

HIGHMORE-HARROLD  
ELEMENTARY  
HANDBOOK



2023/24

# HIGHMORE-HARROLD SCHOOL DISTRICT #34-2 PHILOSOPHY OF EDUCATION

We believe that learning is a continuous, life-long endeavor that prepares students to accept responsibility for self, family, community, country, and thus become positive contributing members to our changing global society. Further, we believe that education is not simply the development and refinement of mental capacity, but also a life-long process that assists students in their own individual physical, social, aesthetic, emotional, and moral needs. Therefore, with the resources available it is the responsibility of the Highmore-Harrold School District and the community to provide a comprehensive curriculum which includes academic, vocational, the arts, moral, technical, and extra-curricular activities that will guide the students in the many and varied educational experiences so that they have the opportunity to develop into wholesome, happy and productive members of society.

These educational outcomes can best be attained through mutual respect and a joint cooperative effort of students, parents, staff, administration, board of education, and the total community that motivates students to reach their highest potential and encourage the desire for life-long learning.

We believe that each student is a unique individual with his/her own capabilities, interests, and background. We believe that the school must make every effort to accommodate the special needs and individual differences among its students.

We believe that while the total staff of the school system constitutes a lasting force in the development of the students, the most important factor in the learning process is the teacher. The Highmore-Harrold School District has high regard for its teacher. Therefore, the teacher must possess and demonstrate qualities of dedication, enthusiasm, sensitivity, and professionalism. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences through good study habits, techniques, and positive experiences.

# MISSION STATEMENT



ucceed in education



are about character



old onto dreams



btain highest potential



pen their minds



ove to learn

## WHAT CAN I, AS A PARENT, DO TO HELP MY CHILD AT SCHOOL?

- Show an interest in the child's work.
- Become acquainted with the child's teacher.
- Check closely on the child's physical condition including regular dental and physical examinations.
- Provide the child with a healthful, stable home environment so that he/she will be free from physical and emotional strain.
- Insist that the child observe good health practices, especially adequate sleep and rest on nights preceding a school day, and moderation in viewing evening television programs.
- Take pride in an excellent school attendance record of the child.
- Encourage the child to work up to the limit of his capabilities.
- Assist the child in developing his/her reading interests.
- Cooperate with the school to establish desirable attitudes toward school life.
- Avoid criticism of the school programs and personnel before the child.
- Respond promptly to requests for parent-teacher conferences.
- Teach the child respect for property, particularly public property.
- Help the child to become a constructive and desirable school and community citizen.
- Participate actively in home-school activities, health clinics, and school sponsored events.
- Visit the teacher or principal to clear up any questions regarding the child's school experience.

## SCHOOL CALENDAR 2023-24

First Day of School	August 23 {Wednesday}
End of 1 <sup>st</sup> Quarter	October 20
End of 2 <sup>nd</sup> Quarter	December 22
End of 3 <sup>rd</sup> Quarter	March 7
End of 4 <sup>th</sup> Quarter {Last Day of School}	May 17

### VACATION DAYS

Labor Day	September 1-4
Teacher Comp Day	September 29
Native American Day	October 9
Thanksgiving	November 23-24 {Dismiss at 12:45 p.m. on 22nd}
Holiday Break	Dec 23-Jan.2 {Dismiss at 12:45 p.m. on 22nd}
Martin Luther King Day	January 15
Teacher Comp Day	February 9
President's Day	February 19
Spring Break	March 8 & 22 &
Easter Break	March 29 & April 1 {Dismiss @ 12:45p.m. on 29 <sup>th</sup> }
Spring Break add in 19	April
Graduation	May 19

### IN-SERVICE DAYS

Monday & Tuesday	August 21 & 22	Staff In-Service
Friday	October 6	Staff In-Service
Friday	November 3	Staff In-Service
Tuesday	January 2	Staff In-Service
Friday	March 1	Staff In-Service

### CONFERENCE DAYS / TEACHER COMP DAYS

Friday {2:30 to 8:00 p.m.}	September 28th {Dismiss at 2:00p.m.}
Monday	September 29th {Teacher Comp Day-No School}
Thursday {2:30 to 8:00 p.m.}	February 8th {Dismiss at 2:00 p.m.}
Friday	February 9th {Teacher Comp Day-No School}

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The Highmore-Harrold School District has put in place preventative measures to reduce the spread of COVID-19; however, the District cannot guarantee that individuals will not become infected with COVID-19. Further, school attendance could increase the risk of contracting COVID-19.

### **ARRIVAL / DISMISSAL/SESSIONS FOR PRE-SCHOOL**

Highmore-Harrold will have two pre-school sessions: the morning session will run from **8:20-11:20**. The afternoon session will run from **12:20-3:20**. Pre-school will be held five days a week, with all students attending the morning session on Friday.

To provide for the safety of students at Highmore-Harrold Elementary, it is important that all students and parents understand the hours of supervision. There will be no playground supervision in the morning. Early students are encouraged to wait in the gym until the first bell rings at **8:10 a.m.**

### **ELIGIBILITY**

Students are eligible to attend pre-school if they are 4-years old on or before September 1 of the school year.

Students will attend pre-school for one year unless alternative decisions are made in conjunction with the pre-school teacher, administration, and other school personnel if necessary.

### **BILLING/TUITION**

The cost for pre-school is \$125 per month, per student. The months of August and May are counted as one month combined, so the total billed months of pre-school equals nine (9) months. Students or families who qualify for Free/Reduced lunches can qualify for reduced tuition prices. Please see the Administration to request this information.

### **CALENDAR**

Pre-school will follow the same calendar as that for the school district.

### **LATE STARTS**

If school is starting late because of weather, the morning pre-school session will be affected. If there is a 1-hour late start, morning pre-school will begin at 9:20. If there is a 2-hour late start morning pre-school will be cancelled. Parents will have the option to send their child to the afternoon session on 2-hour late start school days.

### **K-6 ARRIVAL / DISMISSAL**

Teachers will be in their classrooms by **8:00 a.m.** School starts at **8:20 a.m.** and will be dismissed at **3:20 p.m.** Monday – Thursday with **Friday dismissed at 2:20.**

To provide for the safety of students at Highmore-Harrold Elementary, it is important that all students and parents understand the hours of supervision. There will be no playground supervision in the morning. The Gym, doors open at **7:50am**. The first bell rings at **8:10 a.m.** and the tardy bell at **8:20 a.m.** Students will be served breakfast from **7:50a.m. until 8:10 a.m.** The lunch room will be unlocked at **7:50 a.m.** **NOT 7:30.** **Students will not be let into the Gym before 7:50am.**

### **ATTENDANCE**

**Regular attendance at school is absolutely necessary if students are to obtain the maximum benefit from their educational experience.** Except for illness, there are few acceptable or legal reasons for missing school. If a student becomes ill during school hours, he or she will not be excused from school unless a parent is notified. **For the safety of your children we request parents to come into the building to pick up your children for illness, appointments, etc.** Students are to be checked out through the elementary office.

**Outside Appointments** – If a parent feels that it is necessary for a child to be absent for a reason other than illness, arrangements should be made with the school office in advance. Students must bring an excuse to the teacher. **If a student does not bring a note stating the reason for the absence, it will become an unexcused absence.** Parents are requested to schedule all student appointments outside of the school day.

**Tardies** – **Students who arrive at school late due to a late bus are not counted tardy. Tardies because of a teacher or a required visit to the office will be excused.**

All students {K-6} are considered tardy if they arrive in the classroom after **8:20 a.m.**

**Truancy** – Any student who is absent from school without parent/guardian permission will be considered truant. During the school day under no circumstances is a student to leave school property unless he/she has prior parent/guardian permission or permission from the Administration.

All students not riding the buses must leave the school grounds by **3:20 p.m.** Parents are encouraged to be prompt in picking up their student because students will not be supervised outside after school. No students will be allowed on the playground before or after school.

Elementary students are not permitted in the High School building unless they receive permission from their teacher or administrator.

Students must remain at school unless they receive permission to leave from the Principal or from their parents.

## **EMERGENCIES**

Be sure that we have your correct telephone number in case you need to be called. If the parents work, it is advisable to give a number where you may be reached in case of an emergency. If you do not have a telephone, please let us know how we can get in touch with you. **THIS IS VERY IMPORTANT.** Please have on record at school the names and phone numbers of anyone other than yourself that we can contact if your child becomes ill and you cannot be reached.

## **ILLNESS**

The Highmore-Harold School District will follow these policies when it comes to ill students:

- **Fever Policy:** Students who register an oral temperature of **100 degrees** Fahrenheit should remain home or they may be sent home from school. Any student with symptoms of vomiting, diarrhea, or have unexplained skin eruptions or rashes should remain home and be **symptom free for 24 hours** before returning to school. Parents/guardians are recommended to contact their physician if any questions persist about their child's health.
- **Head Lice Policy:** If an active case of head lice is found at school, the child's parents will be notified, and the child will be allowed to stay in school if the parents chose. The child should be monitored carefully for appropriate behavior such as no direct head-to-head contact with others. Any classroom pillows will need to be bagged and disinfected if that grade has an active case. The child should be treated as soon as possible before returning to school, but the child should be allowed to come back to school as long as treatment has



occurred. Seven to nine days after the first treatment, staff will follow-up with the parents about retreating the child and help rechecking the child for active head lice.



### **HOMWORK POLICY**

The amount of homework that students have will vary with the grade level, the teacher and the subject involved. If your child is bringing home a large amount of work on a regular basis, it may mean that the child is not using his/her time in school properly. If you have this concern, please consult your child's teacher.

**Make-up work must be done in advance when the student is absent due to a school activity. Please inform the teacher if you are planning to pick up your child's make-up work ahead of time, so there is time to gather the needed materials without interrupting teaching time. It is important to remember that teachers make their lesson plans weekly and are not able to give make-up lessons weeks in advance. In case of illness, students must present a written excuse signed by the parents at their first appearance following an absence.**

**Students are allowed to make up missing work due to illness or other absence that was not planned and earn full credit if work is completed in a reasonable time. Students shall have the number of days missed plus one to make up unplanned absences. If the end of semester or quarter runs into a prolonged absence an incomplete may temporarily be given until student has had a chance to complete the assigned tasks.**

A record of each child's attendance, days absent and times tardy, becomes a part of his/her permanent record. Habitual absence and tardiness are disruptive to the school program and are reflected in a student's grades. If a student misses more than 10 days in a semester, the parents and the student will be required to meet with the superintendent and principal to discuss the reason for these absences.

### **CLOSINGS**

Radio Stations:      KGFY 1060 AM  
                                 KPLO 94.5 FM  
TV Stations:            KSFY  
                                 KELO

Parents' decisions as to the weather conditions will be honored at all times. If a parent decides that weather conditions are such that his/her child shall not go to school or is to be excused during the school day, a note to the Principal or a phone call will excuse the student for the time missed. However, the student will be marked absent on the attendance ledger.

South Dakota winter weather can provide a serious problem for regular school attendance. If the weather is threatening these procedures to assure student safety will be followed.

- I. SCHOOL WILL CLOSE.** No classes will be held. Announcements will be made on radio, television stations, and School Reach.
- II. SCHOOL STARTING WILL BE DELAYED.** If school is to start late an announcement will be made on radio, television stations, home phone, cell phone and text message by **5:30 a.m.** All students and parents are asked to listen for these announcements and report to school at the announced time.

- III. STORMS WHICH OCCUR AFTER STUDENTS ARE IN SCHOOL.** Announcements will be made over radio, television stations. You will receive a call on your home & cell phone and a text prior to sending students home.
- IV. IF WEATHER CONDITIONS ARE SUCH THAT IT IS INADVISABLE TO SEND STUDENTS HOME, STUDENTS WILL REMAIN IN TOWN.** Announcements will be made over radio, television stations and School Reach. Each rural student shall indicate a home within the city where he/she can stay during this time. If necessary, students may be assigned to homes.

Parents' decisions as to the weather conditions will be honored at all times. If a parent decides that weather conditions are such that his/her child shall not go to school or is to be excused during the school day, a note to the Principal or a phone call will excuse the student for the time missed. However, the student will be marked absent on the attendance ledger.

### **BULLYING & HARASSMENT**

Bullying and harassment of students by other students, school officials, faculty, staff and volunteers who have direct contact with students will not be tolerated. The school district prohibits harassment, bullying, hazing, or any other victimization real or perceived based on race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.

### **BULLYING DEFINITION**

The Highmore-Harrold School District will implement the following definition of bullying: Bullying is unwanted, aggressive behavior among school aged

children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Definition from [stopbullying.gov](http://stopbullying.gov))

### **COMPUTER ACCEPTABLE USE POLICY**

No MP3 players, Palm Pilots, or other forms of external technology that can be plugged into a computer. Flash Drives are the only exception to this rule.

No speakers will be available in the computer labs. If a student needs audio for an Educational reason they must be responsible for their own headphones.

### DANGEROUS WEAPONS POLICY

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities.

### DETENTION

Teachers may keep children after school for disciplinary reasons. Parents will be notified. Children riding the bus may serve detention the following day so the parents can make transportation arrangements. If the student does not show up for detention he/she will serve double the time missed. After 3 detentions the student will serve 1 day of in-school suspension.



### DISCIPLINE

Seldom does student behavior require attention other than that given by the classroom teacher. If behavior should require additional help, the principal is notified. He will discuss the situation and consequences with the child. Parents will be notified when the behavior is extreme, if poor behavior is brought to the principal's attention a number of times during the school year, the principal will then set up a meeting with the parents if he feels it is necessary.



### DRESS CODE

Dress of students shall be neat and appropriate. Each student is expected to exercise good judgment and cooperation helping Highmore-Harrold Elementary become most attractive student bodies. Suggestive descriptions or slogans on caps, T-shirts, etc., advertising or suggesting use of alcohol, drugs, or sex are forbidden. Shoes or boots must be worn at all times. **SHORTS MAY BE WORN IF THE HEM IS AT LEAST AS LONG AS YOUR MIDDLE FINGER WHEN PLACED AT YOUR SIDE. {NO BIKER SHORTS ARE ALLOWED}. SHIRTS THAT LEAVE THE MIDRIF BARE ARE NOT PERMITTED.** Each teacher has the authority to request students to meet standards of behavior and appearance in his/her class in order to preserve a learning atmosphere in that class. Students who come to school inappropriately dressed will be required to go home to change or call a parent/guardian to bring more suitable clothing. Time missed will be made up after school.

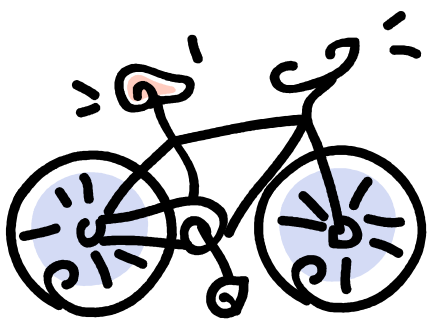
The wearing of caps in the building is **prohibited.**

### **DUE PROCESS RIGHTS**

All students are entitled to due process when they are subjected to disciplinary actions, such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the hearing procedures established by the State Board of Education.

Due process procedures will conform to the following basic practices:

1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner which involves:
  - Adequate and timely notice sent.
  - An opportunity to be heard at a reasonable time and in a meaningful manner.
  - The right to a speedy and impartial hearing on the merits of the case



### **BICYCLES, MOTORBIKES**

Students may ride bicycles or motor bikes to school but they must be parked in the racks and ridden only to and from school.

### **GUM AND CANDY**

No gum or any type of candy will be consumed on the school grounds. If any child has a cold and needs to take cough drops they must have a note each day they take them. Candy may be passed to

students for birthday treats or school parties, but the **use of gum is NOT acceptable.**

### **LUNCH PROGRAM**

Highmore-Harrold School district has lunch/breakfast available to students at the following cost:

<b>LUNCH: Free</b>	<b>BREAKFAST: Free</b>
K-4 = \$3.00	K-12 = \$2.00
5-12 = \$3.25	Staff = \$2.50
Staff = \$4.85	
Adult Guests: = \$5.25	

**Ex Milk = \$.30**

**Seconds = \$2.00**

**Peanut products are banned from school lunches as well as from classroom snacks.** The Highmore-Harrold School District recognizes that peanut allergies are potentially fatal. Please consult with the classroom teacher's paperwork regarding snacks.

Each fall a letter is sent to all families, which explains the qualifications for free or reduced price lunches. An application form is included with the letter. A family may apply for free or reduced lunches at any time during the school year. **Please remember you must re-apply at the beginning of every school year or your lunch account will automatically go back to paid and you will not be Free or Reduced anymore.**

Students are expected to be orderly in the lunchroom. All students, including those bringing lunches, will eat in the lunchroom. **Students may not bring pop, gum, or candy in home packed lunches.**

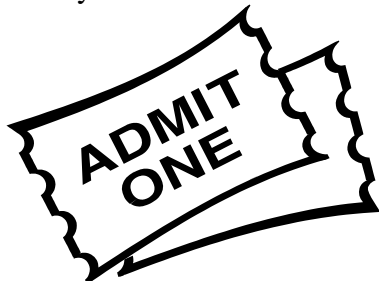
There will be no lunch tickets for the students. Instead, the entire program will be computerized and will operate thus:

The student or parent will purchase meals in multiples of 20, {20,40,60,etc.} These may be purchased from the elementary admins office or the

superintendent's office. When the student has only 5 meals left, a bill or electronic email/text will be sent to the parent indicating that another 20 meal package must be purchased. If the paid meals run out, the student may eat up to 5 meals on credit after which **PAYMENT MUST BE MADE OR STUDENT WILL BE REQUIRED TO MAKE OTHER ARRANGEMENTS OR EAT A SACK LUNCH UNTIL PAYMENT IS MADE TO THE ACCOUNT.**

### MONEY OR VALUABLES

Children are discouraged from bringing any amount of money or valuables to school. The practice of leaving such in or on a desk or in the locker room is tempting fate. The school IS NOT responsible for any lost and/or stolen money or valuables.



### ACTIVITY TICKETS

Yearly:	Student K-12	\$20.00
	Adult	\$40.00
	Senior Citizen	\$20.00
Cost p/event:	Student	\$ 2.00
	Adult	\$ 4.00

### ATHLETIC PROGRAMS

All grade 6 students who participate in an athletic program will follow the Highmore High School requirements and regulations. Refer to the High School handbook for explanation of athletic requirements and regulations.

Eligibility requirements include:

1. Students must be in school for at least one half day.

2. Students must be passing. A student with an "F" is not eligible to participate in the activity, they may practice.

Ineligibility is in effect for one week. The grades are reviewed weekly and students who bring their grade (s) to passing may participate.

### ACTIVITY PERMISSION

Students are not to ride home from a school activity with anyone other than their parents without written permission. This includes all school activities.



### PHYSICAL EDUCATION

Each student is required to attend Physical Education class unless they have a written note from their parent. **If the student must miss more than a week of physical education classes, a doctor's excuse is required.**

### WELLNESS POLICY

As part of our Highmore-Harrold School District Wellness Policy, all elementary {K-6} students will have at least 25 minutes of supervised recess to engage in moderate to vigorous activity. Please note that Highmore-Harrold Elementary will take students outside whenever possible. Do Not Request to have students stay inside for recess. If it is too cold to be outside, the teachers will find appropriate inside activities for the students. If students are well enough to be in school, they are well enough to go outside for some exercise unless we have a note from a doctor.

**PLAYGROUND**

Teacher supervision of the playground begins with the morning recess and ends at dismissal time. Students should not bring hard balls, play guns, water pistols, or any kind of pocket knives to school. All tackling games or games involving hard body contact cannot be permitted on the playground. Throwing snowballs is dangerous and will not be allowed.

Any use of profane, obscene, or abusive language, rude gestures, or other conduct unbecoming to a student will constitute unacceptable behavior and will be dealt with immediately.

In Highmore, elementary students, {**K-3**} will usually play on the playground adjacent to the south side of the elementary building. Students in grades {**4-6**} will use the playground on the west side of the school.

Parents will be notified if there is a serious injury while a child is at school.

**REPORT CARDS / GRADING**

Report Cards are issued four times a year at the end of each quarter. Unless barred by court order, duplicate report cards can be sent to parents that do not have custody of their child{ren} upon request. If you would like this done, please contact the school office.

The following grading scale will be used:

**Grades K-2**

E	-----	99.5
S+	-----	93.5
S	-----	87.5
S-	-----	83.5
I	-----	81.5
N	-----	76.5
U	-----	0

**KEY**

E = Excellent
S = Satisfactory
I = Improving
N = Needs Improvement
U = Unsatisfactory

**Grades 3-6**

A	100	B	91	C	83	D	75
	99		90		82		74
	98		89		81		73
	97		88		80		72
A-	96	B-	87	C-	79	D-	71
	95		86		78		70
	94						
B+	93	C+	85	D+	77	F	69
	92		84		76		

An incomplete is given only in cases of long illness or emergencies when the student has not been able to complete his/her assignments. Unless the work is made up within two weeks, the incomplete becomes an "F".

**SEXUAL HARASSMENT**

Policy – It is the policy of the Highmore-Harrold School District that sexual harassment is illegal, unacceptable and shall not be tolerated; no student of the school may sexually harass another. Any student will be subject to disciplinary action including possible expulsion for violation of this policy.

Definition – Any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of verbal sexist remarks or physical sexual assaults constitute sexual harassment. This conduct has the affect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

Responsibility – School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Complaints – Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize the grievance procedures as established by the school district.

Other Forms of Harassment – Other forms of harassment such as verbal remarks, physical threats, or other such intimidation are considered unacceptable.

### **THREAT OF VIOLENCE**

Any expression by a student of intentions to harm another student or staff member will warrant investigation, administrative review and disciplinary action. Legal authorities may be involved in cases of threats of violence toward students or staff.

### **SUSPENSION / EXPULSION**

Serious breaches of standards of behavior may result in suspensions or expulsions from school. By law, the Board has the authority to suspend or expel beyond ten {10} days.

Generally, a suspension may be imposed when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises.

Behavior such as fighting or committing an assault on another, stealing, vandalism; possessing weapons, explosives or other prohibited material; making false alarms or bomb threats; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Students who are guilty of continued serious misconduct which results in repeated suspension and who therefore interfere with the opportunity of other students to carry on their learning activities may be recommended to the Board for expulsion from school.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsions.

### **TELEPHONE USE**

Students will not be permitted to use the phone except in cases of emergency. Likewise, teachers and students will not be called from class to answer the phone except in cases of emergency. **In Highmore, all elementary classrooms have a classroom telephone. When students call from their room, caller ID will show the elementary number not individual classrooms.**

### **CELL PHONES**

Cell phones should not be seen or heard once students enter the building and until they leave the building. Consequences could include confiscation, detention and possible suspension for repeat offender.



### **TOBACCO**

Tobacco in any form shall not be allowed in school or at any school sponsored activity. Cigarettes and/or other tobacco products conspicuously displayed by student shall be confiscated. Abuse of this policy will be punished by suspension from school and dismissal from extra class activities.

### **PETS**

Please check with the classroom teacher before bringing pets to school. For reasons of hygiene and allergic reactions we have to limit the number and amount of time that animals are at school

### **VISITORS**

The school staff encourages and welcomes parent visitations. We ask that you please communicate with the teachers prior to a classroom visit and check in at the office upon arrival. **The elementary doors are open for arrival of students from 8:05 a.m. to 8:30 a.m. During the school day, all visitors must enter through the main doors in the high school. {East side of school} Visitors must check in at the front office with office personnel. Visitors do not have the right to access student school property, either lockers or desks, unless the visitor is accompanied by either the student or administration. All messages and deliveries for students will be left with the office and delivered to students at the appropriate time (after school).**

### **VISITATIONS**

School aged children are allowed to visit if prior arrangements are made with the

classroom teacher 24 hours in advance. Visitations are at the discretion of the classroom teacher. The classroom teacher will notify the office of the visitor. When arranging for visitation, please keep in mind the following considerations:

- **Visitors may only visit for one-half day**
- **Do not plan to visit on special occasion days {Christmas, Halloween, etc.}**
- **Do not plan to visit on days of testing**
- **Visitors MUST bring lunch money if eating in the lunchroom.**

### **VOLUNTEERS**

Volunteers are welcome in the district. Please contact the teacher or principal if you are interested in helping in any capacity in the school or classroom.