

# HIGHLAND PRIMARY SCHOOL

## MISSION STATEMENT

Highland Primary, in partnership with the home and community, provides a variety of learning experiences in a safe, comfortable environment that enables students to read, write and compute independently at appropriate grade levels while instilling positive social skills and a lifelong joy of learning.

## BELIEF STATEMENTS

**At Highland Primary we believe the following:**

- All students are unique individuals who can learn, achieve, and succeed.
- Students have different styles of learning and ability levels; therefore, we provide a variety of learning experiences.
- Our students learn best in a safe, comfortable environment.
- A positive self-concept promotes lifelong learning.
- The school provides learning experiences, which develop the basic values of respect, responsibility, trustworthiness, fairness, caring and citizenship.
- The staff, the home, and the community share the responsibility for the children's developmental well-being.
- The school strives to instill an acceptance of others regardless of race, religion, lifestyle or economic background.
- The staff strengthens student performance by providing challenging expectations.
- Technology enhances student achievement.
- Music, art and physical education contribute to the development of the whole child.

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## Goals

**Consistent with the above philosophy, Highland Primary strives to achieve the following:**

1. Develop skills in language arts and mathematics, focusing on reading, written expression and computational skills
2. Promote a positive self concept
3. Provide meaningful, concrete learning experiences
4. Develop good listening and comprehension skills
5. Instill an understanding of basic values such as honesty, responsibility, respect for others and their property
6. Develop good health habits
7. Encourage good citizens and develop self-discipline
8. Encourage acceptance of and exploration of new ideas
9. Promote democratic principles
10. Instill an acceptance of others regardless of race, religion or economic background.

**Highland Primary's Daily Schedule**  
**2014 - 2015**

First Bell .....7:50 AM  
Tardy Bell .....7:55 AM

**AM Recesses**

Kindergarten ..... 9:15 to 9:30 AM  
First Grade..... 9:30 to 9:45 AM  
Second Grade..... 9:45 to 10:00 AM  
Third Grade.....10:00 to 10:15 AM

AM Kindergarten dismissed at 10:45 AM

**Lunches**

First Grade .....10:55 to 11:30 AM  
Second Grade .....11:10 to 11:45 AM  
Third Grade .....11:25 AM to 12:00 PM

First Bell for PM Kindergarten .....11:25 AM  
Tardy Bell for PM Kindergarten .....11:30 AM

**PM Recesses**

Kindergarten .....12:45 to 1:00 PM  
First Grade .....1:00 to 1:15 PM  
Second Grade .....1:15 to 1:30 PM  
Third Grade .....1:30 to 1:45 PM

**Dismissal**

All Grades .....2:20 PM

**Friday Early Release Schedule**

First, second, and third grades have the same schedule as above except there are not PM recesses and all students are **released at 1:00 PM.**

AM kindergarten – 7:55 AM to 10:05  
PM kindergarten – 10:50 AM to 1:00 PM

## **Discipline Plan**

Our goal of education is to help students develop self-discipline. Highland Primary has established the following rules of student conduct:

1. As soon as the bell rings, students are to return to the classroom or line up on the playground immediately north of the library.
2. Students are not to play in the restrooms, including climbing on fixtures, doors, etc.
3. Students on the playground are to check with the teacher/aide on duty before going to the classrooms, the health office, etc.
4. Students are to stay within the school yard unless they receive permission from the duty teacher/aide to retrieve a ball, etc.
5. Students must have a hall pass to go to the health office.
6. Students are not to run on the sidewalks within the school enclosure.
7. Students are not to throw any objects—rocks, sticks, sand, gravel, etc.
8. Students are not to play in the breezeway.
9. Students are to follow these procedures when using the playground swings:
  - Only one student in a swing at a time
  - No standing in the swings
  - No jumping from the swings
  - No swinging sideways
  - No lying down in the swings
10. Students are not to shove, hit, tease or wrestle. Fighting is absolutely forbidden.
11. Students are not to play any tackle games.
12. Students are required to pay for or repair all damage or vandalism that they cause to school property.
13. Students are not to remain after school unless they receive permission from their teacher and their parent.
14. Students are not to bounce or kick balls under the porches or against the walls.
15. Students are not to swing on or play on the handrails. Also, students jumping rope should not do so in the area north of the library where students line up.
16. When students play on the slide, they must slide down one at a time in a sitting position with their feet forward. They are not to climb on the outside of the slide.
17. Students are not to climb on the fences, trees or the backstop.
18. Students are to stay off the quad grass in front of the classrooms.
19. Students are to use appropriate language, always avoiding vulgar, crude or derogatory remarks.
20. Students are not to make verbal threats to other students or staff.

## **Consequences**

Every effort will be made by the staff to help the students understand their responsibilities and to encourage appropriate behavior. However, students who violate the above rules of acceptable conduct will be subject to the following consequences, depending on the severity of the infraction:

- Missing all or part of recess by sitting on the wall
- Spending time-out in the office
- Conference with the principal
- Conference with parents/guardian

- Restitution if school property has been lost or damaged
- Cleaning up messes intentionally caused by students
- In-school suspension
- Suspension from school

**Note:** Each individual teacher has a discipline plan that is unique to his/her classroom. This plan outlines basic rules of appropriate student conduct and work, along with the consequences and rewards. These plans are posted in the classrooms and are on file in the principal's office.

### **Hazing and Harassment**

Highland Primary is dedicated to creating a school where students and staff may learn and teach in a safe environment. Any kind of hazing or harassment, including sexual harassment, will not be tolerated. Steps will be taken to discipline and stop any activities that are deemed as intimidating, threatening or harassing. Students and staff are encouraged to report any incidents that may occur so that proper steps may be taken to eliminate the inappropriate behavior.

### **Visitors on Campus**

When a parent/guardian comes to the school to pick up a student during school hours, office personnel will either call the student to the office using the intercom or will issue the parent/guardian a visitor's pass indicating that the parent has cleared through the office and has permission to be on campus. All visitors to campus (before, after and during school hours), regardless of how long the stay is, must pick up a visitor's pass from the office prior to being on campus. This strict procedure is for the safety of the children. We encourage parents/guardians to visit their child's class at anytime; however, when the parent/guardian visits, he/she must stop by the school office to pick up a visitor's pass. **Note: We cannot accommodate visits by children who are not registered at Highland Primary and ask that students not bring guests to school.** Also, if parents/guardians have a message for their child, they should call the office or go to the office (not the classroom) and the message will be delivered to the student with a minimum of classroom disruptions. **Messages for students must be received no later than 2:00 PM or the message cannot be delivered to the student.**

### **Custody**

In most cases, divorced parents continue to have equal rights, such as access to information where their children are concerned. If one parent has a court order limiting the rights of the other parent where custody or visitation is concerned, the parent must bring a copy of this legal documentation to the office. Unless the school has this court order on file, the staff must provide equal rights to both parents.

### **Transfers and Withdrawals**

We would be sorry to see you go, but if you move, let us know at least three days in advance of your moving. The office staff will prepare transfer material to help your child get started at the new school.

## **Entrance Age**

Children may be admitted to first grade if they are six years of age or shall be deemed six years of age if they reach such age **prior to September 1** of the current school year. For admission to kindergarten, children must be five years of age **prior to September 1** of the current school year.

## **Student Arrival and Departure**

Students are not to arrive on campus more than thirty minutes before the tardy bell for the beginning of school. Students who do not eat breakfast in the school cafeteria and who do not ride a school bus, should not arrive at school any earlier than 7:45 AM.

It is imperative that students arrive each morning prior to the tardy bell at 7:55 AM. Perhaps the most productive learning time for the students is in the morning because they are fresh and more inclined to learn. For this reason, the teachers exert their best efforts in providing a rich and meaningful foundation in reading, math and other core subjects during the morning hours. This valuable learning commences immediately following the tardy bell at 7:55. If a student arrives late to school, he or she misses many important educational opportunities. This learning time is especially crucial for young students learning to read and to do math. During these tender years when kindergarten, first, second and third grade students are establishing their critically important educational foundation, interruptions due to tardiness can be harmful, and even devastating, to their success, not only now but in the future.

If a student needs to leave school before the dismissal bell, he or she must be checked out through the office on a sign-out list that will be maintained throughout the school year. Students are to leave campus within ten minutes after the dismissal bell rings unless they are on campus for a school-approved activity.

## **Student Attendance**

We at Highland Primary are concerned about the educational success of all of our students. When students are not in school, or if they arrive late on a regular basis, there are educational opportunities and assistance that they miss. During these early years when students are establishing critically an important educational foundation, any absence from school can be detrimental to their success; consequently, we worry when students are not in attendance, whatever the reason. Although parents may excuse their children for any reason they deem important, the parents must assume the responsibility for the loss of any academic material presented during the student's absence and may be responsible for loss of credit if absences are excessive. Highland Primary will notify parents by mail/phone when their child exceeds 5 absences during a semester.

## **Accelerated Reading Program**

Highland Primary utilizes the Accelerated Reading (AR) program, which has proved very successful in helping our students improve their reading skills. As a part of this reading program, we also have a Reading Club and incentives for the students to encourage them to reach their reading goals. All first, second and third grade students may participate as

members of the Reading Club, which encourages student reading and provides some reading incentives. Some of these incentives are small individual prizes while others are grade level parties and activities for those students who have met their goals. At the end of each term, the school holds a special drawing. Every time a student reaches 20% of his/her goal, that student receives a ticket that goes into the school drawing. The more a student reads, the better his/her chances are of winning prizes in the drawing. Parents or community members may contribute tax credit monies to the student Reading Club that will be used to purchase these AR incentives.

### **Music**

Each class will receive specialized music instruction by a qualified music teacher for a prescribed time each week.

### **Physical Education**

The program for grades kindergarten through third emphasizes the physical development of the individual student. It provides for the development of skills necessary to participate in organized athletic activities.

### **Special Education**

Programs are available for students identified in the following categories: learning disabilities, emotional handicaps, hearing impaired, speech disorders, physically handicapped, gifted, visually handicapped and trainable mentally handicapped.

### **Title I Reading**

Title I Reading is a remedial reading program provided for students who meet the required guidelines. Students are instructed by a reading specialist for 30 minutes each day. Selected groups of first grade students participate in a transitional reading class several times each week.

### **Media Center/Library**

The Media Center's goal at Highland Primary is to help the children enjoy literature and begin to develop the skills they will need to become lifelong learners. The Media Center serves as a resource to faculty and provides enrichment for classroom curriculum. Children will be exposed to different types of media, participate in research activities and interact with many types of stories. All children will visit the Media Center at regularly scheduled times. Kindergarten children will be allowed to check out one book per week (with a signed parent permission slip). Children in grades 1 through 3 will be allowed to check out one book at a time and may trade books as often during the week as they like. There will be no fines for late books, but children will be responsible to replace books that they lose or damage.

### **Computer Education**

All of the classrooms at Highland Primary have student computers, usually one computer for every two students. These are used to introduce computer literacy as well as to incorporate computer-assisted instruction. All of the classrooms have access to the Internet, which is a

valuable learning resource for students and teachers alike. The students will have the opportunity to access the Internet under the direction and close supervision of the teacher; however, prior to the students being able to access the Internet, parents/guardians must sign a parent permission form at the beginning of the school year.

### **Developmental Kindergarten**

The Snowflake School District's developmental kindergarten is a program for children who are developmentally young and need an additional year of school to be successful in regular kindergarten. Students must be five years old prior to September 1, be screened prior to selection and recommended by parents and teachers. Students are also screened at the end of the year to evaluate progress. This is a district program for 15 Snowflake/Taylor students and is housed at Highland Primary. The Federal Title I program provides funding so there is no fee for the students involved in this program.

### **Field Trips**

Parents are required to fill out a permission slip for every field trip invitation by the school. This includes walking field trips as well as those taken in district vehicles. If a child does not have a signed permission slip, he/she will not be able to participate in the event. Also, there is a \$1.00 charger per students for most school field trips. If a student is unable to pay, special arrangements can be made by contacting the student's teacher or the school principal.

### **Items not to Be Brought to School**

No student is to bring to school any object that may be potentially harmful to himself/herself or others. Such objects include knives, guns, play guns, explosive devices, darts, rubber bands, pen shooters, play swords and similar paraphernalia. Students are also asked not to bring to school any object that will detract from a conducive learning environment. Objects that are of considerable monetary value should also be left at home. Such items include, but are not limited to, the following: radios, cassette recorders, CD players, cameras, electronic games, large toys, etc. Also, students should not use skateboards, roller blades, in-line skates, heelies or similar toys on campus.

Students are not to bring cell phones to school.

### **School Supplies**

All necessary school supplies are furnished to the student by the school. Textbooks are provided at no cost to the students, provided that the books are returned in good condition. During the school year, a teacher may ask parents/guardians to supply certain materials for various class projects such as arts and crafts. This donation is voluntary and will in no way affect the student's participation in the project should the parent/guardian choose or be unable to supply the requested materials. Parents/guardians should contact the teacher if they have any questions concerning such requests.

# HEALTH SERVICES

## Medications

The health tech is prohibited by law from dispensing medications at school without a written order from a physician and a parent signature. THE MEDICATION MUST COME TO THE HEALTH TECH IN THE PRESCRIPTION BOTTLE AND BE BROUGHT TO SCHOOL BY AN ADULT. Children MAY NOT, under any circumstances, carry medicine to administer to themselves. These legal requirements are made for the protection of the children.

## Services

The goals of the school health program are to help each child realize his/her full potential to become a physically, mentally, emotionally and socially integrated individual. The health tech recognizes that a child in ill health cannot learn to the maximum of his/her ability.

## Health Screening

The health tech assumes the responsibility to establish and maintain a permanent health record for each student. Health screening programs that will be conducted at each school are the following:

General Health Status	Dental Health
Vision Screening Programs	Kindergarten
Hearing Screening Programs	Heights and Weights

If abnormalities are found during the screenings, parents/guardians will be notified, and the student will be referred for diagnosis and/or treatment.

## Emergency Update Sheet

Each year it is essential that parents/guardians completely fill out an emergency sheet for each child. The sheet will contain current information so that health and office personnel may reach parents/guardians in case of an illness or injury.

## Immunizations

An immunization history is required for every child at the time of enrollment. Each child must be current on his/her immunization schedule. Parents/guardians should keep the school health tech informed of any new immunizations their child has received at a clinic or private doctor's office so that the health records can be kept up to date. The following is the immunization record required for school enrollment:

1. Arizona state law requires that a child, upon first entering school, must have a record of immunization against DPT, polio and MMR. In addition, kindergarten and 1<sup>st</sup> graders need an additional MMR and the Hepatitis B series to enter school. They only need the 1<sup>st</sup> dose of Hepatitis B to start school. Also, K-3 students are required to show proof of immunization or history of varicella (chicken pox) infection.



2. A waiver or deferral in part, or in full, will be granted for medical or personal beliefs.
3. In all cases, parents/guardians must file either a record of immunization or request a waiver of immunizations.

### **Parent Involvement**

There are many opportunities for parents/guardians to become involved with their child's education. Classroom volunteers and field trip volunteers are always needed. There is also a site council.

### **Tax Credit**

From time to time, parents inquire about contributing funds to the school as part of Arizona's tax credit program. Tax payers can contribute up to \$400.00 (for a couple filing jointly) per year. That contribution is a tax credit, and the tax payer can receive that full amount back, dollar for dollar, as a refund or toward his/her tax bill. Highland Primary has three funds that can accept tax credit monies: Character Education, Reading Club and Field Trips. We encourage parents to take advantage of this program and contribute funds to Highland Primary, thus helping the students.

### **Liability**

The district will make every effort to obtain insurance at the most economical cost, consistent with required services by obtaining bids or quotations in conformance with adopted purchasing policies. The superintendent shall obtain an insurance appraisal to determine the adequacy of the district fire, casualty, automobile, personal liability and errors-and-omissions insurance whenever new bids for insurance are solicited. This insurance appraisal shall be made part of the district insurance records.

Adopted February 19, 1997

LEGAL REG: A.R.S. 15-341 (19)

15-381

15-382

15-383

15-384

15-3A. G.O.I 80-216

### **Patriotism**

We are living in a rapidly changing world beset with many problems, uncertainties and indecisions. Teachers should impress upon the students that they have the responsibility to build this nation upon the ideals and principles that recognize the worth of the individual. Teachers should establish within the students a love and appreciation for the American way of life. This should be done by giving a knowledge of what has transpired in our history up to the present time as well as keeping abreast of current happenings in the United States. This should be taught by precept as well as by examples in the classroom. Each student should be given the opportunity of offering the pledge of allegiance to the flag daily.

## **Child Abuse**

All school personnel have a legal and moral responsibility to report any suspected cases of child abuse to CPS (Child Protective Services). Parents or guardians are not notified by the school if a report is submitted to CPS.

## **Lost and Found**

Parents/guardians should be sure that students' clothing and other items brought to school are clearly marked with his/her name. Items that are not claimed within three months will be donated to a charitable organization.

## **Homework**

School assignments should not infringe unnecessarily upon personal or family time. Family time and other learning experiences contribute greatly to one's overall education. When it is necessary to give homework, it should not be used as a method of punishment. Generally students in grades one through three will have some homework two to four days per week. Most of these homework assignments will require no more than 10 to 15 minutes to complete. In addition to the above-mentioned homework, students are encouraged to read regularly at home. It is an excellent practice for students to set aside 15 to 30 minutes each day for their personal reading. Parents/guardians are encouraged to monitor their children's homework and reading habits at home in order to ensure that their children are staying current in their school tasks and responsibilities.

## **Student Dress Code Policy**

The Snowflake Governing Board recognizes that the appropriate clothing worn by students contributes to the accomplishment of curriculum goals and the district's education program as formulated by the district and mandated by the State Statutes. The board also recognizes that student dress and grooming practices can affect the health, safety and general welfare of the students. At the same time, the board recognizes that the mode of dress and grooming practices by an individual is a manifestation of personal style and preference; therefore, the board shall endeavor not to interfere with the right of the students and parents or guardians to make decisions regarding personal dress and grooming practices except when the choices affect the curriculum goals, the educational program of the district or the health, safety or general welfare of the students and others.

The board authorizes the superintendent to promulgate and enforce school regulations prohibiting student dress or grooming practices that

1. Present a hazard to the health, safety or general welfare of the student or others in the school
2. Materially interfere with school work to create disorder
3. Are counterproductive to or disruptive to the learning process
4. Display inappropriate or immodest slogans or pictures (pertaining to subjects such as alcohol, cigarette, illegal substances, profanity, vulgarity or indecency)
5. Immodestly expose the chest, abdomen, genital areas or upper leg and buttocks.

The following is a non-exclusive list that are not acceptable:

- A. Shorts that are shorter than mid-thigh

- B. Spandex shorts—unless worn under clothing
- C. Intentional slits, holes or ragged clothing
- D. Swimsuits
- E. Tank tops
- F. Skirts that are shorter than two (2) inches above the top of the kneecap
- G. Hats in the classrooms

The governing board's position is to foster high standards of personal appearance. Extreme styles not addressed in the policy will be evaluated in terms of their effect upon the student body, faculty and/or educational process. Student appearance should be neat, clean, and modest and encourage a good wholesome self-image. Violations of the district's dress and grooming standards will result in appropriate disciplinary action being taken, including suspension. LEGAL REF: A.R.S. 15-341 (A)(1)

**ANY STUDENT WHOSE APPEARANCE IS NOT IN COMPLIANCE WITH THIS POLICY MUST COMPLY BEFORE ATTENDING CLASSES.**

### **Drills**

A loud, continuous sound coming through the public address system signals a fire drill. Highland Primary has regular drills to teach the students the safest, quickest route from the school buildings. In an emergency drill, it is important that the students quickly and quietly follow their teacher's instructions. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the signal indicating that they should return to their classrooms.

During emergency drills, students should follow the instructions listed below:

1. Follow the directions of the teachers.
2. Leave all work and line up immediately for exit from the room.
3. Know the emergency exit route from each room in which they have a class. The teacher will have the route posted in a prominent place in the classroom.
4. Walk in line until their group has reached its designated area.
5. Remain in line until the teacher directs them to return to the classroom.
6. Return to the room in a quiet, orderly fashion.

### **Walking to and from School**

- Students should start early enough so as to arrive 5 to 10 minutes before the tardy bell rings.
- Students should walk on the sidewalk. If there is no sidewalk, they should use the left side facing oncoming traffic.
- Students should never run between parked cars.
- Students should look in all directions before crossing the street. They should use marked crosswalks.
- Students should never accept a ride or gift from a stranger.
- Students should not go to a friend's house after school. They should go directly home after school.

## Riding Bikes to School

- Students should ride single, never double.
- Students should use a chain and padlock on their bikes so they won't be stolen while the students are at school. Students should be careful not to lose their padlock keys.
- Bike riders should go directly to the bike compound in front of the school, park their bikes, lock them up and then go directly to the playground.

## Talking to Strangers

Students SHOULD NOT stop to talk to strangers.

Students SHOULD NOT accept gifts, food or anything else from a stranger

Students SHOULD NOT get into an automobile with a stranger.

Students SHOULD NOT follow a stranger anywhere, no matter what he or she may say or regardless of what sort of treat or reward is promised.

Students SHOULD REPORT immediately any problems with strangers. They should tell an adult whom they know, or they should call the police if an adult cannot be reached.

## Unscheduled School Closings

Occasionally it is necessary to close school because of excessive illness or extreme weather conditions, etc. When such occurs, word will be disseminated as quickly as possible through the following radio stations:

Z92.1	Holbrook . . . . .	92.1 FM
KMGN	Flagstaff . . . . .	93.9 FM
KAFF	Flagstaff . . . . .	93 FM
KRFM	Show Low . . . . .	96.5 FM
KDJI	Holbrook . . . . .	1270 AM
KVWM	Show Low . . . . .	970 AM
KVSL	Show Low . . . . .	1450 AM

When it is determined by the school administration that roadways are unsafe due to ice or packed snow, the regular schedule may be altered by one of the following:

- Calling school off if it is judged that unsafe conditions will continue for a major portion of the day, or
- Postponing the starting time of school. The delayed schedule calls for schools to begin two hours later than normally scheduled, which would mean that school starts on these days at 10:00 AM. Affected school buses would run two hours later than the regular schedule. This two-hour late start has a significant impact on our kindergarten classes. AM kindergarten students will come to school at 9:50 AM, but they will not be dismissed until 11:45 AM. The buses will run at that time. PM students will come to school at 12:25 PM and will be dismissed at 2:20 PM. Also, on late start days, the cafeteria **will not serve breakfast.**

Should a closing be declared after school has begun for the day, bus students will be transported to their regular bus drop areas, unless specifically requested otherwise by the parents. Parent approval to remain with another family, friend, neighbor, etc. must be in

writing on the form provided for such and placed in the student's folder for easy access. It is the parents/guardians' responsibility to keep the school apprised of any special requests.

## **Report Cards and Conferences**

Each child's educational progress is evaluated regularly and reported to parents/guardians four times each year. Grade report cards vary with the child's grade assignment and, in most cases, include a report of the child's effort as well as the grades.

Parents/guardians are welcome to meet with their children's teachers for conferences at any time during the school year. Conferences may be arranged by calling the school office or by sending a note to the child's teacher. Formal conferences between parents and teachers are scheduled at the end of the first and the third grading periods of the school year.

Parent/teacher conferences provide an opportunity to review children's progress in all areas of their school experience.

## **Bus Transportation**

Bus transportation is provided for all students who live beyond walking distance from the school; however, riding the bus is a privilege. Students must conduct themselves in such a manner so as not to lose this privilege. Students being transported are under the authority of the bus driver and are to obey the following rules:

1. Students must be on time for the bus, but no earlier than ten minutes prior to bus pick up time.
2. Students should stand a safe distance back from the street or highway while waiting for the bus.
3. Students should get in line when the school bus is approaching and be ready to board the bus.
4. Students must never crowd or push when boarding the bus.
5. Students should take their seats quietly and quickly.
6. Students should remain seated when the bus is in motion.
7. Students should keep hands, arms, head and objects inside the bus windows.
8. Students should deposit waste material in receptacles located in the front of the bus.
9. Students should talk in normal tones. Loud, vulgar language is prohibited.
10. Students should respect school and private property. Damage to property near stops or otherwise disruptive behavior, such as throwing rocks and excessive noise, is prohibited.
11. Students should keep the bus clean. Eating and drinking on the bus are prohibited.
12. Students should not behave in a manner that is disruptive and which interferes with the safe operation of the bus—no fighting, pushing, carrying sharp objects (knives, glass, tin cans, etc.).
13. Tobacco, drugs or alcohol are not allowed on the bus.

**NOTE: Parents/guardians should not pick students up at the bus loading zone. If parents/guardians wish to pick their children up, they must do so at the parent pick-up area west of the school campus. When parents pick up their children at the parent pick-up area but they do not actually park in the school's parent pick-up lane, the parents need to walk to the area where the children are waiting and personally escort their child to the parent's vehicle. This will ensure the child's safety in this very busy area.**

## School Pictures

School pictures are taken in early fall and spring each year. Dates and prices will be announced prior to the picture days.

## Track and Field Day

Track and Field Day is a culminating activity held the last week in May.

## Cafeteria

School lunches are available at the cafeteria for a reasonable fee. For students bringing a sack lunch, milk or juice is available at minimal cost. There will be a designated place for students to pay for their lunches before school. Students eating in the cafeteria are expected to use acceptable table manners and to pick up around their area when they are finished eating. **Note: Students who wish to eat breakfast must arrive at the cafeteria serving area no later than 7:45 AM in order for them to have time to eat and still make it to their class before the tardy bell rings at 7:55 AM. Students will not be served after 7:50 AM.**

## Class Parties

Each class will have approximately three parties during the year. The dates will be determined by the individual teachers. Birthday treats may be furnished by parents/guardians if they are brought to the school the last 15 minutes of the day.

## Student Concerns, Complaints and Grievances

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability,
- Harassment of the student by another person or,
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are these:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the superintendent.

A parent or guardian may initiate the complaint process on behalf of a student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.