

SOUTHWEST ELEMENTARY

Family Handbook 2017-2018



Southwest
ELEMENTARY SCHOOL

aspire 🌱 grow 🌱 succeed

Proudly Serving SWES in 2017-2018

Betsy Castle, Principal
Molly Stitz, Associate Principal
Jewel Bean, Financial Secretary
Lisa Shivar, Receptionist
Kelly Shepard, Receptionist
Kimberly Knowles, Student Information Manager

Title IX

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, (910) 455-2211

Who We Are
A family of educators

What We Do
Give children the skills and tools they need to live well on a healthy planet.

Why We Do It
We want our children to live better lives than we do in a world that is clean and healthy.

Onslow County School System

PURPOSE

To educate students for a successful future.

VISION

Excellence in Education

MISSION

The Onslow County Schools community will prepare students to be globally competitive leaders and responsible citizens.

OCS GOALS

OCS-1: Every student in the Onslow County School System has a personalized education and graduates from high school prepared for work, further education and citizenship.

OCS-2: Every day in the Onslow County School System, every student has excellent educators.

OCS-3: The Onslow County School System has up-to-date, effective and efficient financial, business, and technology systems to serve its students, parents and educators.

OCS-4: Every student in the Onslow County School System is healthy, safe, and responsible

Please note, while we try to provide information on every contingency, we may miss all situations. This handbook is guide only. We reserve the right to make changes or clarifications as necessary to ensure a secure, respectful, learning centered school.

A Message for Our SWES Family,

A child's work is school. School will make everything else possible. We ask that you join us in supporting all children in their personal pursuits of excellence by striving to have your child in school as much as possible. Limiting early check-outs, late arrivals, and absences will show your child the value you place on education.

We thank you for serving as role models of good citizens for our children by coming to school appropriately dressed and following the rules of our school while you are with us.

ACCIDENTS

If a student is injured during the school day, the reporting procedure is as follows:

- The accident is immediately reported to the nearest teacher/staff member.
- The accident will then be reported to an administrator or school nurse.
- If medical attention is needed, the student's parents will be notified and the correct procedure will be followed.
- Southwest Elementary School assumes no responsibility for any medical fees incurred.

AGENDAS

An agenda is a daily record book for students and parents to keep up with all assignments.

Each student (in grades 1-5) will be issued one agenda.

If an agenda is lost, the student must purchase another one for \$5.00. Agendas will be checked by teachers and used as a means of home/school communication and by the student for movement throughout the school. Agenda must remain intact.
(Past pages must not be removed from the agenda.)

ATTENDANCE

Regular attendance plays a vital role in developing a positive attitude toward school and learning.

Please make certain students come to school on time each day. In order for students to be counted present, they must be in attendance until 11:30 or checked in prior to 11:30. The following reasons, as stated in the North Carolina Public School Law, are considered acceptable for excused absences:

- 1. PERSONAL ILLNESS OR INJURY**
- 2. DEATH IN THE IMMEDIATE FAMILY**
- 3. QUARANTINE**
- 4. EDUCATIONAL OPPORTUNITY (PRIOR APPROVAL FROM THE PRINCIPAL IS REQUIRED)**
- 5. MEDICAL OR DENTAL APPOINTMENTS**
- 6. COURT OR ADMINISTRATIVE PROCEEDINGS**
- 7. RELIGIOUS OBSERVANCES**

When total absences (excused and unexcused) exceed 8 days per semester, further documentation will be required (doctor's statements, court documentation etc.). Excessive absences not documented will be referred to the school social worker.

Students are expected to be in attendance and to participate in instruction throughout the school day. In order for a student to be considered for promotion to the next grade, the student should be in attendance for a minimum of 164 days. **Absences exceeding 16 days per school year may result in retention. (Onslow County Board of Education Policy 4400)**

BIRTHDAY CELEBRATIONS

Children love birthdays and so do we! You are welcome to provide cupcakes on your child's birthday at school under the following guidelines.

Cupcakes must be store bought

They must be shared following lunch in the cafeteria

Birthday celebrations will not be held in classrooms or during instructional time.

We discourage balloons, flowers, streamers etc., as they are distracting to the educational environment and are not allowed on school transportation.

BUS REGULATIONS

Every effort must be made to ensure that our students are transported to and from school safely. It is imperative that all parents and students review the Onslow County Schools' Student Discipline Policies and Bus Safety Regulations Handbook. Policies explained in this handbook will be enforced by Southwest Elementary School. **Please pay special attention to the section "Conduct on a School Vehicle" of the School Bus Safety Student Conduct Rules. Parents will receive written notification of rule infractions and consequences based on the severity of the violations.**



CALENDARS

SWES follows the Onslow County Schools' 9 Week Calendar. You will find a copy here: <http://bit.ly/17-18OCSCalendar>

Any updates due to weather will be reflected in updated calendars. Parents and staff are responsible for being aware of the calendar and keeping up to date with any changes that might occur.

CAFETERIA

Breakfast and lunch will be served daily for students who wish to purchase meals at school. Breakfast will begin at 7:45 a.m. Milk will be available for students wishing to bring their lunches from home. Forms for meal assistance (free or reduced meals) are available from your child's teacher or the office. Please complete these forms as quickly as possible and return them to school. Verification of qualifications will be made as soon as possible and you will receive notification of the results.

Students may pay in advance for meals on Mondays and are allowed to keep extra money in their accounts for purchases of additional food. The student's balance is maintained in the computer used at the serving line.

Meal prices are as follows:

Regular lunch	\$ 2.25	Reduced lunch	\$.40
Regular breakfast	\$ 1.25	Reduced breakfast	Free

Reminder: The cafeteria manager will send notices and make phone calls to keep parents aware of charges made by the students. Lunches may not be charged after May 15th.

CELL PHONES (and other electronic devices)

We understand that many of our students use cell phones to communicate with families after school. With that in mind, SWES allows cell phones on campus under the following conditions. Cell phones

must not be used or taken out during the school day unless expressly instructed by a classroom teacher for such activities as he/she deems instructionally appropriate. Other electronic devices are only permitted when approved by the teacher for use in the classroom.

CHECKING IN/CHECKING OUT (SEE ATTENDANCE)

Students may not be checked out after 2:45pm unless in the case of an emergency. Any exception to this policy must be approved by the administration.

Any student who leaves school before the end of the day must be signed out in the office by a parent or guardian (identification will be required). The parent will be required to remain in the office area while the student is called for pickup. In order for another adult to sign out a student, the office must receive personal notification from the parent or guardian. **To check a student out of school for part of the day, parents must give a reason for the absence so the student remains in compliance with NCGS-37 compulsory attendance statutes.** Students, who arrive on campus after the school day has begun, must report to the office. **Parents/guardians must accompany the student to the office to check the student in.** It is very important for students to check in so they will not be counted absent for the day. Students arriving after 11:30 a.m. or checking out before 11:30 a.m. will be counted absent for the entire day.

COMMUNICABLE DISEASES

If a child has a communicable disease, such as chicken pox, measles, flu, pinkeye etc. he/she must remain at home until the disease is no longer contagious. If you are in doubt as to when your child can safely return to school, please contact your physician or the health department. Students with head lice are not allowed to return to school until the school nurse has checked them and determined that they are clear of lice and nits.

CONFERENCES

Parent-teacher conferences are our most important means of communication concerning the progress of our students. Conferences are scheduled for each student as appropriate. Parents are encouraged to schedule conferences with their child's teachers any time there is a question regarding the student's progress. Conferences are scheduled for 3:20 p.m. or later. Please call the school's office, 347-0900 to set up an appointment.

Parent conferences are required for students who are not performing at grade level based on the K-2nd grade assessment and those who scored Level II or I on the End-of-Grade tests from the previous school year (see promotion requirements on page 10). These conferences are held every grading period to develop and implement a personalized plans for these students.

CONTACT INFORMATION

It is important that every family maintains an up-to-date address, phone number, and health information in the school office. **Please notify the school immediately if you have a change of address or phone number during the year.** In addition, please make certain the school has emergency information concerning where we may reach a parent/guardian during the school day. Our records must be current at all times.

CURRICULUM

Southwest Elementary School will follow the curriculum based on the North Carolina Standard Course of Study. An integrated approach is used to address varied student learning styles. Copies of the North Carolina Standard Course of Study are on file in the media center and can be accessed on the North Carolina Public Schools website.

DENTAL HEALTH

When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of our regular school preventive dental health program, a NC Oral Health Section, Division of Public Health dental hygienist will conduct dental screenings for children in selected grades during the school year. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results. If you do not want your child included in this dental screening, please send a note to your child's teacher. If you have any questions, please call Linda Swarts at 330-6363, Onslow County Schools Public Health Dental Hygienist.

DISCIPLINE

It is the belief of the administration that school should be a place where students behave in an appropriate manner, as not to interfere with the teacher's job of teaching or the student's job of learning. Onslow County School Board Policy states,

*"The teacher shall have the responsibility and authority for discipline over students except in those cases requiring the attention of the administration. **The principal has the authority to take whatever reasonable and legal action is necessary to establish and maintain appropriate behavior in accordance with the Onslow County Board of Education Policy.** Parents will be notified in writing and/or by telephone of Out-of-School Suspension."*

Southwest Elementary School adheres to all discipline policies as set forth by the Onslow County Schools' Student Discipline Policies and Bus Safety Regulations Handbook. Each student is given a copy of the handbook at the time of enrollment.

DRESS CODE

Parents have the responsibility for the proper attire of their children. Please keep in mind the activities that your child will be involved in while at school, and have your child dress appropriately.

Pupils considered in violation of the intent of these regulations shall be advised and requested to call home for a change of clothing.

- Shorts and skirts must be of appropriate length (***no shorter than ends of longest fingertip when standing***)
- No halter-tops, spaghetti strap tops, strapless tops, cutoffs, tank tops or apparel that exposes the stomach may be worn. Sleeves blouses and tops may be worn if they are discreet. Straps must be 2 inches or greater in width.
- **Students may not wear flip flops, or shoes with wedges or heels higher than 1 inch.** Sneakers are recommended as students are involved in physical activities every day. A flip flop is defined as any shoe that is open-toed and does not have a strap around the heel.
- Clothing with offensive or suggestive language is not allowed.
- Clothing that refers to any type of alcohol, drug or act which is illegal or hazardous to one's health, is not permitted.
- Hats, scarves, or head coverings of any type may not be worn in the buildings unless as required by religion.
- Students must also refrain from wearing distracting accessories
- Heelies (wheels) on shoes or five finger shoes are not permitted.
- Make-up is not appropriate for students at the elementary level.

Parents are asked to refrain from wearing pajamas, clothing that exposes an inappropriate amount of cleavage, pants that hang below the hips, or clothing with profanity into the school building.

EMERGENCY DRILLS

Drills and evacuation procedures will be explained and rehearsed at regular intervals throughout the school year. All drills are conducted in accordance with state regulations. The importance of participating seriously is stressed to all students.

END-OF-GRADE TESTS (SEE ALSO GRADING POLICY AND PROMOTION REQUIREMENTS)

Students in grades 3, 4, and 5 will be tested in the spring in the areas of reading and mathematics. Students in grade 5 are also administered the state science test. Additionally, students in all grades will also be assessed in writing throughout the year. These tests are criterion-referenced tests based on the North Carolina Standard Course of Study. Level III proficiency on these tests is consistent with on-grade level mastery.

ERP-Early Release Days for Professional Development

Onslow County Schools participates ERP days. On these days, your students will be released three hours early at 12:00. Please have these dates noted and make arrangements for your children in advance.

FAMILY EDUCATION RIGHTS

Pursuant to the Family Education Rights and Privacy Act, the Onslow County Board of Education publishes the following Board of Education policy statement regarding student records: TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING ONSLOW COUNTY SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE UNIT WHO HAVE REACHED THE AGE OF EIGHTEEN, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is a federal law that governs the maintenance of student records. Under the law parents of students or eligible students both have the right to inspect records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of these policies may be found in the superintendent's office, in the principal's office and the counselor's office of each school within the unit.

The Onslow County Board of Education classifies the following as directory information: student's name, school, and grade level. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by the fourteenth calendar day of each school year. The objection must state what information the parent of the student does not want to be classified as directory information. If no objection is received by the fourteenth (14) calendar day of each school year, the information will be classified as directory information until the beginning of the next school year. Complaints about failures of the Onslow County of Board of Education to comply with the Family Education Right and Privacy Act may be made in writing to FERPA Office, Department of Education, 330 Independence Avenue, S.W., Washington, DC 20201.

FIELD TRIPS

As part of our educational program, we encourage children to participate in field trips. **Parents are welcomed and encouraged to attend with their children.** These events bring learning to life and provide necessary experiences to enrich and extend our curriculum.

Field trip cost can vary. **Field trip monies are not refundable.**

FOOD/DRINKS

Students are permitted to bring a snack to school each day to be eaten as a working snack time designated by the teacher. Students are permitted to have food or drinks in class as deemed appropriate by their classroom teacher.

GENERAL SCHOOL POLICIES

It is our belief that Southwest Elementary School should be a place for learning where students may pursue an education in an atmosphere free of fear, indignities, danger, and disruptions. Students will be given the opportunity to develop their academic talents, but the school will insist they develop a respect for each other, that they practice fair play, that they respect the property rights of others, that they conduct themselves in such a way as not to interfere with the safety or with the educational opportunities of others, and that they obey classroom rules.

1. Be courteous and respectful towards all others.
2. Practice appropriate behavior at all times.
3. Abusive language, cursing, or obscene gestures toward another person are not tolerated.
4. Inappropriate materials, electronic devices (unless approved by the teacher), toys, playing or trading cards, are not permitted on school buses or on campus. If these items are taken from students, they will be returned only to parents.
5. No hunting paraphernalia is allowed on campus.

GRADING POLICY

The Onslow County Board of Education Grading Policy will be in effect at Southwest Elementary School. The following are the Onslow County Schools guidelines for the policy implementation:

Homework

Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.

The Onslow County Board of Education encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence in learning, and create and stimulate interest.

A pattern of meaningful homework assignments should be established by the teacher and/or student so that students and parents may plan accordingly. Homework is intended to reinforce/extend classroom instruction.

The purposes of all homework assignments must be clearly understood by both the teacher and the students. Appropriate follow-up activities, grading, or review of homework assignments should always occur.

Please allow your child to complete their projects with as little assistance from the parent as possible. By encouraging and supporting your child in completing their work on their own, you are allowing them to learn valuable lessons in perseverance and problem solving.

Project Resources

Teachers should take into consideration the availability of resources for all students before assigning projects. Please allow your child to complete their projects with as little assistance from the parent as possible. By encouraging and supporting your child in completing their work on their own, you are allowing them to learn valuable lessons in perseverance and problem solving.

Cheating

A student will be penalized for cheating. The parent/guardian of the student will be notified of the incident. (SWE considers cheating a serious offense. Fraudulent sharing of any academic work is considered cheating.)

GRIEVANCE PROCEDURE FOR STUDENTS

It is the policy of the Onslow County Board of Education that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

Details for filing a grievance are included in the Student Discipline Policies Manual.

GUIDANCE COUNSELOR

Southwest Elementary School has one full-time guidance counselor. Guidance classes are scheduled in all classrooms throughout the school year. The counselor is also available to assist students and parents who are experiencing school-related problems. Please call the school to schedule a conference with the counselor as needed.

HEALTH SERVICES

A registered nurse is assigned to our school on a part-time basis. When a student becomes ill at school, parents will be contacted and asked to pick up their child. When a student is injured, the parent will be contacted. If medical attention is needed, the student's parents will be notified and the correct procedures will be followed. **Please make certain the school has current information regarding how to contact parents during the school day.**

HEARING SCREENINGS

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and first grade students. In addition any student can receive a hearing screening with verbal or written request from a teacher or parent.

Why is it important to have a hearing screening?

- Hearing is important to speech, language, reading, and learning.
- A hearing screening can detect if your child needs further testing.
- Even if your child had passed a hearing screening previously, their hearing can change.
- Hearing loss is invisible and can go undetected

A hearing screening is only a snapshot of how your child is performing and is not a substitute for a complete hearing evaluation.

If your child fails the screening, a rescreen and/or referral will be made. If your child passes the hearing screening, you may not be contacted.

IMMUNIZATIONS

North Carolina law requires that each child have an up-to-date shot record on file at school. Pre-kindergarten, Kindergarten and new students are given 30 days from their time of enrollment to give the school a copy of the student's shots. Students who do not have a shot record on file will be suspended from school after thirty days. Students' shots must be kept up to date in order for the child to be allowed to attend school.

INSTRUCTIONAL TIME

Instructional time are the hours of the day used for teaching and learning. During these times, our staff and students are deeply engaged in learning activities. Please note that we will not allow parents to visit classrooms during these times unless the teacher has alerted the office to your visit. At SWES, instructional time is from 8:20-3:00pm. Teachers may, at their discretion, choose to schedule a parent meeting during the school day while their children are at specials or lunch.

INCLEMENT WEATHER

The local radio/TV stations and the Onslow County Schools Website are the best sources of information concerning school closings or late openings due to inclement weather. Onslow County Schools also maintain an information line at 989-2211. **Please do not call the school for this information. Parents should anticipate such emergencies and have a plan in place for their children.**

INTERIM REPORTS

Students will be given interim progress reports halfway through each grading period. Dates of these reports are listed on the Onslow County Schools 9 Weeks Calendar.

INTERNET IN THE EDUCATIONAL PROGRAM

Net technologies are shifting the ways that information may be accessed, communicated and transferred. These changes may also alter instruction and student learning. Onslow County schools offer student access to the electronic information highway and the Internet. The Internet provides worldwide access to information, some of which is not suitable to the school setting. Onslow County School administrators, staff, parents and guardians must be responsible for setting and conveying the standards that must be followed when using media and information sources. Onslow County Schools support and respect the right of the parent or guardian to decide whether their student may use the Internet. Access to Internet will be granted to students who agree to use the computer in a considerate and responsible manner. Use requires parental permission. All students and parents are required to sign an agreement form prior to access to the Internet.

LIBRARY/MEDIA CENTER

Each class will receive instruction in the Library/Media Center on a regular basis from the school's media specialist. Students are encouraged to visit the media center often to check books in and out. **Students are responsible for the cost of replacing a lost or damaged book. Lost library books must be paid for, however, should the lost book be located prior to the last day of school, money will be refunded.**

LOST AND FOUND

Items found on buses and around the school should be turned into the office. **It is imperative students mark all personal items with their names.** Space limitations prevent us from keeping found items indefinitely. Unclaimed items will be donated to a charitable organization periodically. Southwest Elementary School assumes no responsibility for lost or stolen items.

MEDICATION

A physician must prescribe all medications administered by school personnel. An "Administration of Medication Request Form" must be completed by the parent/guardian and physician and returned to the school before any medication can be administered. Forms are available in the office. The school cannot dispense any over the counter or prescription drugs without this form being completed and signed. The school nurse or designee will administer all medications.

It is the parent's responsibility to:

- Provide to the school the medication in an appropriately labeled container that includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.
- See that the pharmacist labels two containers, one for home and one for school use if the child is to receive the medication at both sites.
- Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when the physician discontinues them. Medication left at school beyond the discontinued date will be discarded.

MOMENT OF SILENCE

A moment of silence will be observed at the beginning of each day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free from any influence from any source, and no other activity shall be allowed during that time.

PARKING

Parents are asked to use the parking lot beside the multi-purpose room for dropping students off in the morning and picking them up in the afternoon. Parents should not use the bus parking lot (front circle area) at any time. Parking is designated for handicapped and is not to be used as a waiting place. **Specific parking has been designated for our pre-K parents in order to meet the hand-to-hand requirements.**

PHYSICAL EDUCATION

All students are required to take PE. The physical education program is intended to provide each student with an opportunity to participate in a variety of physical activities that will provide a feeling of achievement and success. Any student who cannot participate in a PE class must have a note signed by a parent. A lengthy (more than three days) non-participation will require a doctor's note.

PICTURES

School pictures will be scheduled both in the fall and spring. All students will be photographed for the yearbook in the fall. Information for purchasing pictures will be sent home prior to the day of the pictures.

PRINCIPAL'S LIST/HONOR ROLL: (Grades 3-5)

Students in grades 3-5 are eligible for the principal's list (A's in all content areas) and the honor roll (A's or B's in all content areas).

PROMOTION REQUIREMENTS (STUDENT PROGRESSION & PLACEMENT POLICY)

By the end of kindergarten and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessment shall be considered for promotion to the next grade. By the end of second grade, students will have acquired on grade level proficiency as determined by the Onslow County School System K-2 Literacy and Math Assessments to be promoted to the next grade level. In order to be considered for promotion, a student in grades 3-5 should demonstrate proficiency with an achievement score at Level III or above in both reading and math on the North Carolina End-of-Grade

tests and must also meet local promotion standards. There are also 3rd grade standards for promotion/retention as stated in the new NC RTA law.

Any student who scores below Achievement Level III on the North Carolina End-of-Grade Reading and/or Mathematics test **must be considered at risk of repeating the grade.**

It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a).

PTO

SWES is proud to be served by our PTO. The SWES PTO engages in activities that support our children. We encourage you to be a part of this great organization. Please contact us for more information.

REPORT CARDS (SEE ALSO GRADING POLICY)

Report cards are issued to students seven school days after the end of each nine-week grading period. Report cards for the final grading period will be mailed home provided all school fees have been paid.

SAFETY

Safety for all is of paramount importance. The school's safety plan is comprehensive and includes all areas of safety. Please assist us in implementing this plan with our arrival/departure policy.

Students must be dropped off at the sidewalk by the entrance to the multi-purpose room so that they do not have to cross traffic. **Students are not to arrive at school earlier than 7:45 AM as the building is not opened until that time.**

Students who do not ride the bus home may be picked up at the covered sidewalk when the 3:05 bell rings for their dismissal. Teachers will deliver your child to you in this area for safety purposes. **We do not accept changes in transportation arrangements over the phone. All requests for transportation changes must be given to your child's teacher in writing.** This policy allows the school to ensure your child's safety and also ensures that each child is going home the correct way, arriving at the desired destination. Please send a note to your child's teacher in advance, when your child's mode of transportation will change. We urge you not to check your child out from school before this time. Our instructional day does not end until the dismissal bell rings.

SCHOOL FEES/WAIVER

Instructional Supply: \$5.00

Art Supply: \$ 1.00

Grades 3-5 Computer Fee: \$25.00

Students who wish to apply for a fee waiver may request a waiver form from the school office by the twentieth day of enrollment. The Onslow County Board of Education may require "whatever documentation from the parents necessary to support the parent's request for a fee waiver". Fee waiver applies only to school fees.

SCHOOL HOURS

Staff work hours are from 7:45-3:30. Therefore, parents and students are not to arrive prior to 7:45 a.m.

Breakfast served and Students Enter Classrooms 7:45
Tardy Bell 8:15
Dismissal 3:00 (pick-ups)
3: 10 (bus students)

SCHOOL PLANNING TEAM

The school's planning team consists of school staff and parents who assist in the development of the school's goals. Any of the members will be happy to answer any questions you may have.

TARDIES

Instructional time at Southwest Elementary School is very important and must be protected. Please arrive promptly and be ready to begin the school day. **Students who are tardy must be accompanied by a parent and must sign in at the office in order to be counted present for the day.** Students who are tardy or check out early more than 3 times are not eligible for perfect attendance.

TELEPHONE

Office telephones are business telephones and will be used by staff only.

TRANSPORTATION

We do understand that emergencies happen and things can change quickly. Please note that the safety of children is of the utmost importance. **Any changes made to your child's means of dismissal must be made in writing or in person. We will accept faxes with a picture ID included in an emergency.** Any exception to this policy must be approved by the administration. Please take the time to review and know the bus regulations as found in the Bus Polices Handbook provided to you at Open House.

SCHOOL/LIBRARY BOOKS

Students are financially responsible for the care and appearance of books issued to them. Please cover and take care of these books. If books are lost or damaged, the students may have to pay the full price for them before receiving their final report card.

VISITORS

Parents and community members are welcome to visit the school. In order to ensure the safety and protection of the students and the members of our staff, it is imperative that all visitors check in at the office and receive a visitor's I.D. before going to a designated classroom. Visitors are required to wear passes above the left shirt/jacket pocket while in the building. When leaving the building, visitors are to check out at the office.

Please note that a photo ID may be required to enter the building. Please have yours ready to show at the door.

VOLUNTEERS

Volunteers are a vital part of our educational program. If you would like to get involved in our volunteer program, please contact the school. We need and appreciate your help. Please contact the school for details about volunteering.