

August 2019

HOLLAND ELEMENTARY SCHOOL

2019



2020



Holland Elementary
2403 S. Holland Avenue
Springfield, MO 65807

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WELCOME

It is time once again to begin another school year. I am excited and looking forward to another great year in “Hawknation”. We want to continue to foster and develop the wonderful things that we have started at our school.

“Learning Takes You Places” is our theme this year. We will be reinforcing Hawk P.R.I.D.E. behaviors and recognizing students for successes and accomplishments throughout this school year.

We have been preparing for your return and look forward to a wonderful year as we learn and grow together. This handbook is designed to help you with some basic questions about the way things work at our school. Take a moment to read the pages and become familiar with the rules and guidelines that help us all work together and “Be the Best We Can Be!” HAWK Pride expectations have been established and are on display in various locations around the school: classroom, restroom, cafeteria, and playground.

Holland Hawk:

- Politeness
- Respect
- Integrity
- Discipline
- Effort

THAT’S THE HOLLAND WAY!



A handwritten signature in black ink that reads "Gary Tew".

Gary Tew, EdS.
Principal—Holland Elementary School

HAWK

Politeness

- Use positive words
- Use good manners
- Apologize

Respect

- Listen and follow directions
- Treat others like you want to be treated
- Respect school property

Integrity

- Follow school rules
- Be honest
- Play fair

Discipline

- Be in control of your body
- Accept responsibility for your actions
- Make good choices

Effort

- Do your best
- Stay focused
- Be on time
- Be ready to learn every day

HOLLAND ELEMENTARY

We are a neighborhood school where students, parents and teachers know one another by name. With an enrollment of 270, our school makes students feel safe and supported.

- Parent and community involvement is strong at Holland. We log over 200 hours of volunteer time monthly. Our Partners in Education include Southminster Presbyterian Church, South Haven Baptist Church, Messiah Lutheran Church, and Sunset Church of Christ.
- Title I funds provide additional resources for teachers and students. A Reading specialist works one-on-one and with small groups of K-2 students to reinforce reading and writing skills.
- We are a literacy model school with a full-time Learning Coach to work with students and teachers. We use the Response to Intervention model to provide interventions before special education is considered. We have a school-wide behavior program called Hawk P.R.I.D.E. which recognizes students for character traits they exhibit.
- Holland has a Wonder Years pre-kindergarten classroom for students who are 4 years old and live in a Title I area.

Holland is part of the IGNiTE District initiative that provides resources and support necessary for all teachers and students to access and experience an engaging, relevant, and personalized learning environment.

DAYS NOT IN SESSION

School **WILL NOT** be in session on the following dates:

2019 – 2020

September 2	January 1-3, 20
October 11	February 17
November 4, 5, 27-29	March 13-20
December 20-31	April 10
	May 25 (2hr Early Release) <u>Could be out as early as May 15</u>

CONFERENCES

A parent / teacher conference is scheduled for the end of the first quarter, at which time the report card will be issued. Parents or teachers may also request a conference at anytime during the school year. Most importantly, ask your child everyday what they have learned in school.

REPORT CARDS

Report cards are distributed four times each year. Report cards will not be mailed home to parents except after fourth quarter. Mid-quarter reports are sent home with students. Parents can also keep up-to-date *daily* with their child's progress related to academics, schedule, attendance, and discipline by signing up for **ESCHOOL + Home Access**. *Please allow teachers adequate time to enter students' grades, assignments and long-term projects into ESCHOOL+.* See the school secretary for information about getting ESCHOOL+ HOME ACCESS.

SCHOOL HOURS: 8:50 – 3:35

(FRONT DOORS WILL OPEN AT 8:30 A.M.)

Breakfast In Classroom (BIC): 8:35 a.m. – 8:50 a.m.

(AFTER 8:50) Students are considered tardy

*****8:50 AM and after—Everyone must “PRESS BUTTON” at front door and be approved for entry into the office*****

** Earliest arrival time will be 8:30 a.m. Students who constantly arrive early, or who are routinely picked up late, **MUST** enroll in the SPARC or YMCA Prime Time Program. Please contact the PARK BOARD for more information on SPARC @ **(417) 837-5737** or the YMCA @ **(417) 862-7456** to enroll in PRIME TIME. For safety reasons, a school official will contact parents of students, who continually arrive early or stay late and are not enrolled in one of these programs.

ATTENDANCE

One of the most important prerequisites for success in school is regular attendance. Students are EXPECTED to be in school every day on time unless they are sick, there is a family emergency, or observance of a religious holiday.

PERFECT ATTENDANCE

Perfect attendance means that students arrived on time (before the bell rings), did not leave early (before 3:35 p.m.) and were in attendance each day school was in session for the given time. Students are included on the end-of-the-year Perfect Attendance Banner based on this criteria.

REPORTING ABSENCES

Students who arrive after the 8:50 bell **MUST** report to the office before going to class, otherwise, they will be counted absent.

DISMISSAL PROCEDURES

1. Students will be dismissed in a stagger manner beginning at 3:30 p.m. Walkers and bike riders will be dismissed first, then vehicle riders after the bell at 3:35 p.m. Bus riders will be dismissed as buses arrive. Bus riders will wait in the All-Purpose Room for their bus to be called.
2. Students riding home in vehicles will remain in their classrooms under teacher supervision and will be dismissed as follows:
 - **Students being picked up in the vehicle line:**
Parents will enter the parking lot through the marked entrance and remain in a single line. The hanging name tag provided by the school should be displayed on the rearview mirror. Students will be called from their classroom and escorted to their cars via the south parking lot door. Please drive slowly in the parking lot when entering and exiting.
 - **Students being picked up at the front door:**
Parents will enter the parking lot through the marked entrance and park in a designated parking space. Please wait outside the building on the front porch and a staff member will collect student name cards. Students will be escorted from their classroom and delivered to the front doors. Please drive slowly in the parking lot when entering and exiting.
3. Students attending Prime Time will be released to the Prime Time Director at the end of the day.

IMPORTANT NOTE:

Parents/guardians will be restricted from entering the building at dismissal. Those picking up students may wait in their vehicles in the vehicle line or on the front porch. Staff will do their best to expedite a smooth and quick dismissal that is safe and secure for all.

ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL PROCEDURES

- Students may enter the building at 8:30 a.m. and report to the “Hawksnest”. Before that time students and parents must wait outside of the building. Arrival before 8:30 a.m. is not allowed, as there is NO supervision for students before that time.
- Breakfast in the Classroom (BIC) begins at 8:35 a.m. All students arriving after 8:35 a.m. are to go directly to their classrooms. If students are planning to eat (BIC), they need to arrive no later than 8:40 a.m. to ensure that they have ample time to eat prior to the bell.
- Parents are to drop students off at the office area and let them go to class on their own. If it is necessary to walk a student to class, parent must sign in at the office and get a VISITOR PASS. Parents are encouraged to make an appointment with a teacher rather than interrupt student interaction in the mornings.
- Students who arrive after 8:50 a.m. are considered tardy and must be signed in at the office. Parents are not to walk their student to class after 8:50 a.m.
- Always drop-off students on school property in the lane nearest the side walk
- Parent-escorted students in parking lot area only
- Pull forward before dropping students off
- NO parking or unattended vehicles in drop-off or bus lane
- Be Alert and Exercise patience
- Walkers always use the designated crosswalk
- Follow the directions of school staff always

If your child/children are going to be absent, **PLEASE** call the school office at **523-4100** by 9:00 a.m. to report the absence and the reason for the absence. Our attendance data is computerized, and we must enter a reason code for the absence. **IF** you do not contact the office, and we are unable to contact you, your child will be entered into the computer as a “no contact”. After five of these, the attendance officer will send you a letter of truancy regarding this matter.

RETURNING TO SCHOOL DURING THE DAY

If a student has left for an appointment of some kind during the day and then returns before the school day ends, he/she **MUST** check in the office before returning to class, otherwise, they will be counted absent for the rest of the day.

Parents must contact the school if there is a change to how their child will go home. They need to know your end-of-the-day plans for them BEFORE coming to school. If you are picking them up, let them know where you will be. Except for emergencies, students are not allowed to use the phone at the end of the day to make after school plans. If it is necessary for a student to leave early, he/she **MUST** be signed out in the office. **BE PREPARED TO SHOW ID.** The secretary will contact your child’s classroom at this time.

BREAKFAST / LUNCH INFORMATION

Breakfast will be served at 8:30 a.m. each morning in the classroom. Breakfast and lunch may be paid for daily, or by the week. Milk may be purchased to drink with a sack lunch. **Students are required to memorize and hand key in their personal 6-digit school code when purchasing food items from the cafeteria.** Please do not send candy or carbonated drinks with student lunches. Parents are welcome to eat lunch with their child. Parents may bring food from an outside vendor for their child ONLY. The lunch menu is printed on a monthly calendar and sent home. Free and reduced meal applications are sent home during the summer months and should be completed and returned as soon as possible. If you did not get one for some reason, please feel free to pick one up in the school office. If you think you may be eligible, please complete the application and return it to the office as soon as possible. **If you have filled out a free/reduced lunch form and are waiting for the decision, your child/children may charge up to three meals and will be expected to pay for those charges regardless of the free/reduced status.**

CAFETERIA CONDUCT:

It is every student's **RESPONSIBILITY** to exhibit proper cafeteria conduct.

HAWK PRIDE: **P**—Use good manners, Raise your hand for help; **R**—Use quiet voices; **I**—Eat your food; **D**—Stay at your seat; **E**—clean up your area.

PLAYGROUND / RECESS EXPECTATIONS:

Students are expected to go out for recess unless there is a health reason and a note is sent from home or a school staff member temporarily utilizes this time for an alternative activity. Appropriate clothing should be worn for outside activities.

HAWK PRIDE:

P—Take turns, share equipment, include everyone;

R—Use equipment properly, use positive words;

I—Play fair, school appropriate games;

D—Line up promptly;

E—return equipment.

November:

- 1st - All Pro Dads Breakfast
- 3rd - Daylight Savings Time ends (move clocks back)
- 4th - **Parent-Teacher Conference Day (Students Out All Day)**
- 5th - **Activate SPS AM (Students Out All Day)**
- 6th - City-wide PTA meeting @ (9:15 a.m.) TBA
- 7th - RIF 1st & 2nd grade
- 12th - PTA Board meets (5:30)
- 14th - 1:00 Ned (WY-5) Assembly in Hawk's Nest.
- 15th - Mid-Second Quarter
- 18th - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 27th-29th - **Thanksgiving Vacation (School System Closed)**

December:

- 2nd - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 3rd - PTA Board meets (5:30)
- 4th - City-wide PTA meeting @ (9:15 a.m.)
- 10th - Title I meeting Rachel F. Students (6:00-7:00)
- 12th - PTA then Music Performance—2nd,3rd— 7:00 p.m.
- 19th - *Classroom Holiday Parties (See child's teacher for time.)*
- 19th - End of 2nd Quarter / 1st Semester
- 20th - **Prof. Learning/Work (Students Out All Day)**
- 20th - Staff Holiday Party
- 23rd-Jan 3rd - **No School - Winter Vacation**

January 2019:

- 6th - Classes resume
- 6th - Third Quarter begins
- 7th - PTA Board meets (5:30)
- 8th - City-wide PTA meeting @ (9:15 a.m.) TBA
- 8th - Support Staff Day
- 10th - PTA Movies with Mom (6:00-8:00 p.m.)
- 10th - Report Card distribution day
- 13th - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 20th - **No School - Martin Luther King Jr. Birthday**
- 27th-Feb 13 STUCO V-DAY Gram

April:

- 1st - City-wide PTA meeting @ (9:15 a.m.) TBA
- 2nd - Grad pictures WY/5th
- 2nd - PTA then Music Performance—K-1 7:00 p.m.
- 3rd - All Pro Dads Breakfast
- 7th - PTA Board meets (5:30)
- 10th - **Prof. Learning/Work (Students Out All Day)**
- 13th - Teacher Appreciation Banquet (5:30-7:30)
- 16th - *Title I event @ Brentwood Library (5:30-7:30)*
- 17th - Mid-Fourth Quarter
- 20th - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 20th-May 5 District/State Testing; MAP (TBA)
- 22nd - School Secretary's Day
- 29th - School Volunteer Appreciation Day

May:

- 1st - City-wide Elem. Orchestra concert (TBA)
- 5th - PTA meets (5:30 if necessary)
- 6th - City-wide PTA meeting @ 9:15 a.m. (TBA)
- 6th - Deaf Interpreter's Day
- 13th - School Nurse's Day
- TBA - *Field Day*
- 22nd - End of Fourth Quarter
- Last Day of School (2 Hour Early Rel. for Students)
- **Last Day Could Be as Early as May 15** (grade card distributed)
- Elementary picnic last day
- Awards, celebrations
- 25th - Memorial Day (School System Closed)

***Dates and times could change due to inclement weather*

MISSION STATEMENT

Our mission is to promote the academic, social, and emotional development of each child in a safe environment.

Holland Elementary School/PTA Dates 2019-2020 (7.4.19)

School Hours: 8:50-3:35

August 1 New student enrollment day

August 3 6:00-7:30 Back to School Bash (South Haven)

August:

- 1st - K student assessment for placement (8:00-12:00)
- 5th - K orientation & meet teacher (5:30-6:30) Promote PTA
- 7th - Activate SPS for teachers (8:00-11:35 Parkview)
- 8th - ELEM Class rosters posted after 3:30
- 9th - Staff Breakfast @ Southminister (8:30-9:00)
- 9th - Site orientation for teachers
- 9th - Meet the Teacher WY & 1-5 (5:30-6:30 p.m.)
- 13th - *First Day for Students*
- 16th - School Kick-off Assembly
- 19th - IGNiTE Deployment
- 30th - Your "Tew" Cents with principal 9:00 a.m. (Kindergarten)

September:

- 2nd - **Labor Day (School System Closed)**
- 3rd - PTA Board meets (5:30)
- 4th - City-wide PTA meeting @ (9:15 a.m.) TBA
- 6th - All Pro Dad Breakfast
- 6th - Your "Tew" Cents with principal 9:00 a.m. (1st-3rd)
- 9th - Health Fair (9:00-12:00)
- 16th-27th - PTA fundraiser
- 19th - Holland Open House (6:00-7:00) Promote PTA
- 20th - Mid 1st Quarter
- 27th - Your "Tew" Cents with principal 9:00 a.m. (4th-5th)
- 30th - Lifetouch Fall pictures (9:00 a.m.)

October:

- 1st - PTA Board meets (5:30)
- 2nd - City-wide PTA meeting @ (9:15 a.m.) TBA
- 10th - Title I (K-5) (5:30-7:00)
- 10th - End of 1st Quarter
- 11th - **Prof. Learning/Work (Students Out All Day)**
- 14th - Second Quarter begins
- 17st - PTA then Music Performance—4th-5th— 7:00 p.m.
- 21st-25th - Red Ribbon Week
- 21st - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 21st--Nov 1 - Parent/Teacher Conference Week—Teacher late day 10/29
- 25th - *Trunk or Treat & Chili Supper (6:30-7:45 p.m.)*
- 25th--Nov 1 - Scholastic Book Fair

February:

- 4th - PTA Board (5:30)
- 5th - City-wide PTA meeting @ (9:15 a.m.)
- 5th - School Counselor's Day
- 7th - All Pro Dads Breakfast
- 7th - Mid 3rd Quarter
- 10th - HBA Be Constructive (6:00-7:30) Hawk's Nest
- 10th-21st - PTA Fundraiser Little Caesars
- 14th - *Classroom Valentine's Parties (see classroom teacher for time)*
- 17th - **No School – President's Day**
- 21st - *PTA BINGO Night (5:30-7:30 pm)*
- 24th-28th - Teacher Appreciation week

March:

- 2nd-6th - Read Across America
- 3rd - PTA Board meets (5:30)
- 4th - City-wide PTA meeting @ (9:15 a.m.) TBA
- 4th - School Principal's Day
- 5th - 5:30-7:00 STEAM NIGHT
- 8th - Daylight Saving Time Begins (Set your clock forward 1 hr.)
- 12th - End of 3rd Quarter
- 12th - Life Touch Spring Picts
- 13th - **Prof. Learning/Work (Students Out All Day)**
- 16th-20th - **No School - Spring Break**
- 19th - RIF 1st & 2nd grade
- 23rd - Fourth Quarter Begins
- 25th - *K registration 2019-2020*
- 27th - Report Card distribution day
- 30rd - HBA Be Constructive (6:00-7:30) Hawk's Nest

- Activities on the playground are organized and supervised to provide safe recreation. The school will provide all playground equipment needed. **Hardballs and footballs are not permitted** because of the hazard they present. Only equipment requested by the teachers will be allowed on the playground.
- All students will attend physical education twice each week. **Tennis shoes are necessary.** If a child is to be excused from P.E. classes, he/she must have a written note from home. Extended time (2 days) requires a written note from a physician.

HOLLAND PLAYGROUND RULES:

1. **Obey the adult on duty.**
2. **Use the playground equipment safely.**
 - Do not walk on the chinning bars
 - Do not climb up the slide nor slide down headfirst
 - Swing on your bottom -- not standing, twisting, or lying across the swing
 - Do not push friends
 - Do not jump out of the swing
 - Do not wrap the swing around the top bar
3. **Be sure your classmates are safe.**
 - Do not pick up rocks or other dangerous objects
 - Do not push or hit others
4. **Make sure you are safe.**
 - Do not leave the playground area to get something that enters the street or a neighbor's yard -- report it to the teacher in charge of recess-- it will be retrieved later.
 - Do not come in the building during recess (in case of an emergency, your teacher may send you in to get help -- wait for the teacher to **ask** you to go in)
5. **Keep away from stray domestic or wild animals.**
6. **Line up when the adult first indicates it is time to do so.**

Not complying with the rules may limit your recess time (as determined by the adult on duty and/or your teacher).

CAFETERIA

PLAYGROUND

SCHOOL SAFETY

ALL visitors are required to check in at the office before visiting classrooms. **AT 8:50 AM EACH SCHOOL DAY, VISITORS WILL HAVE TO “PRESS THE BUTTON” ON THE PORCH AND RECEIVE APPROVAL BEFORE ENTERING OFFICE.** Please pick up a visitor’s tag and sign the notebook. Visitors must sign out in the same notebook before leaving the building.

- Fire, storm, “in-place sheltering” and earthquake drills will be conducted on a regular basis.
- Dismissal procedures are in place for the safety of all children.
- The school district implements a procedure in every school relating to threats of violence at school. To keep everyone at school safe, threats of violence are not to be tolerated. See the District Student Handbook for further information.

Please do not leave your vehicle unattended in the car line. Passing lanes must remain open always. Follow the signs to exit on Crestview Street.

THE BUS LANE IS FOR BUSES ONLY!! Children should never walk or ride bicycles across the parking lot. Always use the designated crossing areas. Children should seek the assistance of the crossing guard and use sidewalks when crossing Crestview or other busy streets.

Children are strongly encouraged to wear bicycle helmets when riding their bikes to school. All bikes should be secured in the bike rack each day. Students riding bicycles to school should be in at least 3rd grade.

VISITORS

ALL visitors (including parents) **must** check in at the office and pick up a visitor’s badge before traveling around the school. Please remember to be courteous to all students by not interrupting classroom instruction. If you need to bring a forgotten item to school, please bring it to the office and someone will deliver it to the classroom for you.

Parents are welcome to visit classes, preferably after school has been in session for a few weeks and with ample notification and approval by the principal. Please schedule the time with the teacher or office prior to such visits.

INCLEMENT WEATHER

In the event school is closed due to inclement weather, information regarding the closing will be available on all radio/television stations, Facebook, Twitter & Connect 5 system.

INSURANCE

School insurance is available to all students. An application will be sent home on the first day of school. If you are interested in the coverage, please pay directly to the company.

LIBRARY

Students are permitted to check out books from the library each week during their library time or other times, as needed. Lost or damaged books must be accounted for before grade cards are issued.

LOST / FOUND

Lost and found articles will be kept on the fence in upper grade hallway. Whenever possible, please label all clothing with the child’s name. Periodically, lost and found articles will be displayed in the cafeteria on a table so students or parents may claim them. Unclaimed clothing is sent to the Clothing Bank, churches or the Convoy of Hope.

TEXTBOOK REGULATIONS

Each student is responsible for textbooks and other materials issued to him/her. Payment for damaged or lost books must be made prior to receiving report cards at the end of the year.

VOLUNTEERS

We welcome parent volunteers at Holland. If your schedule will allow you to read with a student at lunch one day a week (approximately 11:00 – 12:30) or assist at lunch, recess time, in the classroom or library, please contact the office at 523-4100.

Written volunteer guidelines will be provided to new volunteers.

Please sign in the notebook, located in the office, and get a visitor sticker before going to various parts of the building.

PTA

Our PTA Board meets prior to each student performance and as announced on other months. Children who attend PTA are expected to sit quietly with their parents during the meeting. Please do not allow your child to walk throughout the building without your supervision. This is for their safety. **PTA meetings usually begin promptly at 7:00 p.m. Doors into the building will open 15 minutes before a scheduled event (except for those who need to set up for the event.)**

Holland PTA is comprised of parents, patrons, teachers, and school staff members. We actively seek new members and have a membership drive at the beginning of each school year. **Please join and support our PTA. Membership is \$5.00**

SITE COUNCIL

A site team composed of parents, teachers, and community members helps make many decisions regarding our school. This team usually meets in conjunction with PTA. If you would like to serve on the Site Council, please contact the school office, 523-4100.

MEDIA / VIDEO / INTERNET

When we have special events, the newspaper or television station may come to school and record our classrooms in action. We usually think this is neat and try to let the children know when the story is expected. If for some reason, you do not wish to allow your child to be photographed by news media, complete and return the exclusion form from the District Student Handbook.

Holland has an Internet WEB address that we are in the process of updating and may be accessed for the school schedule and staff information. The address is <http://holland.spsk12.org/pages/Home> or Facebook: <https://www.facebook.com/HollandPTA>
Twitter: [@Holland_SPS](https://twitter.com/Holland_SPS)

COMMUNICATION

We believe that communication between teachers, parents, students and other school officials is essential in the education process. Stay informed about what's happening at school through the following:

- | | |
|--------------------------------------|---|
| + Classroom and school newsletters | + Marquee outside our school |
| + Going to SPS Today online editions | + Regularly checking your child's backpack folder |
| + Going to SPS Facebook or Twitter | + Monthly Connect 5 phone calls |
| + Following Holland Twitter | + Ask your child each day about school |

DISCIPLINE

It is the philosophy of the staff and students at Holland that each child should have a sense of respect for self, classmates, authorities, and property. Each classroom teacher will establish and discuss classroom expectations, as well as playground and lunchroom rules for the school with the students based on HAWK PRIDE expectations. To maintain a positive learning environment for students, behavioral expectations must be met.

Holland Discipline Plan

Mission: The purpose of the Holland Discipline Plan is to create an atmosphere that fosters mutual respect, responsibility, and cooperation; resulting in academic, individual, and social growth. The assistance of teachers, staff, students, and parents is necessary for successful accomplishment of this mission.

Objectives: In order to accomplish our mission and to help each student be "the best he/she can be".

- **WE WILL** behave in a polite and considerate manner that permits each one to listen, study and learn.
- **WE WILL** respect each person's family, individual differences, birthplace, race and religion; giving each person a right to dignity.
- **WE WILL** respect each other's property. We consider the school building, equipment, and grounds as our collective property.
- **WE WILL** earn our grades fairly and honestly; without bragging or ridiculing others.
- **WE WILL** attend regularly and arrive on time, in an orderly fashion and ready to participate and learn.

Results of Appropriate and Inappropriate Behavior: Exceptional behavior will be recognized appropriately. Good manners, appropriate choices, self-discipline, and good work habits will be acknowledged regularly. If a student chooses to disregard our school expectations, a consequence will occur. This consequence will range from a verbal reminder to a temporary loss of some privilege, time-out in the classroom or other locations in the building, and possible suspension (in-school or out-of-school). The frequency of misbehaviors and the severity of the infraction will determine the consequence in accordance with Springfield Public School Board policy.

MEDICATION POLICY

If it becomes necessary for a student to take any form of medication at school, a signed medication form must be presented to the office. Prescription medication must be in the prescription bottle (pharmacists will give you an extra bottle upon request). **ALL Medication must be delivered to school by the PARENT OR GUARDIAN in the original container. DO NOT** send medication in envelopes, plastic wrap, lunch boxes, etc. Please bring only the amount needed at school. The medication policy for Springfield Public Schools states that medication is not to be brought by or sent home with the child. A parent or designated adult must pick up any remaining medication within one week after the final date on the medication form. Over-the-counter medications may be given at school for a period of three days with written consent from the parent/guardian. Administering over-the-counter medication beyond three days will require a written order from your doctor. These must be reviewed annually. Example: Jane Doe has headaches and her mother would like to leave Tylenol for most of the year. Jane Doe needs a note from the doctor stating: Jane Doe needs to take two chewable Tylenol every four hours as needed for headaches at school...Doctor's signature is required.

HEALTH INFORMATION

School personnel may refer students to the health room when they are ill and for injuries that require the attention of school medical personnel.

Students need to stay home if they have, or have had, a temperature of 100°F or more, have been vomiting, had diarrhea, a disruptive cough, or an unidentified rash within the past 24 hours. If sent home from school with fever, flu-like vomiting, or diarrhea, they will need to **STAY** home until they are symptom free for at least 24 hours, otherwise consult school nurse.

EMERGENCY INFORMATION

PLEASE keep the office informed of any changes that may occur such as addresses, phone numbers, emergency contacts/numbers, work numbers, or legal guardian. This is for the protection of your child in case we need to reach you in an emergency. If desired, **provide the school with an email address if you have one available.**

STUDENT INFORMATION

BICYCLES, SKATEBOARDS, ROLLERBLADES:

All bicycles should be secured with locking device at the bike racks. Students are strongly encouraged to wear bicycle helmets when riding their bikes to school. The school is not responsible for lost or stolen bicycles. **Skateboards, rollerblades, etc., are not permitted on district property.**

BULLYING, HAZING

All forms of bullying, hazing, and student intimidation will not be tolerated. This includes Cyber bullying, text messages, Facebook etc.

ITEMS FROM HOME: Students should **not bring toys**, including balls, bats, gloves, trading cards **and shoes with wheel inserts** or other current popular gadgets like fidget spinners, unless you have received written or oral verification from the classroom teacher. In an event that a student should bring something from home that he/she is not supposed to, the staff will not assume responsibility for theft, breakage, or misplaced articles.

COMMUNICATION DEVICES: The possession of electronic communication devices such as pagers, beepers, cellular phones are allowed but not to be out during school hours. Visual communicators such as laser pointers are prohibited for students.

CELEBRATIONS: Students' birthdays may be recognized. However, parents may not have birthday parties at school. Please send non-food items only. Please do not send invitations for parties, sleepovers, etc., to be distributed at school. Balloons, flowers, etc., will be kept in the office until dismissal time. Within reason, the student will be called to the office to see the delivery but will have to pick it up after school dismisses.

STUDENT DRESS

Students are expected to be well groomed and neatly dressed. Boys and girls may wear shorts. Clothing should be in good taste and appropriate for the day in school and for the weather. Hats are not to be worn at school unless it is a special "Hat Day". Students need to have tennis shoes to wear on the days they have P.E. **No flip-flop allowed due to the frequent injuries on the playground.**

BACK PACK FOLDERS

Students will routinely bring home a school backpack folder containing school work, classroom newsletters, or other important information. It is imperative that this backpack folder is checked by parents on a regular basis and returned to the classroom.