

Inman Elementary School

Handbook

Grades K-6th

2021-2022 School Year



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ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If a parent cannot be reached, the emergency contact that has been provided will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child in your absence. Please make sure they are aware that you have listed them, and they are willing to take responsibility for your student. Please, always keep contact numbers updated in your parent portal in Infinite Campus.

ANIMALS/ PETS

Prior approval must be obtained by the teacher or principal before bringing an animal/pet to school. Parents must be present to walk the animal/pet to the classroom and when leaving the building.

ATTENDANCE

The Importance of Regular School Attendance

- What happens in class every day and the activity or interaction between teacher and student can never be duplicated, thus the Red Oak Community School District values attendance. 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 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 that state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created an important law(code) that addresses student attendance in schools. Iowa CODE 299.1 reads as follows:
 - o 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.
 - o The board of directors of a public school may, by the resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy relating to the reasons considered to be valid or acceptable excuses for absence from school.

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 office before 8:15 A.M. If we do not hear from a parent or guardian by 9:00 A.M. the school will call home. Our primary concern is for each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Elementary School begins class at 8:00 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 student 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 the 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 at 8:00 A.M.
- Work and/or instruction missed may be made up at recess and or after school.
- After the 8th tardy a letter will be sent home.
- After the 14th tardy a second letter will be sent home and a conference with the parent, student and building administrator will be set up.
- After the 20th tardy the student may be referred to the Montgomery County Attorney.

ATTENDANCE DEFINITIONS

The following codes will be used to record student attendance:

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

- School-sponsored Field Trips (documented by teachers/sponsors)
- Funerals (notification required by parent before the absence occurs)
- Doctor Visits (notification by parent and documentation required from doctor's office signed by the office rep/Dr.)
- Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- Parentally Excused Absences Due to Illness (the school will accept 5 "parentally" excused absences per semester)
 - 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.
 - Illness absences in excess of the five parentally excused absences will be recorded as "unexcused" until a doctor's note is received. The note must be received with -in two school days of the absence.
 - Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether the student has a handicap or disability under the provision of Section 504 of Rehabilitation Act of 1973.

Verified Unexcused Absence- Any absence that is verified by the parent/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, by not limited to:

- Short notice family trips
- Birthday parties
- Non-school related competitions
- Graduations
- Trips to the airport
- Car problems
- 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 truant.

Tardy- Not being in your assigned classroom when school begins at 8:00 A.M.

Families can contact Mrs. Debbie Graber, Student Success Coordinator for assistance and resources for attendance concerns. She can be reached at the Inman Elementary Office at 712-623-6635 or by email graberd@redoakschools.org

BEHAVIOR

Although we believe most 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 Elementary has the right to a classroom free of distraction, 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 students 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 Elementary School will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectation:

- Learn in a class free of disruption
- 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 do not 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 school books/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.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction for the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students can carry a cell phone to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school and retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods, or electronic gaming devices. CD player, iPods and electronic devices are not allowed at school.

CHILD SAFETY

If a student is going to have a change in their normal routine, we need a parent note or phone call that states what the student is to do before 2:30 pm. Without a note or call, 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(ren).

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom education process. 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, drugs, or tobacco. Students who are wearing questionable apparel will be referred to the principal and may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather students are encouraged to wear weather conditioned shoes or boots to prevent wet feet. 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. Recesses will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside.

CONFERENCES

Parent-Teacher conferences are held in the Fall and Spring. It is important that parents meet with their student's teacher. Teachers and parents are encouraged to request additional conferences at any time during the school year when there are concerns about a student's progress.

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

Effective discipline is necessary for quality education. To guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to support a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention
- Suspension of the student from the regular school program, either at home or at school for up to ten school days.
- Referral to Student Assistance Team
- Referral to non-school agencies and law enforcement
- Expulsion from school

EMERGENCY PLAN

Emergency Drills and Emergency Response

The Standard Response Protocol (SRP) is being implemented at Inman Elementary School. This supplies training and resources for staff and students to respond appropriately to emergency situations. These responses include school lockout, school lockdown, school evacuation and shelter. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in case of a drill. Emergency procedures and proper exits are posted in all rooms. All students must take part in these drills for everyone's safety and are expected to remain quiet and orderly during a drill or an emergency.

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 for school related field trips is given when you register online with the school each year. If you wish that your child does not take part in an excursion, please notify your child's teacher.

HARASSMENT/BULLYING

All individuals at Inman Elementary School always have a right to feel respected and safe. Bullying is ongoing physical or verbal acts 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 begins at 8:00 A.M. and ends at 3:00 P.M. each day. Students are welcome on school grounds after 7:30 A.M. All students should be at school before classes start at 8:00 A.M. each day. Breakfast is served from 7:30 A.M.-7:55 A.M. each day. Breakfast is not served after 7:55 A.M. for late students and is not served on late start days. Walkers will be dismissed at 3:02 and pick ups will begin at 3:10.

If parents/guardians wish to pick up a student before dismissal time, 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. School may be dismissed early or start late due to extreme weather. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early 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 main hallway in a box. Parents and students 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 allowed 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 a hot lunch should call the school prior to 9:00 A.M. to reserve a lunch if possible. 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.

LUNCH MONEY:

Please 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. You will be notified when your child's account has a negative balance. Our automated dialing system will call you every day until the balance is brought up to date.

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 include hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the student's 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. Inman Elementary and ROECC 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 all students. The education program will foster knowledge of and respect the 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 supply equal opportunity to both sexes.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities based on 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 based on 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 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 allows.

All holiday parties will be held in the last hour of the school day.

- HALLOWEEN PARTY- October 29th, 2021
- CHRISTMAS PARTY- December 21st, 2021
- VALENTINE'S DAY PARTY- February 14th, 2022

PEDICULOSIS (LICE) MANAGEMENT

School Role – Prevention:

- Educate staff, parent, and student on ways to prevent head lice
- Keep mats, pillows and belongings separated (coats will be kept in bags)
- Avoid stacking/piling or hanging coats on top of each other
- Encourage students to keep hats scarves and coats in their sleeves
- Remind students not to share combs, brushes, hats, and other hair accessories
- Avoid sharing earphones and helmets
- Watch for signs of frequent head scratching
- Remind parents to do careful weekly inspections of their child's hair
- Notes will be sent home with students when a case has been found
- Encourage that long hair is pulled up in ponytail
- Check classrooms where cases are found within one working day of case

Identified Case Management

Children will not be excluded from school on the day that head lice 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 nurse and 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. Student 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 ensure proper combing of hair at home. Signs of proper combing will result in 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 the child is still free of lice.
6. In severe and recurrent cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOLS

Students should 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 comparable 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 requests that proper 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 to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather allowing) to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to take part in recess. 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.

IES Recess Rules

At recess, student health and safety are our primary concern. Always follow directions of playground supervisors.

- Students must be escorted by staff from the 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

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 to ensure that students achieve their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to decide what is in the best interest of the student.

RULES: See "Behavior"

SCHOOL VISITS

Visitors are welcome at Inman Elementary 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 with your child's teacher when class is not 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 Elementary School recognizes that students can experience several 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 help students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in aiding 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 team is composed of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

STUDENT RECORDS, RIGHTS & PRIVACY

ACCESS TO STUDENT RECORDS Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss concerns with the principal.

STUDENT PRIVACY AND FERPA Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY A copy of any court order that limits the rights of one parent about visitation or custody should be provided to the school. The District must follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT Schools have a legal and moral obligation to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

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 allowed to use the telephone except in cases of emergency.

TRAFFIC SAFETY

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

- **DO NOT** park in the bus loading zones of each school.
- All students should be dropped off and picked-up in the appropriate areas at each school.

IES Traffic/Dismissal Procedures:

- **Our school day ends at 3:00 PM. If you are picking up your child(ren), we ask that you stay 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.**
- **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.**

TRANSPORTATION and BUS RIDING

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

- The driver oversees pupils on 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" allowed.
- Unnecessary conversation with the driver is prohibited.
- Students must always remain seated.
- 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 may 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.

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 supplies outstanding support to the students and staff at the PK-6th grade level. There are two fundraisers that are held annually and directly help 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 Elementary School office for more information.

Inman Elementary School
“Classroom Placement Consideration Form”
School Year _____

PLEASE RETURN THIS FORM TO Dr. Chailie BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Elementary 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 CONSIDERATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name:

Parent Name:

Phone number:

Grade student will be entering:

Reason for request:

How will this help 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: