

Buckhannon Academy Elementary School



Family Handbook

2021-2011

16 College Avenue

Buckhannon, WV 26201

Phone number: (304) 472-3310

Fax number: (304) 472-3790

Meet the Faculty and staff

Front Office

Shelia Davis
Tera Spotloe

School Improvement Specialists

Hillary Hulver
Sabrina Loudin

Counselor

Kirsten Coit-Fetty

Community in Schools Facilitator

Krista Sappey

Student Aides

Lori Hamner
Maria Rowan
Sheena Pumphrey
Cemantha Woody
Pam Yeager

Special Area

Art: Virginia Hicks
Music: Braden Hoffman
PE: Dan Hepler
PE: Will Squires

Custodians

Tim Bean
Kevin Eshelman
Rick Gould
Rosalee Hissam

Cooks

Thurlene Hyre
Michelle Michael
Yvette Pappas
Linda Smith (Kitchen Manager)
Lori Smith

Special Education:

Jennifer Dalton
Beth Hollen
Julie Mearns

Beth Pickens
Becky Squires

Pre-K

Sarah Critchfield / Bev Miller
Kelley McNeish / Sue Michael

Kindergarten

Jessica Howes / Stephanie Singleton
Beth Materne / Jennifer Winans
Tammy McKisic / Christina Figueroa
Amanda Mason / Amy Kelley

First Grade

Amy Hackett
Megan Lipscomb
Beth Lowe
Kasondra Tracy

Second Grade

Alicia Egress
Cheryl Moore
Jessica Radabaugh
Brittany Squires

Third Grade

Barbara Bailey
Trinity Currence
Amanda Tenney
Lisa Wildman

Fourth Grade

Brittany Bennett
Christi Flanagan
Kristen Hines

Fifth Grade

Tahsha Carpenter
Sherri Hoover
Sarah Jean McGee

Administration

Eric Brand – Assistant Principal
Susanne Britton – Principal

Buckhannon Academy Elementary School Core beliefs and Mission Statement

Pioneering education that inspires and empowers lifelong learners!

Core Beliefs:

- All students can learn
- Adults will develop positive relationships with students so they can learn to their full potential
- We will encourage all students to become lifelong learners
- Reading is the foundation for learning
- Student learning is dependent upon their basic needs being met and we will assist in ensuring these needs are met
- All students will respect each other and their right to learn

Communication

Our county and school website is a wonderful place to locate information and resources. It is also used as an automated calling system that allows us to communicate valuable information directly to you. Please make sure that the school has the current telephone number of the primary parent/guardian so you can be reached and promptly informed.

We also have a school Facebook page where we post information and pictures of student events. Additionally, each classroom teacher has a Class Dojo set up for every family. This communication form is used by the classroom teacher for daily updates as well as important time-sensitive information. It is set up as a texting type App and allows for 2-way communication with the teacher and administration. Please make sure you utilize all the ways we try to keep our families informed.

Attendance Information

- School Day is 7:50 a.m. - 3:10 p.m.
- A student who arrives after 8:00 a.m. is tardy.
- A student who leaves before 3:10 p.m. is marked as an early dismissal.
- Anytime your child is absent, there should be a note sent documenting the absence.
- You may send in 5 parent notes per semester that will be considered excused. All other absences will require a doctor's excuse. Any time your child has a Dr. appointment of any kind, you need to ask them for a school excuse. These notes also apply for coming in late or leaving early.
- Any absence that does not have a note will be considered UNEXCUSED.

- If your child has 5 unexcused absences, a letter will be sent from the BOE that requires a meeting with the school administration.
- At 10 unexcused absences, the BOE may pursue action with the court for truancy.
- Our office is closed from 2:55 p.m. - 3:25 p.m. for dismissal from the office. You must wait until 3:25 p.m. to receive your child.

Medications

All medication, physician ordered and over-the-counter medications (such as cough drops), must have a physician's order completed by your doctor for each medication. Forms may be obtained in the school office. All medication will be kept in a locked area in the nurse's office. Medication can NOT be sent to school with the child. All medications must meet the following:

- Must be clearly identified as to the name and type of medication
- Must be in the original container
- **Must be personally delivered by the parent and picked up by the parent**
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
- The prescription must be current
- A permission form, dated and signed by the physician and parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary.

Illness

Children with fever, diarrhea, or vomiting need to be kept at home until they are well. Your child must be fever free without medications for 24 hours before returning to school. Upon their return to school please send either a parent note explaining the situation or if you have visited a doctor, a note from their office. In the event your child becomes ill at school, you will be notified by the school nurse of the situation. Please make arrangements to pick up your child as quickly as possible. If your child is sent home by the school nurse, a note is not required for that day and will be coded as a doctor excuse.

Covid 19 and Quarantining

If your child has tested positive for Covid or has been quarantined by the Health Department, please contact the school immediately and let us know. Please send the orders from the Health Department upon return to school as this will serve as your child's excuse. If your child is exposed at school and is required to quarantine, we will contact you as soon as possible.

Make up Work from Absences

If your child is absent 1 to 2 days, the work may be made up when he/she returns to school. For absences of 3 or more days, please call the office and request assignments. Teachers need advance notice to collect work as they are normally engaged with students throughout the

school day. Please allow them up to 24 hours to gather the materials you will need. Assignments may be picked up in the office until 4:00 p.m. Students will be given a reasonable amount of time to complete make up assignments (State Policy requires one day for each day a child is absent). Please contact your child's teacher if additional time is needed. We want to ensure that all children can complete their work and be successful.

Instructional Hours

Instructional hours are from 7:50 a.m. until 3:10 p.m. each day. Supervision will **not** be provided for students who arrive before 7:15 a.m. or who remain after the last bus at 3:50 p.m.

Office Hours/Early Departure the office is closed daily for parent pick up from 2:55 p.m. -3:25 p.m. Students will not be dismissed from the office during this time. This is to allow us to get our first wave bus students out on time with as little confusion and congestion and as safely as possible. If your child needs to be picked up at the end of the day for an appointment, please do so before 2:50 p.m.

Conferences

Two parent teacher conferences are scheduled during the school year. All our teachers at Buckhannon Academy also have set up numerous ways to communicate with you during the school year. If at any time you feel the need to meet with the teacher, just send them a message and they will gladly schedule a conference with you.

Discipline

At BAES we like to celebrate our students and have created an atmosphere where positive behavior is recognized and rewarded. Our school and county is trained and have adopted the use of *PAX, The Good Behavior Game*. The Good Behavior Game is an approach to the management of classroom behavior that rewards on-task behavior during instructional times. Ask your child about being a PAX Leader, Toodles, and ways they are recognized and rewarded at school. Mrs. Fetty will be sending out more information for families.

WV State Policy 4373 EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (PREVIOUSLY KNOWN AS STUDENT CODE OF CONDUCT)

All Upshur County Schools follow Policy 4373 Expected Behavior in Safe and Supportive Schools that took effect July 1, 2012. This new state law was fully adopted by Upshur County, which is now our Policy 4011. This is an extensive policy that can be accessed on the West Virginia Department of Education website (wvde.state.wv.us) and on upshurschools.com. There are 6 chapters within this policy that address expected student behavior, students' right and responsibilities, inappropriate behavior and meaningful interventions and consequences, procedures for addressing allegations of inappropriate behavior and procedures for taking action on substantiated inappropriate behavior. This policy classifies inappropriate student behavior in four levels. Upshur County teachers will document consequences in the WVEIS data base, which is part of their permanent record.

Expectations for student behavior is the joint responsibility of the school and individual home. Your support in teaching our children respect and responsibility for self, others and community is appreciated. It is important that you and your child understand the consequences to inappropriate behaviors and how the school will handle each situation. Your understanding and support will allow us to better address each situation, and the consequences for rule infractions are clearly stated and understood by you and your child. If you are interested in viewing the new policy, please contact the school office or access online at <http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>

Our expectation is that all students and employees in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

ALL STUDENTS AND STAFF SHALL:

- ✓ Help create an atmosphere free from bullying, intimidation and harassment.
- ✓ Demonstrate honesty and trustworthiness.
- ✓ Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- ✓ Demonstrate responsibility, use self-control and be self-disciplined.
- ✓ Demonstrate fairness, play by the rules and do not take advantage of others.
- ✓ Demonstrate compassion and caring.
- ✓ Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

Bullying/Harassment

Bullying is defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion that is reoccurring. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is involved.

All Buckhannon Academy Elementary School students are expected to treat one another with kindness and respect. Teasing, name calling, taunting, physical contact of an aggressive nature, spreading rumors, gossiping or intentional isolation will not be tolerated. We have a zero tolerance for bullying and consequences are prompt and consistent. Students are expected to report any incidents of bullying to the nearest adult at the time the bullying is happening. Reporting the incident at the time it happens is of utmost importance so the incident can be investigated properly. This is NOT to be considered tattling....it is "responsible telling", and staff need to be aware so we can stop these behaviors. Every child has the right to attend school in a safe and bully-free environment. If you have the need to report a reoccurring incident, you may come by the school and ask for a bullying and harassment form to complete and submit to an administrator.

Citizen of the Month/Character Education

Character education is the process of learning common attitudes, beliefs and behaviors that are important for responsible citizens. Each month we will be focusing on a character trait to teach our students. Teachers and classmates will choose 2 students that are exemplary models of the character trait to be recognized as the Citizen of the Month and honored at a school wide assembly. You will receive a letter from your child's teacher if they are selected with the assembly information on it.

Character Pillar	Person Representing
Kindness	Rachel Scott
Respect	Nelson Mandella
Self-Worth	Anne Frank
Self-Discipline	Mehmet Ghandi
Caring	Clara Barton
Honesty	Abraham Lincoln
Responsibility	Mother Teresa
Positive Attitude	Princess Diana
Integrity	Martin Luther King Jr
Citizenship	Eleanor Roosevelt

Parent Drop Off in the Morning

Students brought to school by parents will need to be dropped off in the back of the school in the parent pick-up/drop off area. Staff members will be available at the parent pick-up door **from 7:15 a.m. until 7:55 a.m.** Students should not be dropped off before this time as the school is locked and there is no adult supervision.

- ✓ Parents are asked to pull all the way up into the designated unloading/loading zone and before allowing their child to exit.
- ✓ Make sure your child is prepared to leave the vehicle promptly. They should not be putting shoes and clothing on or packing their backpack. We have many students and must keep the drop-off loop moving quickly.
- ✓ Please remain in the line of traffic all the way through the line. Trying to go around stopped cars is dangerous for students that are exiting cars. Please help us maintain safety by remaining in the traffic line until the car in front of has pulled forward.
- ✓ To avoid backing up traffic, we request that you **pull your vehicle forward as far up as possible into the loop. Do not park or exit your vehicle in the drop-off area.** The parking lot/unloading zone can become crowded with vehicles waiting to drop off students; your cooperation i
- ✓ If you arrive after 8:00 a.m. you must accompany your child into the building in the front office and you **MUST** come in and sign him/her in.
- ✓ You may not park in the bus loop until after 8:05 a.m. Parking is available on the opposite side of the street from the school.

Breakfast

If your child wants breakfast, they will go through the cafeteria line before going to class. Our cooks are packing breakfast so the students can take their meal to the classroom and eat with their cohorts. Hot breakfast is served until 7:50 a.m. in the cafeteria. Students that arrive after this time may choose a cold Grab and Go breakfast.

Lunch

Student lunch times vary depending on grade level. If you would like to know the times, please feel free to ask your child's teacher. At this time, we are not permitting parents to come and eat lunch with their child at school due to Covid 19. If restrictions change, we will let you know.

Snacks

The School Lunch Program prohibits students from eating snacks prior to lunch time. We encourage our students to take part in one of the breakfast programs to avoid becoming hungry prior to lunch. We have a Fresh Fruit and Vegetable Grant that provides students the chance to try different fruits and veggies twice a week. In addition, we also provide our students with a school-wide after-school snack.

Afternoon Dismissal

To increase the safety of our students and to assist parents with a timely evening dismissal, we ask that you follow the following dismissal procedures.

Your child may be placed on the parent “pick up” list on a daily basis or as needed. In order to have your child’s name added to the list for a specific day simply send a written and signed note to school requesting your child’s name be added to the list for the day. NO over the phone changes will be made. We must have a faxed or written note from a parent or guardian.

Parent Pick-up

If you intend to pick up your child from school (daily or weekly) you must sign up for a car tag to display from your car mirror. These can be obtained in the office. Every family is provided 2 tags. If you need an additional tag for any reason, there is a cost of \$5.00.

If you are picking up your child, please enter from RT 20 onto Victoria Street and turn right onto Smithfield Street. Vehicles will only be allowed to enter from this direction in order to keep the traffic flow open on College Ave. The lot will be opened at 3:00 to ensure the safety of our students that are outside and may be on the playground. Two cars can safely wait side by side until staff arrive at the double swinging gate. Please follow staff guidance when lining up. We will begin walking students to the cars around 3:10 p.m.

- You must have your car tag visible to pick up your child in the parent pick up loop. If you do not have your car tag, you will be asked to go to the office to sign out your child. This is to ensure your child is leaving with the correctly identified adult. Even if the staff recognizes you, we will follow this consistent policy for all students
- Please do not play loud or inappropriate music in your vehicle while waiting.
- There is a no smoking/vaping policy that prohibits the use on school property.

Walkers

If your child will be a walker every day, please return the WALKER Liability form. At 3:20 p.m. students will exit the front of the building and walk toward College Ave and the school sign on the sidewalk. Parents must fill out the walker form/release if you wish for your child to be a walker. Once your child leaves the school grounds, they are no longer the responsibility of the school.

Release of Students

ANYONE WHO DOES NOT NORMALLY PICK UP A STUDENT MUST HAVE **IDENTIFICATION** AND BE IDENTIFIED ON THE EMERGENCY CARD BY THE PARENT OR GUARDIAN GRANTING PERMISSION FOR THE SCHOOL TO RELEASE THE STUDENT TO THEM.

Please do not plan to pick up your child from 2:55 p.m. - 3:25 p.m. The office is closed during that time.

County Dismissals/Delays

- ✓ *Unscheduled Early Dismissals*----If Upshur County Schools must dismiss early it will be broadcast on the local radio and TV stations and on the West Virginia Department of Education website (<http://wvde.state.wv.us>). It is important for every family to have a plan for children in case of early dismissals. Please be sure your child is aware of the plan as it is impossible to have all students make a call home if this situation arises. Be

sure to complete and return the emergency card information sent home at the beginning of the year so we can remind your child of the plan as needed.

- ✓ School Delays----When school is delayed students should not arrive to school earlier than the announced opening time. If school is on a two-hour delay, students should not arrive prior to 9:15 a.m.
- ✓ Only hot Breakfast will be served on two-hour school delays, there will not be a 2nd breakfast option.

Physical Education Dress

Students need to dress appropriately for physical education class. This includes tennis shoes and clothing that allows for unrestricted movement (shorts, sweatpants, jeans). Students who do not dress appropriately and cannot participate and will be reflected in their grade. If there are concerns, the PE teacher will reach out to you.

Phones, Electronics and Toys

The school does NOT accept any responsibility for broken, lost, or stolen electronic devices, toys or personal items

Emergency Plan and Drills

Staff and students will regularly participate in mock emergency situations (i.e. fire drills, lock down, and evacuations). In the event of a real emergency, parents should not come to the school site as your child may already have been evacuated. Please wait for information from a designated person at the Board of Education. Once students are safe at a reunification destination, dismissal of students to parents or other designated persons on the emergency procedure card would begin.

Field Trips

Throughout the school year, students will have the opportunity to go on field trips to visit various places of interest. Permission slips will be sent home prior to the event and must be returned by the due date stated on the form in order for your child to participate. It is the responsibility of each student to return the permission slip as phone calls will not be made requesting permission to attend.

Please be aware that you child must be able to maintain an acceptable level of behavior in order to be able to take them from the school grounds.

Parents that wish to attend field trips with Buckhannon Academy will be considered chaperones. This requires attending the volunteer training and being cleared by the Upshur County Board of Education. The following guidelines have been created to ensure your child is with authorized adults and that the learning environment for our students is safe.

- Parents that are interested in chaperoning must inform the classroom teacher.
- Only chaperone approved parents/guardians will be permitted to attend field trips. This means you must attend a volunteer training at Buckhannon Academy and be approved by the Upshur County BOE.

- Signing up to chaperone does not mean you will automatically be chosen to chaperone.
- The number of chaperones needed for each trip will be determined by the grade level attending the trip. This will be based on available transportation and the space available at the event.
- We will attempt to give all approved parents the opportunity to chaperone at least one trip.
- As a chaperone, you will be assigned a group of students and be expected to assist the classroom teacher.
- All chaperones will be expected to return to school to sign out their student. Students may not be signed out from a field trip site. This is to ensure that all students are accounted for and to maintain consistency through all grade levels.

Volunteers

Parents, grandparents, and community members have always been welcome to volunteer at school. Due to Covid 19, we do have some restrictions in place and will let you know once we can resume having the community in the school.

All volunteers MUST complete volunteer training prior to volunteering in the school. There will be opportunities available throughout the year.

Grading

Students in grades 1-5 receive quarterly reports with letter grades. These grades follow the Upshur County Schools grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Students in Kindergarten receive progress report cards based on level of skill proficiency. In the near future we will begin transitioning from letter grades to reporting proficiency in standards to families. This will assist teachers in discussing areas of strengths and weakness of their students and allow us to pinpoint where students may require remediation to acquire essential grade level skills.

Student Support Services

Student Assistance Team (SAT)—The Student Assistance Team may be composed of the principal, the counselor, the classroom teacher, support teachers, and parents. The team meets to address concerns of the teachers or parents regarding academics, behavior, attendance, and social issues. Parents will be notified in writing of the meeting date and are encouraged to attend. The team will discuss the concern and provide recommendations to positively assist the child. A follow-up meeting will be scheduled every 6 weeks to evaluate current progress and determine if any additional services or modifications are needed.

Homework Policy

Please talk to your child's teacher regarding homework and the classroom homework policy as they differ between grade levels.

Schoology

Parents will be provided with their own access to Schoology to view their child's grades. Information posted about your child is confidential and CANNOT be viewed by others. This system also allows parents to message their child's teacher with questions concerning grades and assignments.

Library

Beginning in September, students will be permitted to visit the school library one day a week. Books need to be returned the following week. Students may keep books longer but need to bring them to school on the due date to renew them.

A library permission form will be available electronically and must be completed before your child may check out library books. Books not returned to school will be the financial responsibility of the parent/guardian.

Lockers

Each student is assigned a locker to use during the school year for their coats and book bags. We are not responsible for personal items your child brings to school. The school does not provide locks for the lockers. We encourage students to not place locks on their lockers. If they do and cannot find a key or their combination, the lock will be cut off.

Neglect/Abuse

West Virginia state law requires teachers and administrators to report suspected cases of child abuse or neglect. The law protects them against liability by referring cases in good faith. DHHR workers investigating complaints legally cannot be denied access to your child at school. It is not school or county policy to inform a parent that DHHR has had contact with their child.

Parties

We do not celebrate individual birthdays during the school day. Student birthdays are celebrated one day during the last week of the month to honor those students who have a birthday in that month. To avoid hurt feelings and problems between students, we ask that if invitations to parties, sleepovers, etc. are handed out at school they are given to ALL the children in the classroom.

Phone Calls

The office will not accept parent phone calls that change the child's after school routine, if your child will have an irregular departure, we **MUST** have a written note. **NO EXCEPTIONS.** Students will not be permitted to call home. For example, calling to request forgotten items, to make plans to go home with a friend or to tell parents about activity times will not be allowed. If there is a situation that the staff feels a parent needs to be aware of, a phone call or Dojo message will be made on behalf of the child by an adult.

PTO: Parent Teacher Organization

PTO is an organization comprised of parents and school staff. The members work collaboratively to help make our school the best it can be! Fundraisers are held with all proceeds from PTO benefiting the school. All fundraisers are optional. Meeting times and dates will be sent home on fliers and can be found on our school website, Facebook page and Class Dojo.

Recess Procedures

Students receive at least 30 minutes of recess each day. Students will have outdoor recess any day that the temperature is at least 40 degrees with no precipitation. On these days, be sure your child is dressed appropriately with coats, gloves, etc. Otherwise, an indoor recess activity is provided.

Lost and Found

Please put your child's name on their belongings and in articles of clothing. We have many items that are left at school and we have no way of knowing who they belong to. Any unclaimed clothing will be **donated** periodically as we have limited space to store these items. The lost and found is located in the hallway by the cafeteria and students can check it at any time.

School Information

Information about school activities can be found on the school website at <http://baes.upshurschools.com/> Facebook page, and Class Dojo. If you ever have any questions, you can message us through any of these sources or call the school.

Counseling

Mrs. Fetty is our full-time counselor at BAES. Services provided by the counselor include developmental guidance lessons weekly in class, individual and group counseling services. Our counselor will assist our families along with our Community in Schools Facilitator in making referrals to community counseling agencies as needed.

Community in Schools Facilitator

Last year we were lucky to receive a grant funded position for a Community in Schools Facilitator. Mrs. Sappey is here to assist you if you would like support for your family with counseling needs, attendance issues, and academic concerns.

Transportation

All students transported by buses will follow the approved rules. These rules also apply to students when riding the bus for field trips or school events. Not following these rules may result in loss of bus riding privileges.

- ✓ Observe the same behavior as in the classroom
- ✓ Be courteous, do not use profane language/gesture
- ✓ Do not eat or drink on the bus
- ✓ Keep the bus clean
- ✓ Cooperate with the driver
- ✓ Do not smoke
- ✓ Do not be destructive
- ✓ Stay in the seat
- ✓ Keep hands, feet, and head inside the bus
- ✓ Bus drivers are authorized to assign seats

Students are expected to exhibit appropriate behavior on the bus. Any student misconduct on the bus may result in a loss of bus privileges. Parents are responsible for transporting any child attending the school out of district. If your child needs to ride another bus, a note requesting this must be sent to the office. **Plans involving a child going to another child's home require a note from both parents requesting this change.** The student riding a different bus will be given a bus note. Students may not call home to make these arrangements and parents may not phone in a request.

WV State Law requires that PreK-3rd grade students MUST be met at their bus stop by an adult or they will not be allowed to exit the bus. They will be returned to school or the bus garage if no one is available at the stop. The bus garage phone number is 304-472-1544.

Visitors and Security

We care about the safety of our students! We continue to use the "A" phone to monitor the security of our school. This security system assists school personnel in monitoring all visitors to our school. When coming to the school, please use the main entrance, located on the front of the building in the bus loop on College Avenue. Please press the button on front doors and wait for staff to acknowledge you. Upshur County and State policy requires that **ALL VISITORS** report to the office so that we may know who has access to our children. Please do not open the doors or hold open the doors for people coming in after you. Students are told NOT to open doors, even for their parents. We know from time to time that our students will forget items they need. We will be glad to assist you in dispensing forgotten items such as lunches, clothes, money, etc. Feel free to bring any item your child may need to the office, and we will make sure they receive it. We appreciate your help with this so we can minimize classroom interruptions.

Any parent/guardian or family member who plans to attend school events, visit the classroom, volunteer, or eat lunch MUST have a

photo ID. You will NOT be permitted to enter for these events without it. NO EXCEPTIONS!

Withdraw or Transferring of Student

If your child must withdraw from school, please notify the school in advance. It is most helpful if the school is informed of the date you anticipate the student is leaving and the location to which you will be moving. Please return any school materials and/or books and pay any outstanding debts to school prior to withdrawing from the school. School records will be sent when enrollment confirmation is received from the new school and all obligations are taken care of.

Contact Information for the school:

Phone: 304-472-3310

Fax: 304-472-3790

<https://baes.upshurschools.com/>

Facebook: Buckhannon Academy Elementary School

We at Buckhannon Academy Elementary want to ensure that your child has a fantastic and safe year of learning. Please do not hesitate to contact the office if you have any questions or concerns that have not been addressed in this handbook. Thank you for allowing our staff to provide your children with a quality education