

### **AFTER SCHOOL PICKUP**

There will be NO parking in the front of the building (Central Street). All students will be dismissed from the front of the building by the office. Students will NOT be picked up in the back of the building. Parents will be expected to drive in a line along the curb from 12<sup>th</sup> Street onto Central. The vehicles in the designated vehicle pickup area will pick their children up and drive off. The processional line will continue until all children have been picked up. If you get to the designated pick-up area and your child is not out front and ready to go, then you will need to drive around the school and get in line again or drive up to the southwest side (still on Central Street) of the multi-purpose driveway and park to wait for your child.

The crosswalk is now at the corner of 11<sup>th</sup> Street which is by the multi-purpose driveway. Students who walk home will be expected to be dismissed from the front of the building. They will then be able to walk in the direction that is necessary for them to get home or to the babysitter. Students who walk home north of the building will be taken around the building and be supervised while crossing the street.

Bus pick-up will now be in the front of the school from the fire hydrant east. After buses leave, parents may continue with their line from 12<sup>th</sup> onto Central.

Thank you for your support in helping to make your children safe after school.

Dear Parents/Guardians,

As another new school year gets underway, we hope to develop a partnership between the students, parents, staff, and community that will help us provide the best education for each of our students at Humboldt Elementary Charter School. We feel that communication is a key to our success. Should questions arise, parents are encouraged to contact the teacher or the administration in order to avoid any misunderstanding. This allows for a cooperative solution and a better understanding to be attained.

Individuals with concerns should contact the appropriate level in the following sequence in order to obtain a response: Teacher, Principal, Superintendent, and Board of Education. The Board of Education will be happy to address a concern after the chain-of-command have been contacted in the proper sequence.

We value and encourage your support of our school. We hope you will participate in all the activities of the school. We have a H.E.L.P. organization, which contributes to our school life in many ways. Classroom teachers welcome parent volunteers and we encourage you to offer your help. We realize that many parents both work which limits your ability to volunteer, but there is other help you can offer. We encourage you to inquire how you can help make Humboldt Elementary Charter School the best place for your child to learn.

Parents are invited to visit the school and become well acquainted with their child's teachers. This will help communication flow easily and promptly between home and school. We are

committed to providing education in a safe and stimulating environment. To do a good job, we share the responsibility with the student and the parent.

The purpose of this handbook is to provide students and parents with a general overview of the policies and procedures in our school. It has been compiled to serve as a convenient reference and to assist you in answering questions about matters of common concern. Please review the contents of this handbook together with your child. Additional information will come in school bulletins and calendars throughout the year.

As a staff, we believe that school are for children; that our purpose as educators is to provide many opportunities for students to be involved in productive learning situations, that promote growth in mental, physical, social and emotional development. We have a strong desire for school to be an enriching, productive and positive experience for each person who is a part of the Humboldt Elementary Charter School. Cooperation will be our aim as we work with you for a productive school year.

### **Humboldt Elementary Charter School Mission Statement**

“The mission of Humboldt Elementary Charter School is to prepare all students to be capable, respectful of others and themselves, knowledgeable and confident to meet the challenges of a future society by providing quality education in a secure environment.”

### **SCHOOL AGE REQUIREMENTS**

Children five years old on or before August 31 are eligible for kindergarten enrollment. Those six years old on or before August 31 may enroll in first grade.

### **STUDENT HEALTH ASSESSMENTS**

Every pupil, up to the age of nine, shall present the results of a health assessment prior to entering kindergarten or before enrolling in the district. All students engaged in activities covered by appropriate Kansas High School Activities Association rules shall provide the building principal with proof of a physical examination before participating in these activities.

### **DAILY SCHEDULE**

Children may enter the building at 7:30 a.m. each morning to eat breakfast. The bell schedule is as follows:

7:55 a.m.	First bell
8:00 a.m.	Tardy bell
3:10 p.m.	Bus bell
3:15 p.m.	Dismissal of all grades

### **TARDY POLICY**

Tardiness is a classroom disruption and will be handled as a disciplinary action. Students tardy to school, after 8:15am, will report to the office to obtain an “Admit Slip” before reporting to class. Teachers will handle the first four unexcused tardies by a student each semester per

classroom policy. Upon the fourth tardy the student will be made aware of the policy through office contact that further infractions will result in disciplinary action. Parent notification will also be obtained by a letter mailed home that same day from the administration. The classroom teacher will then refer students to the office for the fifth unexcused tardy and each additional unexcused tardy for the remainder of the semester. .

The following discipline will be used to enforce the Tardy policy!

5 <sup>th</sup> Tardy	30 minute detention	
6 <sup>th</sup> Tardy	Friday School (2 hours)	
7 <sup>th</sup> Tardy	Saturday School (4 hours)	<u>parent notification</u>
8 <sup>th</sup> Tardy	3 Days of ISS	<u>parent notification, behavior contract</u>
9 <sup>th</sup> Tardy	5 days of ISS	<u>parent meeting, file truancy</u>
10 <sup>th</sup> Tardy or More	Long Term Suspension	<u>parent meeting, contact authorities</u>

### LUNCH SCHEDULE

Third	11:05-11:30
Kindergarten	11:10-11:40
First	11:30-11:55
Second	11:45-12:10
Fourth	11:55-12:20
Fifth	12:05-12:30

### EARLY DISMISSAL

A written request to have a child excused from school early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. Phone calls will be acceptable also. Getting a haircut is not considered an appropriate reason for early dismissal.

A child will be released only to the parents unless the school has been notified in writing/phone by the parents that they have granted permission for someone else to pick up their child. The parent or authorized person must come to the office and present identification when signing the child out of school. These precautions are for the safety of our students.

### LIABILITY

Unfortunately, occasional vandalism at our schools has become a fact of life. People who damage school property are liable for those damages according to state law. In the case of minor

children, parents are also liable. School policy requires parents to be billed for the cost of damages. Therefore, we ask parents to help by teaching their children respect for public property.

### **BUILDING SECURITY**

For the safety of students, all doors to the school are locked after school begins with the exception of the front doors and the east doors to the main hall. Parents needing to enter the school may do so through these doors and should come directly to the office. Parents coming to school to get students for appointments, etc. need to come to the office to sign students out. Students will then be called to the office.

### **DISCIPLINE**

Students are responsible for their actions. If a student's behavior violates a school policy, the student will have to face the consequences of his/her behavior. Kansas law allows the school district to hold each student accountable for his/her behavior on school grounds, as well as on the way to and from school during any school-sponsored activity. Disciplinary action may consist of any of the following and are not considered to be exhaustive nor sequential steps:

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1. verbal reprimand
2. advise parents
3. remove from class or group (temporary or permanent)
4. loss of recess privileges
5. parental conference
6. in-school suspension
7. after-school detention
8. Saturday school
9. restitution (financial, replacement, repair, etc.)
10. involve law enforcement
11. refer to social agencies
12. out-of-school suspension
13. probationary period
14. expulsion

### **ROLLERBLADES AND SKATEBOARDS**

For safety precautions, students are not to ride skateboards and rollerblades to school. Skateboards and rollerblades will not be allowed at school. If a skateboard or rollerblades are brought to school, the office will confiscate and hold until parents come to pick up the items.

### **ELEMENTARY GUIDANCE COUNSELOR**

The elementary school guidance program assists students individually and in groups in the classroom setting. The counselor is also available to consult with parents and teachers concerning students. Our counselor will provide the following services: parents classes, testing, orientation of new students, school improvement plan, and coordinate community agencies.

## LIBRARY SERVICES

Users will be charged replacement costs of lost or damaged hardback and paperback books.

## TITLE I

Title I is a supplemental program designed to assist students who need additional and individualized instruction in the area of reading and math. These services are available to all students of Humboldt Elementary Charter School.

## PARENT INVOLVEMENT POLICY STATEMENT

USD 258 recognizes that parental involvement is a vital component of student learning. Parents will be actively involved in the support of student success and academic achievement. In order to assure collaborative partnerships between parents and school, participants are committed to:

*Standard 1: Welcoming all families into the school community-Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.*

**Back to School Night:** Students bring materials; teachers meet with parents and students in the classroom.

**Kindergarten Round-up:** Parents fill out forms; meet the teacher; medical history and shots; school screening (D.I.A.L.)

**Study Trips:** Planned trips that reinforce classroom instruction with encouragement to Parent/Guardians to accompany their child's class.

**Room Parents:** Parent/Guardians coordinate treats and activities for holiday classroom activities.

**School Lunch:** Family members are invited to eat lunch with their child at school.

*Standard 2: Communicating Effectively-Families and school staff engage in regular, meaningful communication about student learning.*

**SchoolReach Notification System:** In the case of school closings, early-dismissals, emergencies or other notifications, SchoolReach will broadcast the same message via phone.

**Power School:** For parents and students this is a vital link in obtaining information about classroom assignments, test scores and attendance. Also available is the Daily Bulletin for items posted by school staff, lunch balances, and a link to contact teachers. Parents may also choose an option of receiving attendance reports, grade reports and the daily bulletin at selected intervals via email.

**Parent Communication to School:** Encourage two-way communication via email, notes, phone, face to face, planners, and formal individual notes.

**Parent Teacher Conferences:** In addition to on-going communication regarding student progress, formal conferences are held between parents and teacher twice yearly.

**Home Visits as Needed:** Home visits are available to discuss student progress in the event a parent is unable to attend conferences at school.

**Annual District Meeting:** Representatives from each school meet to discuss the effectiveness of parent involvement in the district.

**Stakeholder Surveys:** A yearly survey designed to obtain parental input on the effectiveness of school programs.

**Site Council:** A team of teachers, administrators, parents and community members who meet monthly and work collaboratively to improve the school learning environment.

*Standard 3: Supporting Student Success-Families and school staff continuously collaborate to support student's learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.*

**Parent/Teacher Conferences:** Parents and teacher meet, discuss, and work together to improve student learning.

**Web based games:** Safe, educational websites are listed in newsletters and on district website.

**Study Island:** Students grades 3-5 are provided access to this educational tool in game format that provides reading and math practice based on Kansas State Standards.

**Student Improvement Team (SIT):** A team of teachers whose role is to work collaboratively with parents to provide a plan of action to support struggling students.

**Multi Tier System of Support (MTSS):** Struggling students are placed in small groups to practice specific skills to improve reading, math, or behavior.

**Power School:** Parents have access to their child's grades through Power School, the online student information system.

**Letters with Assessment Information:** Communication to parents regarding a student's achievement level on the MAP and Kansas State Assessments.

*Standard 4: Speaking up for every child-Families are empowered to be advocates for their own children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.*

**Site Council:** Parents and community members monitor and support learning.

**Big Brothers/Sisters:** Community members support and encourage at-risk students.

**Youth Friends:** Community members volunteer to spend time with students by talking, listening, and playing games to provide a healthy and supportive adult relationship.

**SIT:** Members of the Student Improvement Team arrange academic and behavioral support for the student as needed.

**School Counselors:** Our counselor communicates with parents and is a strong advocate for all students.

**Multi Tier System of Support:** MTSS provides academic and behavioral support for students who are in need.

**Special Education Services:**

504 Plans

Professional development for parents to support student needs

Greenbush Parents as Teachers program

Title I funds to support parent trainin

*Standard 5: Sharing Power-Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.*

**Encourage and support parent participation in district and school meetings:**

H.E.L.P.  
District Parent Advisory Council  
Site Council  
Parent Volunteers

**IEP Planning and Processing Monitoring**

**MTSS/SIT Processes**

*Standard 6: Collaborating with community-Families and school staff collaborate with community Members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.*

**The following agencies support our school:**

Youth Friends  
Allen County (Extension) Services (EFNEP)  
Allen County Health Department  
School Resource Officers  
Ministerial Alliance  
Greenbush Education Center  
Dental Screening

**Annual Evaluation**

Advisory Council will review student achievement data, reports on parent involvement activities, parent feedback, and teacher feedback to revise, improve, and or sustain parent involvement plans at the district and school site. (May of each school year)

**School-Parent Compact (attached)**

This agreement outlines how parents, school staff, and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

**CHARACTER COUNTS**

School counseling programs facilitate student's academic development, career development, and personal and social development. Several components related to character education are incorporated within the curriculum presented in the classroom on a regular basis. These include having respect for self and others; doing their best as a student; learning to make decisions; setting and achieving goals; demonstrating appropriate communication skills; learning how to constructively handle emotions; cooperating with others; exhibiting friendship skills; and being a good citizen at home, school, and in our community.

**ANIMALS**

Animals are not allowed to be brought to school for any reason

### **GUM**

There will be **NO** gum allowed at school. Gum tends to get on desks, floors, and lunch trays and is a mess to clean up. Teachers will not give gum as rewards.

### **HOMEWORK REFERRAL**

Teachers will give a referral to students missing 2 assignments in a row, or any assignment that takes their grade below a C. Parents will be notified by the teacher that the student will be staying after school. The student will be taken by the teacher to the high school for the homework referral. If the student fails to report to a referral, it's a Friday school for the first 2 times, then upon the 3<sup>rd</sup> violation they get a Saturday school.