All prescription medication must be labeled and in a current pharmacy bottle.
- All over the counter medication must be in the original packaging.
- Medication must be delivered to school by the parent, guardian or responsible adult.
- Children are not allowed to transport medication unless it is medically indicated and after consultation with the school nurse.

The complete guidelines for administration of medication at school from the Department of Public Health can be found on the school web site under School Health Office.

Body Mass Index Screening:

Body Mass Index (BMI) screening and the corresponding percentile of each student in grades 1, 4, 7, and 10 must be done each year as established by *105 CMR 200.500: Annual Assessment of Growth and Development*. A report of each

student's BMI and percentile, along with information and explanatory materials will be directly communicated in writing to the parent or legal guardian.

Animals in School:

Animals may cause an allergic reaction or otherwise impair the health of students. No animal shall be brought to school without prior permission of the classroom teacher, building principal, and notice to the superintendent.

Latex Allergies:

Due to the increasing number of children in school with latex allergies, no latex balloons are allowed in school for any reason without prior notice and approval from the building principal.

Physical Education:

All students are expected to participate in physical education classes. A parent note is required and will excuse a student from physical education class for a maximum of one week. For longer exclusions, a physician's note is necessary.

A student will automatically be excluded from physical education class after surgery, or having an injury resulting in a cast, splint, ace wrap, sling or sutures (even if applied by parent). Participation in physical education can resume with a note from the physician.

Bicycles

Children in grades 1 and 2 may ride their bikes to school if an adult accompanies them both to and from school.

Children in grades 3 and 4 may ride their bikes to school. While on school property, bicycles are to be walked and not ridden. State law requires that children wear bicycle helmets. Bicycles must be locked. The school is not responsible for theft or vandalism.

Curriculum

The elementary schools academic curriculum is aligned with the Massachusetts Curriculum Frameworks. For more information go to Massachusetts Department of Elementary and Secondary Education link:

<http://www.doe.mass.edu/frameworks/>

English Language Arts Grades K - 4: *Storytown* by Harcourt Houghton Mifflin is a comprehensive English-language arts program that utilizes a variety of fiction and nonfiction literature. The program authors have included a robust vocabulary that helps to create a rich learning environment through carefully selected words. Writing is developed through the use of a Writers' Workshop approach. *Think Central* is the

online component of this program in which parents are encouraged to view current materials used in the classroom.

StoryTown link: <http://www.harcourtschool.com/storytown/>

Zaner Bloser Handwriting is taught in grades K-4. *Zaner Bloser* uses a vertical manuscript/cursive alphabet. Parents should encourage their children to use proper letter formation when working at home. Teachers can provide you with appropriate letter formation direction sheets.

Mathematics Grades PreK - 4: *Everyday Mathematics* is a comprehensive Pre-K through 6th grade mathematics curriculum developed by the University of Chicago School Mathematics Project. The program focuses on real-life problem solving, balance between whole-class and self-directed learning, emphasis on communication, facilitation of school-family cooperation, and appropriate use of technology. Underlying the *Everyday Mathematics* curriculum are six strands of knowledge: Algebra; Data and Chance; Geometry; Measurement; Numeration and Order; Patterns, Functions, and Sequences; Operations; and Reference Frames.

Everyday Math link: <http://everydaymath.uchicago.edu/parents/>

Science and Social Studies Grades K – 2: Concepts are taught through the use of non-fiction literature, classroom discussions and simple experiments. Weekly Reader and Time for Kids are used as supplements for introducing current events, map skills and other Social Studies skills in grades 1-3.

Science Grade 3-4: Students learn Earth science, life science and physical science concepts using *Scott Foresman Science*. This is an inquiry-based program in which students use the scientific method and hands-on activities to explore new concepts.

Social Studies Grade 3: Students learn about the history of their hometown of Medway and the Commonwealth of Massachusetts using authentic literature, classroom discussions, and hands on activities.

Social Studies Grade 4: Students study regions of North America including the United States, Canada, and Mexico. The *Social Studies Alive!* Program is used to teach the regions of the United States

Social Competency Grades PreK-4: *Open Circle* is a comprehensive social competency curriculum that supports elementary school children in developing the social and emotional skills needed to be successful learners, and to form healthy, positive relationships.

Open Circle link: <http://www.open-circle.org/>

Additional Academic Supports: The elementary schools also offer counseling support with our school adjustment counselors, and general education support in reading and math. For information about Special Education services, contact the building-based special education coordinator.

Child Assistance Team (CHAT):

The Child Assistance Team works with classroom teachers to assist in the planning and implementing of an Individualized Curriculum Accommodation Plan to meet the diverse learning needs of students who are not receiving special education services. The CHAT team consists of the classroom teacher and building principal or assistant principal, and may include reading specialists, school adjustment counselors, Title 1 teachers, or other special service providers.

Allied Arts: In addition to core subjects, elementary students participate in Physical Education, Art, Technology, Music and Library. Every child has at least one special subject each day.

Physical Education: All children participate in physical education. In order to meet health and safety standards, each student must wear athletic style sneakers that provide proper flexibility, stability, and cushioning; and clothing that allows for freedom of movement without restriction. Clothing that extends below the sneaker heel is neither safe nor appropriate for activity. No jewelry will be allowed.

Technology: In order for a student to use the Medway Public Schools Internet connection, he/she must read or be read the district's Acceptable Use Policy. The statement must be signed and returned by both student and parent in order for students to have permission to use the Internet at school.

Library: The library is open every day during normal school hours. The librarian arranges schedules for each class in agreement with the classroom teacher. Each child is responsible for the book(s) he or she borrows. Disruptions to the library atmosphere or destruction of library materials will result in loss of library use.

Homework Guidelines

Kindergarten: Occasional homework is assigned at the discretion of the teacher.

Grades 1-2: Homework is given to students nightly or in homework packets and should take approximately twenty minutes per night to complete.

Grade 3: Teachers will assign approximately 30 minutes of written homework 3-4 days per week.

Grade 4: Teachers will assign approximately 40 minutes of written homework typically 4 days per week.

*** All students are expected to read, or be read to for at least 15 minutes each night in addition to assigned homework.

*** If your child is taking an excessive amount of time on his/her homework, or if you have questions or concerns, please contact your child's teacher.

General Education Assessments

In addition to teacher made tests, *Storytown* and *Everyday Math* assessments and assignments, students participate in the following benchmark assessment activities at various times during the school year:

Grades K-4: DIBELS measures assess the 5 Big Ideas in early literacy identified by the National Reading Panel: Phonemic Awareness, Alphabetic Principle, Accuracy and Fluency, Vocabulary and Comprehension.

DRA (Developmental Reading Assessment) is a research-based assessment used to determine the child's independent reading level. It enables teachers to systematically observe, record, and evaluate change in student reading performance and to plan for and teach what each student needs to learn next. The DRA helps teachers pinpoint students' strengths and reading abilities in a one-on-one conference.

Grades 3-4: Massachusetts Comprehensive Assessment System (MCAS) is state-mandated testing. Results of these tests will be published and parents will receive individual results. Below are the test areas by grade:

Grade 3	ELA Reading Comprehension	March/April
	Mathematics	May
Grade 4	ELA Composition	March
	ELA Reading Comprehension	March/April
	Mathematics	May

Conferences/Report Cards

The elementary schools issue standards based report cards three times each school year. In November parent/teacher conferences are scheduled during three early release days. During that first conference parents are able to review their student's progress and discuss his/her first report card. You are welcome to arrange additional conferences with your child's teacher as needed.

Standards based report cards measure a student's progress toward essential skills identified as critical to meet grade level expectancies. It is important to be aware that scores are determined based on a benchmark set for the end of this term, in line with the end of year standard for your child's. It should be noted that a child may

meet or exceed the benchmark for a skill in term one, receiving a 3 or 4, but in subsequent term he/she may drop down a grade due to the fact that he or she did not meet the standard that was higher for that term. The information on the card should help you to understand how your individual child is doing in relation to the curriculum standards set forth by the state and the town of Medway.

Parent information letters accompany each report card explaining the various evaluation keys used at each grade level. There is a separate section on the card for Student Responsibilities with a different evaluation key. There is also a section to evaluate allied arts (art, music, physical education and instructional technology).

Please remember that a report card is only one piece of information about your child's academic progress. Be sure to take time to talk with your child about school, review work that comes home and go over homework. This information provides you with continuous feedback on your child's progress.

Medway Elementary Schools Code of Conduct

The elementary schools have developed a Code of Conduct that is consistent with the Mission Statement of the Medway Public Schools and is aligned with the Open Circle Social Competency Program. All conduct is based on the rule that we will treat others the way we want to be treated. The principles of respect, responsibility, caring, honesty, acceptance, and trust guide each school's code of conduct. Dangerous and/or destructive behavior will not be tolerated.

Our school rules will be the building blocks for promoting "optimum learning in a safe school community environment".

- **We will treat each other the way we want to be treated.**
- **We will come to school ready to learn, and ready to be a responsible member of our school community.**
- **We will be honest in word and in action. We will strive to trust one another.**
- **We will be accepting of others.**

The Medway Public Schools adopted an Anti-Bullying Policy in October of 2010. The Medway Public Schools is committed to providing our students equal educational opportunities and a safe learning environment that is free from bullying and harassment.

The Medway Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Medway Public Schools.

For detailed information regarding the district's Bullying Prevention Plan and reporting guidelines, click here:
http://www.medwayschools.org/studentsparents/bullying/bullying_prevention.pdf

Dress Code

Appropriate dress is always required. Clothing and accessories should be modest and should not interfere with safety, or promote or contain pictures and/or messages that are offensive. Examples include clothing promoting tobacco, alcohol, illegal drugs, vulgarity, and anything derogatory toward an individual's religion, race, gender, or sexual preference.

Sandals and flip-flops are discouraged. This type of footwear does not provide adequate protection in a school environment. Hats should not be worn in the building. Exceptions may be necessary for a specific school program or activity and/or for religious custom.

The school administration and staff reserve the right to make decisions in cases where the dress, appearance, or behavior of a student may interfere with the learning process for other students.

Lunch

Chartwells provides balanced school lunch options for our students. For more information about menus, nutritional information, and purchasing options click here:
<http://www.chartwellsschooldining.com/mmpps/content/home.asp>

Dangerous Weapons

A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or an instrument of violence. This includes such items that might be considered as part of a class assignment. A student shall not cause people to believe that a dangerous device is located on school property or threaten an act of violence. Violation may result in immediate suspension. Parents and police will be notified.

Cell Phones/Electronic Devices

We discourage the practice of bringing cell phones to school at the elementary level, however, if parents feel it's important for your child to bring one to school, we will ask

your child to keep the phone turned off and leave it in his or her backpack for the duration of the school day.

Other electronic devices such as music players and handheld games are permitted while riding the bus, and at recess (at the discretion of the classroom teacher). However, all electronics must remain in backpacks during the school day, and when walking to or from vehicles or home.

The school is not responsible for damage to or loss of electronic devices.

Recess

Elementary school children play outside at recess daily, weather permitting. Please dress your child for the outside weather.

Children are expected to play safely during recess. No hard balls, wooden or metal bats, hockey sticks, skate boards, scooters, or roller blades may be brought to school. Dangerous and destructive behavior may result in loss of recess privileges.

Lost Books

Parents/guardians will be billed at the cost of replacement for books lost or damaged. Should the book be located and returned during the same school year, a refund will be provided. Refunds will not be made for books returned any time after the end of the school year.