

Boyden-Hull COMMUNITY SCHOOLS

Home of the Comets!

ELEMENTARY SCHOOL

**STUDENT/PARENT
HANDBOOK**

**APPROVED BY
BOARD OF EDUCATION
2019-2020**

Boyden-Hull Elementary School is committed to ensure that all children are given the opportunity to experience success in an atmosphere that best meets their educational needs in preparing them for the future.

Mr. Thomas Kerr
Principal

**EQUAL EDUCATIONAL OPPORTUNITY & STATEMENT OF NONDISCRIMINATION
(103.1)**

The Boyden-Hull Community School Board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, sexual orientation, gender identity, marital status, creed, age (except students), or socio-economic status.

The Boyden-Hull Community School Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Boyden-Hull Community School Board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity, disability, creed, age (except students), or socio-economic status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Inquiries regarding compliance with Title IX, Title VI, of Section 504 may be directed to the Superintendent of Schools or the District Compliance Officer, Boyden-Hull Community School, 801 1st St., Hull, IA 51239, telephone 712-439-2711, to the Director of Civil Rights Commission, Des Moines, Iowa or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

**MULTICULTURAL GENDER FAIR EDUCATION OPPORTUNITY
(603.4)**

Enrolled children in the Boyden-Hull School District Community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, sexual orientation, gender identity, ability, disability, color, religion, age (except students), or socio-economic status.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Title IX Compliance Officer, Hull, Iowa 51239 or telephoning 439-2711.

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2019-20 STUDENT SCHEDULE

In order to meet the demands of the IA Core Curriculum and alignment process, along with student data evaluation through our Professional Learning Committees (PLC), the students' school day will be fifteen minutes longer on four days: Monday, Tuesday, Thursday and Friday. This is to accommodate the one-hour early release day each Wednesday for teacher collaboration, writing and implementation of these new mandated programs.

	Schedule	PLC Time
Monday	8:15-3:30	
Tuesday	8:15-3:30	
Wednesday	8:15-2:30	2:30-3:45 p.m.
Thursday	8:15-3:30	
Friday	8:15-3:30	

REGISTRATION/HEALTH INFORMATION FORMS

New forms are to be completed for all students. Give special attention to the name of the family physician and to who should be contacted in case of emergencies (should be different than parent number).

ARRIVAL AND DISMISSAL AT SCHOOL – Please note changes

Students are not to arrive at either school building before **7:45 a.m.** Parents are hereby notified that there is no supervision before this time and that the Boyden-Hull School and staff are not liable for students before this time.

Since we have new security measures in place at the elementary building, the Administrative Entrance will be locked starting at 8:10 a.m. and throughout the remainder of the school day. Parents and students arriving after this time will need to use the AirPhone system to gain entrance into the building and report to the office to check in/out for the school day.

In the interest of safety, parents bringing students to the Hull center are asked to load and unload on the east parking lot or east of the bus loading zone. Please do not unload them south of the school bus loading zone.

Students riding bikes, skateboards, and rollerblades are to put these in the bike racks or office when they arrive at school and not be riding or skating back and forth in front of the school or on the parking lots.

Parents with students attending Boyden-Hull Elem. at Boyden are asked to pick up and unload their students either south of the bus pick-up or along the street north of the school. Portions of Lincoln Street (front of school) will be closed prior to the school day beginning (7:40 a.m.) and before school dismisses (3:05 p.m.) for safety concerns.

Please do not park or leave your car unattended as busses are arriving at 7:50 a.m. and 3:00 p.m.

STUDENT LOCKERS (502.5) (502.8)

Student lockers are the property of the school district. Every student will be assigned a locker at the beginning of the school year. It may be necessary for two students to share the same locker. Students are expected to use their own lockers and keep them neat. DO NOT MARK, DEFACE, DISPLAY OBSCENE MATERIALS, DISPLAY ADVERTISEMENTS REGARDING ALCOHOL AND/OR TOBACCO, IN OR ON THE LOCKERS. No open beverages (pop and/or water) shall be stored in the locker. No obscene materials, weapons, prohibited items such as tobacco, alcohol, drugs or other controlled substances or look alikes are allowed at any time in lockers. Students risk possible suspensions if such items are found in their locker.

The school retains the right to periodically inspect all lockers or a random selection of lockers without prior notice to students/guardians.

Students will be assessed a fee at the end of the school year if their assigned locker is damaged.

BUS TRANSPORTATION

Request to Ride Busses Other Than Those Assigned (712.1) (712.2)

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy.

- Overnight Visit - As our shuttle busses have limited extra additional space for passengers, it is important that overnight visitors be limited. We cannot guarantee rides to those students that normally do not ride a shuttle. Therefore these visits should be planned in advance.
- No student will be allowed to ride on any bus not regularly assigned unless written request is made and approved by the principal.
- Birthday Parties - Whenever multiple guests are to go to another student's house, we request that parents provide the transportation. Parents should pick them up at school.
- Request to go to a Residence Not Having a Student in School - Advance request may be made to drop off a student at a residence that does not have a student attending Boyden-Hull if that residence is along an assigned route.

Bringing Articles on the Busses

Toys with sharp and hard edges such as tractors, trucks, skateboards, roller skates, etc. are not to be brought to school. Also, no guns of any type are allowed at school.

712.2R

Regulations For Students Riding Buses

Transportation Regulations

The safety of every child on our school buses is of great concern to all of us. While every precaution is taken to see that that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult and responsible task and anything that happens on the bus to divert the driver's attention from his driving responsibilities immediately endangers the safety of the riders. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner.

In general any activity that worries or distracts the driver is objectionable. If the driver is worried about the activity in the bus, he or she cannot be a safe driver. Furthermore, transportation equipment is expensive and pupils are expected to cooperate in its maintenance and preservation.

In order to operate a safe, efficient and economical transportation system, it is requested that every parent discuss the observance of the following rules with their children:

1. Pupils are under the authority of the bus driver.
2. Pupils will be on time for the bus both morning and evening. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils will remain seated while the bus is in motion.
4. Pupils will not extend their hands, arms or head through the bus window.
5. Pupils will converse in normal tones: loud, vulgar language is prohibited.
6. When a bus is crossing a railroad track, all conversation must stop until the bus has crossed the track.
7. Pupils will keep the bus clean and refrain from damaging it. Any damage caused by a student will be fixed and must be paid by the student(s) responsible for the damage.
8. Rough-housing on the bus is prohibited.
9. Pupils will keep their feet off the seats.
10. Pupils will not throw objects about in the bus or out through the window.
11. Pupils will avoid playing or loitering on the street when waiting for the bus.
12. Pupils will cross the road in accordance with instruction from the driver.
13. Window should be adjusted only with the permission of the driver.
14. The bus emergency door is to be used at no time except in an emergency.

While this list is extensive it is not exhaustive. All students are subject to specific guidelines outlined by their driver. Failure to abide by these regulations could result in suspension of bus-riding privileges.

STUDENT BEHAVIOR – See Appendix 104.E1 and 104.E2

1. Harassment Policy (507.7R)

Harassment includes but is not limited to: 1) verbal or written harassment or abuse based on race, creed, color, religion, national origin, marital status, or disability that is designed to embarrass, distress, agitate, disturb or trouble, 2) pressure for sexual activity, 3) repeated remarks to a person with sexual or demeaning implications, 4) unwelcome touching, 5) suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc., such that it creates a hostile learning environment. Harassment can be physical, spoken or written. It involves unwanted touching, cornering, pinching, grabbing, staring or leering, sexual jokes, demeaning displays or signs or bathroom graffiti. Anyone who feels they are experiencing such, should report to the Elementary School Guidance Counselor who shall investigate. Those found in violation of this policy risk all disciplinary actions, up to and including expulsion.

2. Weapons Policy (503.6)

Any student that possesses a weapon in school, at school activities, on the school grounds, or on school transportation, shall risk expulsion from school for up to one year. We have zero tolerance toward the possession of any apparent weapon including plastic/toy guns, etc. If students need to have such at school for plays, etc. please ask your teacher for the proper procedure or risk expulsion from school for up to one year!!

3. Make-up Work or Detentions After School (503.1)

Although detentions after school will be kept to a minimum, there are times when students are required to stay. Students will not be kept without prior notification given to the parents. If it is necessary to keep bussed students and notification and approval cannot be made by phone, notice will be sent with the student as to when the make-up will be scheduled. Parents are responsible for the child's transportation.

4. In-School Suspensions (503.2A)

In-school suspensions will be used as a disciplinary action when a student: 1) repeatedly commits the same inappropriate offense, 2) is a threat to the safety of the other students, or 3) commits an offense that is deemed severe enough by the principal to warrant in-school suspension. During in-school suspension, the student will be monitored in an isolated area. There will be no contact with the other students. Appropriate breaks will be given while the other students are in class. Parents are responsible for transporting their student to and from school on the days their child is serving an in-school suspension. Communication will be made with the parents/guardians by telephone regarding the in-school suspension prior to the student serving his/her suspension. A letter will follow for documentation reasons.

ATTENDANCE (501.3)

Persons within the district who have children over six and/or under sixteen years of age by September 15 and are in proper physical and mental condition to attend school shall have the child attend school at the attendance center designated by the board.

Students shall attend school the number of days school is in session in accordance with the school calendar, unless excused by the principal at their attendance center.

Truancy - To be truant means a student has willfully failed to attend school when required to attend. Truant students may be reported to the local law enforcement officers. A student's absence without the school's and the parent's permission is considered truant.

Notification of Absence Policy - It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on the day. Parents are required to call or send a note with someone attending the elementary school that morning. The school numbers are 725-2082 or 725-2381.

Orthodontist, Doctor, Dentist, and Eye Appointments - Whenever you know in advance that your child will be missing school, please notify the elementary office prior to the "planned" absence.

Grades 3-6 - Students will be allowed time to make up work after an absence. This time will be equal to the time missed plus one day. Every effort will be made to see that homework is sent home with someone (i.e. brother, sister, neighbor) on the days of absence.

Perfect Attendance - A student who has been at school without a tardy, early leave, or absence will be considered to have perfect attendance. A student that comes late or leaves early will not have perfect attendance.

One/half Day - Any student that arrives after 10:00 a.m. and remains for the duration of the day will be credited as being in school ½ day. A student that arrives at school on time but leaves before 2:00 p.m. will be credited as being in school ½ day.

Tardy - Any student that arrives at school after 8:15 a.m. and before 10:00 a.m. is considered tardy. The student will be given credit for an entire day of school, but will not be eligible for perfect attendance.

Early Leave - Any student that leaves after 2:00 p.m. will be given an early leave. The student will be given credit for an entire day of school, but will not be eligible for perfect attendance.

Total Absences - When student absences exceed 5 days per semester, students may be required to have an excuse from the doctor for illness or any other previously specified conditions.

If a student misses more than 5 days per semester, parents will be contacted by school officials.

Sign-Out/Sign-In (501.3)

For the purpose of accountability, a sign-out/sign-in notebook will be used to insure the staff of where your child has gone and when he/she has returned to school. This notebook will be located on the secretary's counter in the elementary office.

The child, or person taking the child out of school, is required to report to the office and "sign-out" or "sign-in" when leaving and returning to school.

Parents/Guardians - Remember to notify the school in advance when someone, other than the parent, is coming to get your child for any reason.

SCHOOL MEALS (711)

Lunch/Breakfast/Milk Money

Deposits (money from parents) are placed in each student's account to cover the cost of lunch, breakfast, milk at recess time. Additional items such as extra entrees or milk at noontime may be purchased by 4th-6th graders. Notes or emails will be sent home with students who have a negative balance. This is your notification that more money is needed. **We are limiting the elementary students' negative balance to \$20 a student. Their account will be shut off until the debt is paid, and they must bring a sack lunch. If a student does not come with a sack lunch, we will give them the cold lunch option.**

Noon

Milk - Type A school lunches require that we offer milk with the school lunch program. This year skim chocolate, 1%, and skim milk will be offered. If for some reason, your child cannot drink milk, please notify us in writing.

Lunch - By state requirements students:

1. Need to be served at least three of the 5 or more items offered.
2. Are not required to eat all their food.

In fairness to parents who have their students eat the school lunches, and in order to prevent a great deal of waste and to develop consistency in rules, we do encourage the following:

1. Students eat at least one of the main items served to them.
2. Student should attempt to at least taste the foods served.
3. Students that take the choice items set out should eat them.
4. Students in K-3 should drink at least some of their milk and students in 4-6 all of their milk, unless we have received a current request from you not to have your child drink milk.

Time for eating – Students will be given adequate time to eat their lunch. Most students finish eating their meal within 20 minutes from serving.

Drinks with Sack Lunches - Parents are requested not to send pop to school for noon lunches. Soda pop becomes warm and if shaken, will spray uncontrolled when opened.

Breakfast Program

The Breakfast Program was started during the 1994-95 school year. It allows for all students to have the opportunity to eat a nutritious breakfast before the school day begins. This program is an optional program that is available for all students grades Preschool-6. Breakfast will be served beginning at 7:50 and ending at 8:20. All programs for free or reduced meals apply for the Breakfast Program. If one has applied for free or reduced noon meals, they need not reapply for a free or reduced breakfast.

MEDICAL

Health Screenings (507.1) (507.3D)

- **Vision:** All students in grades 1, 3, and 5 are screened each year. Student wearing glasses are requested to have their eye doctor update the school records.
- **Hearing:** All students in grades K-4 and known cases of hearing deficiencies are screened annually. If your student is identified as having hearing difficulties you will receive a notice from the hearing clinician asking you to have a check-up at a doctor. If you have any questions, please contact the office.
- **Speech:** No general speech screenings are conducted by the A.E.A. Special referrals can be requested by the parent or teacher. Signed forms must be completed and signed by the principal.
- **Scoliosis:** All students in grades 5-6 are screened annually. Parents are notified before the screening and given the opportunity to decline this service. The school nurse screens the students.

Student Medical Concerns

Please report to the school any medical concerns that may affect school performance such as asthma, epilepsy, diabetes, ADHD, etc. This information will be helpful to school personnel that work directly with students in providing an effective education for every student.

Lice (507.3C)

Students at Boyden-Hull who have been identified as having live lice will be allowed to stay at school, however, parents/guardians of the student will be notified immediately by phone, provided with educational materials on treatment, and review treatment protocols. It is reasonable to expect that the two-week treatment plan advocated by the Iowa Public Health will be started before the child returns to school the next day. This includes the first treatment with over-the-counter medicated shampoo containing either permethrin or pyrethrin.

Medications (507.2)

Special care must be taken in administering any medication internally. Rules require school personnel who distribute medication to receive special training.

Medications which are brought to school in an official prescription marked container must be accompanied by a written request from the parent. (Form enclosed with this handbook.) If medication is not in an official prescription container, a signed doctor's request must accompany the medicine.

All medications are to be brought to the office as individual teachers are not certified to distribute.

Requests for Restricted Recesses

During winter months we often have requests for students to stay in during cold weather for a variety of reasons. Our policy is that we will honor these requests if your family doctor sends a written request that this should occur or after an illness that has caused a student to be out of school for a cold related illness or physical disability. If your child has not had an absence from school, he/she should, with warm clothing, be able to go outside for recess.

Excuse From Physical Education (603.6)

Excuses from physical education will be honored if recommended by a signed referral from your doctor.

Grading System

The Boyden-Hull Elementary grading system is used to evaluate and record student progress.

Grading Scale for Grades 1-2

95-100	E
90-94	S+
80-89	S
70-79	S-
60-69	N
59 and below	U

Grading Scale for Grades 3-6

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

MISCELLANEOUS INFORMATION

Psychological Referral

Psychological evaluations are available through our Area Education Agency. If a student indicates that special help is needed to insure the best educational program possible, that student can be referred. This is usually initiated by the school but may be also initiated by the parent by calling the principal and discussing the needs of the student.

Preschool Age Referral - The Area Education Agency evaluates and provides services to all individuals that indicate educational or developmental deficiencies.

Speech Referrals - If you feel your child is in need of speech therapy, arrangements can be made to have the NW AEA provide that service.

Field Trips (606.7)

If a student is to leave the school grounds for a field trip, written parental permission and/or notification is required. Your child will bring home a slip if the teacher or school plans such excursions.

Wearing of Snow Boots or Overshoes

Boots will be brought to school every day by students following the first rainfall/snowfall. When boots are sent from home, students are expected to wear them during inclement weather. If students fail to wear their boots when weather conditions and/or playground conditions warrant boots, they must stay on the cemented area.

Proper Winter Clothing

During the winter season, be sure to send your child(ren) to school with proper clothing. We will be having outdoor recess most of the time. The only exception will be on severely cold days (0 to -10 degrees F. wind chill) for inclement weather. Elementary students should have the following clothing each school day for the winter months:

1. Winter coat
2. Gloves or mittens
3. Stocking cap or hood
4. Snow Boots
5. Snowpants to play in the snow

Student Dress (503.1)

It is expected that all students will come to school appropriately dressed. However, if a student is not dressed in proper attire, he/she will be sent home to make the necessary changes, (i.e. shirt, no shoes, etc.) or parents will be called to bring a different set of clothing. If a student has different clothing at school, they will be asked to change into appropriate attire. Clothing with pictures and/or slogans that infer, suggest, hint or imply

an obscenity or have sexual overtones or advertise tobacco or alcohol or relate to gang identity or activities in any way, shape or form will not be acceptable.

Appropriate shorts will be allowed to be worn during the months of April, May, August, September and October. (Exceptions may be made by the administration.) Bare midriffs, muscle shirts, and spaghetti straps will not be considered appropriate. **We recommend having gym or tennis shoes at school since flip flops can easily break and are difficult to participate in during physical education classes or recess.**

Toys

Students are not allowed to bring toys, sports cards, action hero cards, or electronic games to school, unless approved by a teacher or the office. These items will be confiscated and brought to the office. The student will be given what was taken from him or her at the end of the day. If repeated offenses continue, the item confiscated will be kept in the office until a parent stops at the office to get it.

Gifts to Teachers and Staff (400.23)

The school board policy regarding gifts to school employees states "There shall be no Christmas gifts given to or accepted by teachers, administrators, bus drivers, or other employees from the students".

Library Usage (506.4)

Students are allowed to check-out books and magazines from the school library. Any students having books or magazines more than two weeks overdue will lose their library privileges until the book or magazine is returned.

Parents, etc. Coming to School (904.3)

All parents, grandparents and visitors need to sign-in at the elementary office to receive a Visitor Badge. This includes people eating lunch or visiting a classroom during normal school hours.

Class Visit - Parents are welcome to visit classes at their convenience. Generally it is appreciated if advance notice is given. We ask that parents do not visit on days prior to vacations or during the first or last two weeks of the school year.

Bringing Items to School or Picking Up Students Early - All parents are requested to come to the office on arrival at school. The secretary will be responsible for contacting classroom teachers, or getting students from classrooms. Parents are not to go directly to the classrooms.

Parent-Teacher Conferences

Conferences are scheduled in the fall and the spring. If at any time you would like to confer with any of the staff, please feel free to call for an appointment.

Contacting the Principal and Teachers

Parents are encouraged to contact the principal and teachers anytime they have questions about their child's education. Preferably these calls will be made to school. Office telephone numbers are 725-2381. In case of emergencies, the staff will accept calls at home. Please remember that when you call a person at home, the staff member may be in the presence of other family members and may not be able to discuss the situation freely.

Calling Home (507.4)

Students are allowed to make necessary calls on the office phone. Calls for sickness are considered necessary. Students are not to call home for forgotten assignments, books, etc., permission to go to a friend's house after school, etc. We do not expect parents to drive as many as 20 miles or miss work to bring things to school.

School Cancellations (601.3)

In case of inclement weather or an emergency, cancellation announcements will be made on these radio stations: KIWA, Sheldon; KSOU, Sioux Center; KNWC, Sioux Falls, and the following TV stations: KTIV, Channel 4; KCAU, Channel 9; KSFY, Channel 13; and KMEG, Channel 14. You may also access the B-H Website at <https://bhcomets.com/> or School Reach and receive a text or phone message, and email alert any time Boyden-Hull has delays or cancellations.

Early Dismissal - In case of unexpected early dismissals, announcements will be made on the same stations as school cancellations. Parents are urged to plan ahead so that their child will know where to go if they are not home.

Retention (505.3R)

The Boyden-Hull Elementary Faculty has certain expectations for students at all grade levels. Individual needs and learning styles are taken into account and addressed at each grade level. Maximum effort is made so all students can experience success academically and socially while attending Boyden-Hull Elementary. However, in certain instances, students do not meet the established standards resulting in a possible retention. Parents will be notified if their child is being considered for retention. Every effort will be made to avoid retention.

For grades K-4, retention will be based on the recommendation of the teacher, principal, and other professionals that have dealt with the student. The same criteria will be used for the 5th and 6th grades along with the following standards. If a 5th or 6th grade student fails 3 core courses (reading, math, science, language arts, or social studies) for the year (both semesters), he/she will not be allowed to advance to the next grade the following year. It is possible for a student to meet the academic requirements and be retained for social reasons.

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of
Complainant:

Position of
Complainant:

Date of
Complaint:

Name of alleged
Harasser or bully:

Date and place of
Incident or incidents:

Description of
Misconduct:

Name of
Witnesses (if any):

Evidence of harassment or bullying,
i.e., letters, photos, etc.
(Attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date: _____

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of
witness:

Position of
witness:

Date of testimony,
interview:

Description of incident
witnessed:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature _____

Date _____

Request for Giving Medication at School

Pupil's name _____

Medication _____ Dose _____

Time to be given: _____ a.m. / p.m.

Circle one: Daily Twice daily As Needed (during school hours)

Start Date: _____ End Date: _____

Special Instructions:

This medication is furnished by parent or guardian. Medication must be brought to the school nurse with the **prescription label from the pharmacist, including the name and strength of the medicine**. Please fill out 1 form for each medication sent to the school for your child.

This request must be **signed by the parent or guardian to authorize giving the medication during school hours. If the medication is not in an official prescription container, we must have this signed by the physician before administering the medication.**

Parent or Guardian signature Date

Physician Name _____

Significant information _____

Date/Time

Rec'd _____

Initials _____

Expectations:	Classroom	Hallway	Playground	Lunchroom	Restroom	Bus
Courtesy	<ul style="list-style-type: none"> *Raise your hand *Work quietly *Use manners 	<ul style="list-style-type: none"> *Hands to self *Red voice *Quiet feet *Face forward *Walk single file 	<ul style="list-style-type: none"> *Take turns *Polite language *Report safety concerns *Line up quietly *Keep your own place in line, maintain personal boundaries 	<ul style="list-style-type: none"> *Use table manners *Hands to self *Yellow voice *Listen to adults 	<ul style="list-style-type: none"> *Respect privacy *Hands and objects to self *Yellow voice 	<ul style="list-style-type: none"> *Stay seated *Face forward *Yellow voice *Wait until bus stops before standing *Use proper language
Ownership	<ul style="list-style-type: none"> *Clean work space *Be organized *Body basics *Personal space *Be honest 	<ul style="list-style-type: none"> *Keep clean and clear *Keep track of belongings *Take most direct route 	<ul style="list-style-type: none"> *Dress for the weather *Use equipment correctly *Bring playground toys inside 	<ul style="list-style-type: none"> *Eat your own food *Empty tray properly 	<ul style="list-style-type: none"> *Flush toilet *Wash hands *Put trash in trash can 	<ul style="list-style-type: none"> *Put trash in trash can *Watch for your stop
Motivation	<ul style="list-style-type: none"> *Try your best *Complete all assignments *Be prepared and on time *Positive Attitude 	<ul style="list-style-type: none"> *Smile *Thumbs up to friends 	<ul style="list-style-type: none"> *Line up immediately *Red voice while entering building 	<ul style="list-style-type: none"> *Eat first, talk afterward 	<ul style="list-style-type: none"> *Use restroom at Recess *Take care of business 	<ul style="list-style-type: none"> *Respect and listen to bus driver and monitors
Empathy	<ul style="list-style-type: none"> *Be aware of others *Encourage others *Respect others *Include others *Take turns 	<ul style="list-style-type: none"> *Quiet lockers *Be aware of others *Respect others and their belongings 	<ul style="list-style-type: none"> *Invite others to play *Be a friend *Be patient *Share *Have fun! 	<ul style="list-style-type: none"> *Show appreciation – say please and thank you 	<ul style="list-style-type: none"> *Be mindful of others' personal space 	<ul style="list-style-type: none"> *Be a good example
Teamwork	<ul style="list-style-type: none"> *Work together *Talk it out! *Cooperate *Active participant 	<ul style="list-style-type: none"> *Pick up litter *Close locker doors 	<ul style="list-style-type: none"> *Good sportsmanship *Follow game rules *Encourage others 	<ul style="list-style-type: none"> *Keep lunchroom clean and clear 	<ul style="list-style-type: none"> *Leave the room better than you found it *Report any concerns 	<ul style="list-style-type: none"> *Be kind to your bus mates *Exit bus from front to back