Serving Pre-school through Third Grade Students in Red Oak, Iowa

Parent/Student Handbook

2016-2017

 Mr. Thomas Messinger Mrs. Gayle Allensworth

 Superintendent Principal



INMAN PRIMARY SCHOOL

900 Inman Drive

Red Oak, Iowa 51566

Telephone (712) 623-6635 Fax (712) 623-6638

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| --- | --- | --- |
| **Staff** | **Assignment** | **Extension** |
| Allensworth, Gayle | Principal PK-3/ Director of Special Education |  |
| Blackman, Brandi | Teacher – Reading Intervention |  |
| Berglund, Stephanie | Teacher – Kindergarten |  |
| Billings, Meshell | Teacher – Kindergarten |  |
| Blake, Kirsten | Para-professional |  |
| Carlson, Jacque | Para-professional |  |
| Chilton, Kristina | Teacher – 3rd Grade |  |
| Confer, Katie | Teacher - Kindergarten |  |
| Cox, Molly | Teacher – 3rd Grade |  |
| Craig, Peggy | Para-professional |  |
| Darrow, Cole | Teacher - Physical Education |  |
| Dentlinger, Connie | Teacher – Reading Intervention |  |
| Dolch, Becky | Teacher – 2nd Grade |  |
| Edie, Jennifer | Para-professional |  |
| Euken, Teresa | Teacher – Art, Grades K-3 |  |
| Fellers, Patricia | Teacher – ELO |  |
| Gillespie, Arryn | Teacher - Pre-school |  |
| Gothberg, Heather | Guidance Counselor |  |
| Graber, Deb | Teacher- Teacher Mentor |  |
| Gray, Lisa | Teacher – Special Education |  |
| Guerra, Letty | Para-professional |  |
| Hall, Heather | Nurse |  |
| Hambright, Bev | Teacher – Special Education |  |
| Harmsen, Anna | Teacher - Kindergarten |  |
| Hoeksema, Miriam | Teacher - ELL |  |
| Jones, Kelly | Teacher – 3rd Grade |  |
| Jones, Robin | Administrative Assistant |  |
| Moore, Jewell | Teacher – Reading Intervention |  |
| Nielsen, Carol | Teacher – 1st Grade |  |
| Orr, Brian | Student Support Coordinator |  |
| Pease, Brandy | Teacher- 2nd Grade |  |
| Pegg, Ashley | Teacher – 1st Grade |  |
| Pfieffer, Martha | Teacher – Pre-school |  |
| Powers, Sherry | Para-professional |  |
| Rehbein, Beth | Teacher – 2nd Grade |  |
| Rodriquez, Linda | Para-professional |  |
| Shaw, Melissa | Para-professional |  |
| Smith, Arlene | Teacher - Pre-School |  |
| Smits, Melinda | Teacher – 1st Grade |  |
| Sparks, Gabrielle | Teacher – 3rd Grade |  |
| Sterbick, Rebecca | Teacher – 2nd Grade |  |
| Streicher, Linda | AEA Speech Therapist |  |
| Vanderhoof, Lori | Administrative Assistant |  |
| Walford, Kim | Teacher – 2nd Grade |  |
| Wallace, Lisa | Para-professional |  |
| Weathers, Jill | Teacher - 1st Grade |  |
| Webb, Jeanne | Para-professional |  |
| Wemhoff, Linnea | Teacher – Music, Grades K-3 |  |
| Wingfield, Lisha | Para-professional |  |

**ACCIDENT AND EMERGENCY INFORMATION**

In the event of a serious accident or illness at school, a parent will be called. If you cannot be reached, the persons you have designated as emergency contacts will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child when you cannot be reached. Please ask these people before listing them, to be sure that they are willing to take this responsibility. Please be sure that the numbers you have given us for home, work and emergency contacts are accurate. If at any point during the school year this information changes, notify the office immediately so that our information is always correct. This allows us to provide the best emergency care for your child.

**ANIMALS (PETS)**

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

ATTENDANCE

***The Importance of Regular School Attendance***

* *The Red Oak Community School District’s attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.*

***Legal Obligation Regarding Attendance Regulation***

* *The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.*
* *Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:*
* ***The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.***
* ***The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.***
* *To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.*

***Processes and Procedures to Combat Excessive Absences/Tardies***

***Reporting Student Absences***

* *When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student’s safety and well-being.*
* *Please make every attempt to have your child at school on time. Inman Primary School begins at 8:15 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.*

***Excessive Absences***

* *After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to parents. After an 8th unexcused absence, or 12th total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.*
* *If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.*

***Tardy Consequences***

* *Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.*
* *Work and/or instruction missed may be made up at recess and or after school.*
* *After 8th tardy – Letter home*
* *After 14th tardy – 2nd letter sent home and conference with the parent, building administrator and student*
* *After 20th tardy - May result in the child being referred to the Montgomery County Attorney.*

***Attendance Definitions –*** *A**student’s absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.*

***Excused Absence*** *- The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.*

1. *School Suspensions (documented by school disciplinarians)*
2. *School-sponsored Field Trips (documented by teachers/sponsors)*
3. *Funerals (notification required from parent before the absence occurs)*
4. *Doctor Visits (notification from parent and documentation required from doctor’s office signed by office rep/Dr.)*
5. *Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)*
6. ***Parentally Excused Absences Due To Illness –*** *Our elementary schools will accept a* ***“****parentally****”*** *excused absence for up to five days during a semester.*
7. *A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.*
8. *Illness absences in excess of the five parentally excused absences will be recorded as “unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to school.*
9. *Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.*

***Verified Unexcused Absence*** *– Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”.**Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:*

* 1. *short notice family trips*
	2. *birthday parities*
	3. *non-school related competitions*
	4. *prom dress shopping*
	5. *graduations*
	6. *trips to the airport*
	7. *car problems*
	8. *planned family vacations in excess of 3 missed school days*

***Truancy*** *- Any absence that occurs without notification from the student’s parent/guardian will be classifi*

*ed as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.*

***Tardy*** *– Not being in your assigned classroom when school begins.*

 ***Monthly Positive Support for Attendance***

* ***Individual Incentives:*** *At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student’s name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.*

***Semester & Yearly Positive Support for Attendance***

* ***Individual Incentives:*** *All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.*
* ***Whole Class Incentive:*** *We will also monitor and post each grade’s monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.*

**BEHAVIOR**

Although we believe the majority of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Primary has the right to a classroom free of distractions, inappropriate behavior and disrespect. We also believe...

* All students are entitled to a safe and harassment free learning environment.
* Learning will increase when all students know that consistent expectations for behavior exist in their school.
* Student, parent and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
* High expectations for respect for self and others build character and develop strong future citizens.

We also know student respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Primary will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectations:

Every child in our school has the right to:

* Learn in a class free of disruptions
* Learn in a classroom free of putdowns and harassment
* Learn individually and within groups in a positive environment
* Expect that their peers will follow the rules of the classroom and school

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who fail to follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

* Bicycles will be parked in the racks provided or in a designated area.
* Bicycles will be walked while on the sidewalks or school grounds.
* Bicycles will not be ridden or tampered with during the school day.
* Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: TREATS AND INVITATIONS

*Birthdays and other celebrations are important and will be celebrated through activities that align with our school district’s healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student’s classroom*.

BOOK CHARGES

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CARE OF SCHOOL

Students who purchase candy or pop off-campus are to consume such items before they enter school grounds. Gum is not to be chewed in the building or on school grounds. It is our sincere desire that all students take pride in caring for their school building and its surroundings. We want to encourage the students to keep it as neat and clean as their own home. Students that purposely make a mess are expected to clean it up.

**CHILD CUSTODY**

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

**CHILD SAFETY**

If your child is going to have a change in their normal routine, we need a parent note stating what the child is to do. Without a note, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child.

**CLOTHING AND DRESS FOR SCHOOL**

Student dress or personal grooming is not to interfere with the normal classroom educational process. Parents should be aware of what clothing students wear to school. Items of apparel, which are disruptive to the school or class routine, are not acceptable. Examples of unacceptable dress are: clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, tobacco or drugs; extremely dirty or tattered clothing, unhemmed or torn garments; or biker shorts (spandex) are not permitted. Students who are wearing questionable apparel will be referred to the principal. Students who are wearing unacceptable apparel may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather children are encouraged to wear weather conditioned shoes or boots or overshoes to prevent wet feet. Overshoes or snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recess will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside. The students will be required to wear the clothing the parent has sent with them to school for recess. The recess supervising teacher may determine that coats and boots are not needed under certain conditions.

CONFERENCES

Parent-Teacher conferences are scheduled for September and February. It is of utmost importance that parents meet with their child’s teacher. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child’s progress. In addition to conferences, parents may receive communications throughout the school year. Parents should discuss appropriate items with their child. If there are questions, contact your child’s teacher.

**DELIVERIES**

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy, flowers, etc on a child’s birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine’s Day, etc.

DISCIPLINE: See “Behavior”

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursions as they occur throughout the school year. Parental permission (written or verbal) will be required prior to the student’s participation in a field trip. Excursions are appropriate walking trips that are within Red Oak. Excursions may also include a school bus ride to the athletic fields and Red Oak city parks. If you desire that your child not participate in an excursion please notify your child’s teacher.

HARASSMENT/BULLYING

All individuals at Inman Primary School have a right to feel respected and safe at all times. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student’s teacher, guidance counselor, activity supervisor, and/or the principal.

HOURS

School hours are from 8:15 AM.-3:15 PM each day. Students are welcome on school grounds after 7:45 AM., if they are having breakfast and either walk or are dropped off at school. All other students who walk or are dropped off at school should arrive no later than 8:10 A.M. Bus students will arrive between 8:00 AM and 8:05 AM. Those students eating breakfast will go directly to the cafeteria. Breakfast will NOT be available if a student arrives after 8:10 AM and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal times, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. Many times school may be dismissed early due to inclement weather or professional development. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

Please make sure that your child’s teacher is aware of how he/she will leave school at the end of each day. Notify the school at least one hour, prior to dismissal, should a change in plans be necessary i.e., walk home, ride the bus, will pick-up, etc. We want to ensure that all changes are properly communicated to the teacher and student before dismissal.

INCLEMENT WEATHER: SEE: District-wide Parent/Student Handbook (attached)

**IMMUNIZATIONS:** SEE: District-wide Parent/Student Handbook (attached)

LOST AND FOUND

Lost and found articles are placed in the elementary office and in a box in the main hallway. Parents and children are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. **Students will not be permitted to share/trade/sell food items provided by the school or brought from home**. Parents are welcome to come to school to eat lunch with their child. Parents that want to eat the school hot lunch are asked to call school prior to 9:00 a.m. in order for a hot lunch to be ordered. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be “child friendly”. Your child should be able to open items sent in their lunch.

**MEDICATION**: SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

**MONEY**

Only money needed to conduct authorized sponsored activities should be brought to school. These might be hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the students name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Washington Intermediate School and its staff are not responsible for money lost.

**MULTICULTURAL/GENDER FAIR EDUCATION**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students.  The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.  Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities.  It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

**NON-DISCRIMINATION NOTIFICATION STATEMENT**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability.  Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

PARENT/TEACHER REQUESTS

We understand that every child is unique and special; therefore, every attempt will be made to meet each student’s individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child’s specific classroom placement, they will need to complete a “Classroom Placement Consideration Form” (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child’s learning needs.

PARTIES

Parties are planned and organized in conjunction with the principal’s office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

**Pediculosis (Lice) Management**

School Role- Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair assessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.
8. Remind parents to do careful weekly inspections of their child’s hair
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.

Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child’s family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse’s office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child’s hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensur proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse’s or administrative designee’s discretion until hair is nit free.
5. A child’s hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccuring cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOL

We would prefer that students NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and similar items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department request that appropriate shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

**RECESS**

Research studies have shown that taking a break from a task and moving around in order to get oxygen to the brain will increase one’s readiness to learn. Our students go outside (weather permitting) in order to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to participate in recess. Almost always, a child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. **Please dress students appropriately during the winter months.** We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

**IPS Recess Rules**

At recess, student health and safety is our primary concern. Follow directions of playground supervisor’s at all times.

* Students must be escorted by staff from classroom or lunchroom to the recess doors.
* Students must be escorted from recess to the classrooms.
* Sidewalks are for walking only.
* First whistle: FREEZE Body and Voice
* Second whistle: Walk to designated area and wait for playground supervisor directions

|  |  |  |
| --- | --- | --- |
| Top Playground | Concrete Slab | Grass/Snow Area |
| * Slides: go down only, 1 child at a time feet first
* Walk on equipment
* Monkey Bars: start at ladder, go one direction only
* Keep rocks on the ground at all times
 | * Skipping or galloping allowed
* Use hula hoops for hula and tricks
* Use jump ropes for jumping
* Use basketballs for playing half-court ball, dribbling, bounce passes
* Tetherball – use posted rules
 | * Stay in designated grass or snow area (use cones to mark off area)
* Soccer balls and footballs allowed
* May only play football using flags (no tackling or full body contact)
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RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers and the principal work together in order to ensure that students achieve to their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to determine what is in the best interest of the student.

### **RULES**: See “Behavior”

**SCHOOL BREAKFAST/HOT LUNCH/MILK MONEY**

Send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child’s name, teacher’s name and the amount enclosed. This money will go into your child’s account and deducted accordingly. You will be notified when there is a balance of $5.00 or less in your child’s account.

**LUNCH SCHEDULE:** Kindergarten 11:00-11:25 AM

 First Grade 11:30-11:55 AM

 Second Grade 12:00-12:25 PM

 Third Grade 12:30-12:55 PM

SCHOOL VISITS

Visitors are welcome at Inman Primary School! Please feel free to visit your child’s classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student’s siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments conference with your child’s teacher when class is in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor’s badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Primary School recognizes that students can experience a number of personal, behavioral or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to provide assistance to students experiencing any of these problems. Our program has been designed to identify and utilize school, family and community resources in assisting students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be permitted to use the telephone except in **cases of emergency**.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **DO NOT** park in the bus loading zones of each school.
2. All students should be dropped off and picked-up in the appropriate areas at each school:
	* Webster - Valley and Joy Streets
	* Washington - Washington Avenue, south side of the building
	* Middle School - Hammond Street, south side of the building

IPS Traffic/Dismissal Procedures:

* Our school day ends at 3:15 PM. If you are picking up your child(ren), we ask that you remain in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff. PLEASE DO NOT PARK IN THE FIRE LANES (marked by yellow paint on the curb). As the year progresses, we will have busses arriving from field trips, etc.
* It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.
* If you choose to come in to pick up your child, please park in the parking lot and walk into the building and then please wait in the front entrance. Again, this helps teachers finish their end of the day with few disruptions. Should you need your child before the end of the day please let the office know and we will call them to the office with their belongings.
* We ask that when you are in the parking lot, you abide by proper laws for speed and the use of the handicapped parking. Staff members are busy providing supervision for students waiting for a ride which makes it very difficult to assist with traffic control. Safe and orderly procedures are our biggest priority with the children during this time.

TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

* The driver is in charge of pupils and the bus. Students must obey the driver cheerfully and promptly.
* Students must be on time at their pick-up point.
* Students should not stand in the roadway while waiting for the bus.
* Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No “horseplay” permitted.
* Unnecessary conversation with the driver is prohibited.
* Students must remain seated at all times.
* Students will not extend arms or heads out of the bus windows.
* The drivers will not discharge riders at places other than a student’s regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations my result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

Inman - Front of the building on Inman Drive. *Not in the circle driveway*. When dropping off or picking up a child at IPS, always pull to the curb. Do not stop in the middle of the parking lot to pick up or drop off a child. PLEASE REMAIN IN YOUR VEHICLE. Otherwise, use the designated areas for parking. Please be aware of the NO PARKING AREAS. This also includes the yellow painted curb by the north entrance. This can create congestion and interfere with the flow of the traffic. If you are getting out of your vehicle, please park in the front parking lot. Please park in the appropriate designated areas only. Safety and patience is of the utmost importance at the end of the school day.

This is only intended to prevent serious injury and to ensure the safety of all students. We encourage your child(ren) to use the crosswalks at each school.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

* Sign the volunteer form in the office upon arriving at the school.
* Wear a volunteer badge from the office and return it when finished.
* Be dependable and punctual, according to the schedule that you have

arranged with the teacher/staff member. Please notify the school should there be a reason for your schedule to be altered.

Make sure you understand your role and responsibilities when working with a teacher/staff member.

* Dress appropriately and comfortably for working with children.
* Use appropriate comments and language while in the school setting.
* Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL.**
* We would also request that volunteers not bring their preschool age children when volunteering at school.

**VOLUNTEERS: PARENT-TEACHER ORGANIZATION**

The elementary PTO provides outstanding support to the students and staff at the PK-5 level. There are two fundraisers that are held annually and directly benefit the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Primary Office for more information. THANK YOU PTO!!!

**Inman Primary School**

**“Classroom Placement Consideration Form”**

**School Year \_\_\_\_\_\_\_\_\_\_\_**

**PLEASE RETURN THIS FORM TO GAYLE ALLENSWORTH BY MAY 1 (NO EXCEPTIONS)**

When we are creating a classroom at Inman Primary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child’s strengths, challenges and needs below.

**PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERSATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.**

Student Name

Parent Name Phone Number

Grade student will be entering: **Kindergarten 1st Grade 2nd Grade 3rd Grade**

Reason for request:

How will this benefit your child’s education?

Your child’s strengths:

Your child’s challenges:

Your child’s greatest needs:

What else would you like us to know about your child?

**Parent’s/ Guardian’s Name: Date:**