

ELEMENTARY SCHOOL SECTION

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ELEMENTARY SCHOOL SECTION

ELKHART ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Elkhart Elementary School is to provide quality instruction to all students. We share with students, parents and our community the responsibility that all students obtain the basic skills needed for LIFE LONG LEARNING.

“Striving for excellence the Wildcat Way”

Wildcat Way: (E3) Exceeding Expectations Everyday!

ENROLLMENT

Children must be three or four years of age as of August 31 of the present school year to be eligible for enrollment in the Pre-school program. Proof of age must be obtained from a Certificate of Live Birth. Children must be five years of age as of August 31 of the present school year to be eligible for enrollment in kindergarten class. Proof of age must be obtained from a Certificate of Live Birth. Children must be six years of age as of August 31 of the present school year to be eligible for enrollment in the first grade class. Proof of age must be obtained from either a Certificate of Live Birth or a progress report from a public school kindergarten and identification. Beyond kindergarten or first grade students new to the district must present proof of age and identification.

PARENT/GUARDIAN COMMUNICATION

To ensure effective communication with all parents and guardians at Elkhart Elementary School we ask that you keep on file with the office an up to date home phone, work phone, cell phone, and e-mail contact throughout the school year. This is to ensure that we are able to communicate with you concerning your child. This information should be communicated with the building secretary or the building principal.

CUSTODY OF CHILDREN

For the student’s protection, if a student is under the restriction of a court order due to divorce, separation, death or any other reason, the school must have on file a copy of the court order.

The school is placed in a difficult position when a parent requests that a student not leave with the other parent.

ARRIVAL TIME

The building will be open to general student use from 7:40 a.m. to 3:50 p.m. Monday through Friday. Children should not arrive at school earlier than 7:40 a.m. Students wishing to eat breakfast may arrive at 7:30 a.m. **In the event of inclement weather, students may enter the building earlier than 7:30 a.m. provided that they go directly to the cafeteria with assignments to be worked on.** Any student who, because of special circumstances, must be at school before 7:40 a.m. is to make special arrangements with the classroom teacher or principal. **SCHOOL DAY STARTS AT 8:00 AND WILL BE DISMISSED AT 3:30.**

VISITORS

Visitors are welcome at anytime during the school day. However, **ALL persons coming into the building after 8:00 shall stop by the office and sign in as a guest and receive a Visitor’s pass. At the end of their stay they are to stop at the office and return the pass.**

GRADE SCHOOL TIME SCHEDULE

8:00 – Tardy Bell

- 11:40 Kindergarten noon dismissal
- 12:20 Kindergarten take up for the afternoon
- 11:45 1st & 2nd grade noon dismissal
- 12:10 3rd & 4th grade noon dismissal
- 12:20 1st & 2nd grade noon take up tardy bell
- 12:45 3rd & 4th grade noon take up tardy bell
- 3:30 Evening dismissal
- Kindergarten schedule: 8:00 - 3:30

HONOR ROLL

Academic Honors will be given to 3rd & 4th Grade students who qualify. There will be two honor rolls:

All A Honor Roll- Students must have all A's, no B's, C's, S-, Or U's.

A & B Honor Roll- Students must have A's & B's, no S-, or U's.

HEALTH AND SAFETY

Illness at School

No sick or injured child will be permitted to walk home. An attempt will be made to contact his parents or another designated adult. In the event the child's parents do not have a telephone, school personnel will take the child home; however, the child will not be left unless there are responsible family members there.

Safety to and from School

Please work with your child until he or she knows and understands the following:

- (1) Never get into a car with a stranger.
- (2) Know that the policeman is your friend.
- (3) Cross the street only at the intersection - never in the middle of the block.
- (4) Always walk on the sidewalk; walk facing traffic where there are no sidewalks.
- (5) Go directly home after school.

Parents who bring or "pick-up" their youngsters are expected to use the parent loading zones next to the school rather than expecting children to cross the street in front of on-coming traffic. This practice puts students at risk and should be avoided at all times. **Please do not park in the pick-up zone on the North and East side of the building.**

PETS

Pets should never be allowed to follow your child to school. If by previous arrangement your child brings his or her pet to school, parents should arrange to pick the animal up immediately after the student is finished showing it to his classmates.

SCHOOL PARTIES

Classrooms will schedule holiday parties with the approval of the building principal.

Parents who wish to recognize their child's birthday with treats for the classroom should make arrangements with the teacher. The final ten minutes of the school day is the most appropriate time.

USE OF THE TELEPHONE

Children will not be called to the telephone from class. Messages of an urgent nature will be relayed to the child's teacher.

Children should get teacher permission to use the phone, when necessary, at recess, at noontime, or after school. In case of illness we would like to place the call for the child; then we can be sure of what your instructions are regarding the youngster.

SCHOOL DISCIPLINE

Each teacher is encouraged to develop a discipline plan for his or her classroom. One plan that will be implemented this year will be the CHAMPS Program. At the beginning of the school year children will be informed of the plan which will detail the penalties for various and repeated misbehavior in the classroom. The teacher will contact parents of the children who are continually disobedient. Students who severely disrupt the educational process will be referred to the principal for counseling and/or punishment.

School discipline is the guidance of conduct of students in a way that permits the orderly and efficient operation of the school to ensure the maintenance of a scholarly and disciplined atmosphere.

A. Student Rights and Due Process

Each student is guaranteed the preservation of his/her rights in any disciplinary matter. This includes the administration ensuring that the student will be informed of the charges against him/her and will have the opportunity to hear and react to

the evidence and witnesses against him/her. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. Penalties are according to the disciplinary code.

B. Definitions of Breach of Discipline

Breach of discipline is any conduct of students that interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Breach of discipline may include, without limitation:

1. Temper tantrums that disrupt the learning environment.
2. Bully type behavior.
3. Open defiance involving refusal to conform to rules and regulations, profane or disrespectful language, loud or boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of school, refusal to comply with a request or directions of teachers, administrators, or other school personnel, including requests to identify oneself or similar actions.
4. Willful disobedience.
5. Continual breaking of rules.
6. Physical attacks or threat of physical attack.
7. Personal misbehavior.
8. Display of bigotry or intolerance.
9. Criminal behavior of students or non-students.

C. Scope of School Control

Areas in which disciplinary control of students is to be exercised is as follows:

1. On school premises.
2. Near school premises. Conduct of students away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management, and welfare of the school.
3. While engaged in school related activities.

D. Recommended Actions in Handling Breaches of Discipline

The following possible actions may be taken in cases of breach of school discipline regulations: (Counseling/intervention strategies will be used at all phases concerning discipline)

1. Reprimand, verbal or written.
2. Detention, before or after school (one day notification given to student).
3. Denial of privileges, exclusion from class and/or extracurricular activities.
4. Assignment to a supervised area.
5. Placed on probation with a written contract.
6. Placed in Saturday School.
7. In-school detention.
8. Out of school suspension.
9. Expulsion from school.

E. Authority

Teachers and administrators must have authority to use reasonable and appropriate means to prevent breach of discipline or to stop a continuing breach of discipline. Factors to be considered are age, previous history, and maturity of student, seriousness of the action, the nature of the danger to the student or the nature of danger to others. Teachers may use moderate physical force to restrain a student or break up any physical disruption between students or in self-defense.

DRESS CODE

The instructional staff is expected to enforce the dress code and report infractions to the building principal.

Dress is the responsibility of the parent and student. Safety, health, and the rights of others should not be offended by one's dress and will be considered factors in establishing a dress policy. Students are asked to use good taste in wearing apparel.

1. Students must wear shoes of some sort.
2. Caps and hats will not be worn inside the building.
3. Clothing and appearance such as beach apparel, mesh shirts, bare midriff. and/or bareback, half shirts, etc. simply are not in good taste in a public-school setting. Clothing such as T-shirts, will be free of objectionable terms. (That which is profane or obscene, indicates or makes reference to tobacco, drugs or other alcoholic beverages or which is determined to contain double meaning).

4. Protective clothing must be worn in all classes where needed. As a general rule, children will be outside for recesses. As a result, children need to have suitable coats and/or sweaters available when the weather changes drastically. Help your child prepare for the day by dressing properly!

BREAKFAST/LUNCH PROCEDURES

The Grade School prides itself on the high quality - low cost meals that are served in its cafeteria and encourages every child to eat at school. However, those who do not want to eat school meals may bring their own from home. Elkhart Elementary School has closed lunch. However, parents may check their child out to go with them to lunch outside the school. Students must return before the afternoon take up time.

Students who purchase school meals are asked to pay in advance. It is not the policy of the school to charge meals.

Free or reduced price meals are provided for students who qualify under state and federal regulations. Applications for such meals are provided to parents at the time of enrollment. Such applications are to be made out by the parent and returned to the principal's office. Written notification of approval or failure to qualify will be sent from the superintendent's office.

Cafeteria monitors encourage youngsters to try each kind of food that is served. They do not force children to eat food they do not like, it is necessary that children eat the food they are served before they are given "seconds."

WITHDRAWALS-TRANSFERS

When it becomes necessary for a youngster to transfer to another school, parents should notify the principal's office at their earliest convenience. Teachers will then be able to have their grades figured and a transfer sheet ready for the final day of school.

At the primary level it is appropriate that the parents come to school at the close of their child's last day and officially check the youngster out—get his/her personal belongings and pick-up the transfer sheet which should be presented to the new school.

PLAYGROUND POLICY

All children will be encouraged to participate in the activities of the playground; either in some game or in use of the equipment. Good sportsmanship and fair play will be expected at all times while rough and undesirable activities will not be permitted at any time ("hard" ball, tackle football, rock throwing and snowballing).

Toys and sports equipment (knives, guns, bows & arrows, skates, baseballs, gloves, etc.) should not be brought to school. Their presence not only constitutes a danger to children on the playground but often these articles do not get home with their owners.

Kindergarten, first and second grades, third and fourth grades each have separate recess times. Teachers are present to supervise and to help youngsters avoid accidents; however, in spite of our most watchful care, injuries do occur. The school does not carry insurance on children who might be injured on the playground; we do encourage parents to carry school time insurance if they have no other.

No child should leave the playground for any reason without permission from a supervising teacher. If children will follow this procedure, teachers will know when it is necessary for children to retrieve balls in the street and can watch for their safety.

General guidelines for outside activities suggest that children benefit from daily outdoor activities. Recess time will be scheduled outdoors each day unless weather conditions are extreme.

PLAYGROUND RULES

Recess will be held inside on days in which the temperature is below 25 degrees Fahrenheit. The final decision on inside/outside recess rests with the building principal or his/her designee. During the time of year when the temperature is in question, to minimize sickness students may be asked to stay inside by school staff for recess if they do not come to school with a coat.

Play Structures

1. Only students in second grade and under are allowed to play on the smaller play structure.
2. Students are not allowed to climb on the outside of the tube slides or the slant window.
3. Students should climb up the Cozy Climber, but not slide down it.

Sand Area

1. Sand is to be kept inside the cement boundaries of the sand area.
2. No throwing, kicking, or wild digging of sand is allowed.
3. When students leave the sand area all holes should be filled in.
4. Students should not dig deeper than the sand layer into soil.

Slides (same rules for all slides)

1. Come down on backs or seats only.
2. Do not climb up slides backwards.
3. Do not stop at top, middle, or bottom of slide.
4. Do not chase or wait at bottom.
5. No trains.

Swings

1. Do not twist or spider in swings.
2. Do not bale out of swings.
3. Do not stand in swings.

Monkey Bars (including ones on play structures and dome shaped)

1. Do not play tag or chase on the monkey bars
2. Do not skip more than one bar.
3. Do not cradle
4. Do not hang from bars by knees
5. Do not crawl on top of the monkey bars.
6. Students in the 3rd and 4th grade are allowed to cradle, hang from the bars by their knees and crawl on top of the monkey bars.

Jump Ropes

1. Jump ropes are to be used for jumping only.
2. Ropes are to be used only on the cement.

General Rules

1. Students are not to play on the guy wire that extends into the sand area.
2. Students should not play basketball and soccer by game rules.
3. Students are not to climb up any poles.
4. Students are to keep hands and feet to themselves (no kicking, shoving, tackling, and pulling on clothing, etc.)
5. Students are to use appropriate language, which includes no name-calling.
6. Students are to remain in the playground area unless given permission. (Retrieving ball in streets.)
7. Students should ask permission to go into the building for any reason.
8. Students will keep rubber chips on the ground. This is not play material.
9. When students are called at the end of recess, they must walk when they get to the cement or sidewalk.
10. The appearance of the playground is the responsibility of all students and staff. Please encourage students to pick up trash and deposit in the trash cans available on the playground.
11. Students who use the playground after school hours are encouraged to close and latch the playground gates.

Consequences

1. Warning!
2. Minutes standing by wall.
3. Severe Behavior: sent to the office.

