

# *Sullivan Central Elementary School*

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615.740-5829

*Asst. Principal: Mary Wills*  
Office Hours: 7:10– 3:30

## **WELCOME!**

The administration and staff welcome you to Sullivan Central Elementary. The information in this handbook has been compiled to inform you of important policies and information and to help your child succeed at this school. The entire staff is here to assist you with his/her education.

During the 2021-22 school year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are numerous opportunities to be involved in your child's education. Come and share in our vision of excellence in education.

### **Vision Statement**

SCES meets all students where they are and gives them the academic, social, and emotional support needed for future success.

### **Mission Statement**

SCES will support all students in achieving grade level academic standards and beyond while fostering a caring, respectful environment.

### **Motto**

Our possibilities are limitless at SCES!

### **2021-22 Theme**

R.O.D.E.O.

Reaching Outcomes through Daily Educational Opportunities

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## 1. ADMISSION REQUIREMENTS

Students must live in the SCES zone to attend Sullivan Central Elementary School. In order to meet the criteria, the student must reside with the parent or legal guardian and have a 911 address that can be verified. Three proofs of residence are required such as proof of home ownership, rental agreement, driver license, voter registration card, current utility, i.e. telephone, cable bills, etc. If a student does not live in the SCES zone, the legal guardian must request special permission by completing an out-of-zone form. **Any student not in compliance with the Dickson County Board of Education out-of zone policy may be requested to return to his/her zoned school.** Those requirements include a positive home-school relationship, satisfactory attendance, and appropriate behavior.

The name used on the records of a student entering school will be that as shown on documents which are acceptable to the school principal as proof of date of birth, such as a birth certificate.

In order to enroll in school, a student must provide proof of immunization against DPT/DTaP, polio, MMR, varicella, hepatitis B, and hepatitis A. Evidence of a current (within one year) medical examination, signed by your health provider, must also be provided. Children entering school for the first time must also provide positive proof of the child's date of birth and name, such as a birth certificate.

## 2. OPENING/CLOSING OF SCHOOL DAY/CAR RIDERS

The building will be open at 7:10 a.m. each school day. **Under no circumstances should children be left unattended at the front entrance of the school before 7:10.** Students being transported by car should be dropped off at the front entrance of the building and exit on the school side of their car in order to avoid stepping into oncoming traffic. All other entrances to the building are locked and are not supervised at drop off times. Parking is allowed in parking lot in the spaces nearest to the building for parents that need to stop and help their child get out or to come in the building in the mornings or afternoons. This will help to facilitate the smooth operation of the dismissal and drop off process.

It is necessary for the school to have reliable information about how your child is to go home in the afternoon. You will be asked to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person, or going home a different way, etc.) requires a note or call from the parent **no later than 2:00**. **If we do NOT receive a note or call, we will send your child home the regular way.**

Car riders and walkers will be dismissed from the building at 3:00 p.m. For the safety and security of our students, parents of car riders must have a school issued "number tag" in order to pick their child from the curb. **"No Tag – No Child."** Those without tags will be asked to come in, check with the office, and sign out their child or children. Tags will be issued along with complete instructions at the beginning of the year. Additional tags may be requested as needed.

Students will be dismissed by their car tag information in the car line. Parents who must come in the building during dismissal should park in the designated spaces in the parking lot. This is for the safety and orderly dismissal of all students. **All car riders must be picked up by 3:30 p.m.** Those students remaining after 3:30 will be sent to the SCES Day Care where they may be charged a fee.

## 3. EXTENDED CHILD CARE PROGRAM

A childcare program is offered before and after regular school hours and during the summer months for K - 5th grade students. The program provides educationally enriching quality care for students during the hours when there may be no adult supervision in the home. Children have the opportunity to engage in activities which benefit them emotionally, physically, and educationally. A

special time is allotted for homework. Hours during the school year are 3:15 p.m.- 6:00 p.m. Information concerning applications and fees are available upon request. Gabrielle Drew is the SCES daycare site director.

#### **4. ATTENDANCE**

In order for students to be successful, attendance at school on a regular basis is a necessity. Parents/guardians are urged to ensure their child is at school, on time, each day possible. To avoid unexcused absences, parents should contact the office for prior approval when it is necessary to schedule vacations, out-of-town trips, etc. Dr. appointments, whenever possible, should be scheduled outside of school hours. **Parents are asked to send a signed note with your child the day he/she returns stating the reason why the child was absent.** Calls explaining that students are absent and when they can return are also welcome. The student is excused for the day(s) of the absence, not the material covered in his/her classes. It is the responsibility of the student (not the teacher) for make-up of all subject matter covered during the absence within a reasonable amount of time. A note from a doctor may be required if students are habitually absent.

#### **The following is the procedure for unexcused absences:**

1. If and/or when a student receives his/her third (3) unexcused absence, a letter will be sent to the parent or guardian by the school in which that student is enrolled. Included is a parent conference with the school principal to sign an attendance contract for the student. This is known as Tier One of the Progressive Truancy Intervention Plan.
2. If and/or when a student receives his/her fourth (4) unexcused absence, that name will be reported to the Attendance Director for appropriate action.
3. If and/or when a student receives his/her fifth (5) unexcused absence, the Attendance Director will send to the parent or guardian written notice that school attendance is required by law. The school will also verify with the Juvenile Court Liaison, Mrs. Cindy Sensing, concerning the violations of the Attendance Contract and/or additional unexcused absences after the Attendance Contract was signed. Mrs. Sensing will schedule to meet with the parent and the student and to initiate the individualized assessment required in Tier Two. The Juvenile Court Liaison will contact parents to schedule the assessment and make any appropriate referrals for counseling or services.
4. If, within three days after receipt of written notice, the parent or guardian fails to comply with the compulsory attendance law, the Attendance Director will report such unlawful attendance to the juvenile authorities. If Tier Two proves to be unsuccessful then Tier Three will be implemented. Mrs. Sensing will notify the School Social Worker, the School Based Therapist or make contact with the Department of Children Services as needed. These community based agencies will work with the family and implement any additional actions needed to correct the behavior and improve the school attendance. After the three tier process has been completed and no satisfactory progress is obtained Mrs. Sensing will then petition the parent/guardian to court for truancy violation.

#### **5. TARDINESS / EARLY CHECKOUTS**

Recognizing that punctuality and the opportunity to learn affects the academic progress of a student at school, the Dickson County Elementary Division has adopted the following tardy and early check out procedure.

School begins promptly at 8:00. Any student arriving after the 8:00 bell is considered tardy. Students arriving after 8:00 will be issued a tardy slip. School ends at 3:00. Students leaving before this time will be documented as checking out early. Students who are chronically late or checked out early for unexcused reasons will be required to make up unexcused lost time. Excused tardiness and check outs will not be counted against a student.

- **3rd Unexcused tardy/check out** - Written reminder of policy to parent
- **4th Unexcused tardy/check out** - Second written reminder with a post script from principal
- **5th Unexcused tardy/check out** – Thirty minutes of recovery time and principal makes a telephone call to parent
- **6th & 7th Unexcused tardy/check out** – Thirty minutes of recovery time and a parent conference is requested at 7th occurrence
- **Subsequent Unexcused tardy/early checkouts** - The School Attendance Review Committee will meet to discuss the issue and make recommendations to remedy the problem. The parent may be invited to attend this meeting. The principal should forward minutes of this meeting to the Board of Education. The student may be required to continue to recover unexcused time. The cycle starts over at the beginning of the second semester. (January)

**Acceptable reasons for tardies and early check outs:**

- Student’s personal illness
- School nurse or school personnel request early pick up of student
- Death in immediate family or attendance to a funeral
- Proof of required court appearance of student
- Recognized religious holidays/organized cultural and educational activities
- Parent or custodian leaves or returns from active military service
- Physician statement related to the day of the tardy or early check out
- Prior principal approval due to family travel plans or parent business affairs
- Other reasons deemed acceptable by the principal

**Perfect Attendance: Policy 6.2052**

Annual perfect attendance will mean being present each day for the entire school day. This means students who check out early or check in late will not be recognized as having perfect attendance for the school year.

**6. WITHDRAWING FROM SCHOOL**

Any student withdrawing from school must be cleared through the office. A withdrawal form may be obtained from the office and should be filled out by the parent/guardian. All obligations must be cleared before a transcript of his/her records will be forwarded to the new school.

**7. DRESS CODE**

Basic Philosophy:

Student dress should be appropriate, clean, and neat and should not be a distraction to the educational program at SCES. Proper dress and personal hygiene are essential elements for appropriate personal interaction in everyday life. Safety of the wearer is also a consideration when determining appropriate clothing. It is essential that all students abide by the dress policy. This policy is in accordance with the Dickson County Board of Education dress code policy. Parents are requested to set a good example for our students by following the school dress code when visiting.

### **Dress Code Policy:**

1. Students must remove hats and head coverings upon entering the building. Novelty headbands, i.e. headbands resembling costumes or those with distracting attachments, are not permitted.
2. Clothing selections must cover the midriff and back as well as being appropriate in length. No short skirts, dresses or short-shorts allowed. Length can be no shorter than finger length when hands are held by the side. Tank tops, biking shorts, and tops with spaghetti straps are not acceptable attire for school. Sleeveless shirts and tops must have a shoulder strap of at least two (2) inches and fit snugly around the arm.
3. Clothing should fit and be worn properly – not excessively tight or loose, pockets in pants, right side out, etc. Under no circumstances should students wear clothing that is obviously too large or small. Droopy or sagging pants are unacceptable. Pants with holes or frays should not show skin. Additionally, at no time is it appropriate for any undergarments to be showing on either male or female students.
4. No clothing or accessories will be allowed which advertise drugs, alcohol, sex, gang activity, violence, tobacco, or disrespectful attitudes.
5. Unnatural hair coloring is not allowed. Parents of students who arrive at school with unnaturally colored hair will be contacted to make arrangements to resolve this situation as soon as possible.
6. Footwear must be appropriate for physical education activities and other school activities that involve running, jumping and climbing, i.e. recess. For this reason, flip-flop type sandals are discouraged. **No shoes or backpacks with rollers or wheels are allowed.**
7. Parents will be expected to assist the school in dealing with any infraction of the school dress code and to follow the same rules when visiting the school. Adults with inappropriate clothing may be requested to leave the building.

### **Student failure to do so may result in the following consequences:**

**1<sup>st</sup> Violation** – The parent will be contacted to inform about concern.

**2<sup>nd</sup> Violation** - Incident documented. The parent will be contacted for a change of clothes. The student may be kept in the Quiet Room until the parent arrives.

**3<sup>rd</sup> Violation** - Incident documented. The student may be assigned to ISS for 1 day.

**4<sup>th</sup> Violation** - Incident documented. The student may be suspended for 1 day.

**Students whose parents are unavailable to bring a change of clothes may be provided with an appropriate alternative from our school clothes closet.**

## **8. BEHAVIOR EXPECTATIONS**

Sullivan Central incorporates into each day and each class, reminders to help students develop positive character traits. Students will be recognized as good role models for demonstrating good character.

## **CHARACTER COUNTS**

Trustworthiness  
Fairness

Respect  
Caring

Responsibility  
Citizenship

The expectations listed below are used at Sullivan Central to assist students in remembering behavior expectations at school.

### **PLAYGROUND EXPECTATIONS**

1. Use all equipment and outdoor spaces appropriately, including the following but not limited to:
  - No climbing of trees or swinging from tree branches. Refrain from picking up wood chips, sticks, rocks, etc.
  - Sit appropriately in the swing; no pushing of swings; no running in front of swings.
  - Only one student should slide down the slide at a time. No climbing up the slide.
  - No sliding down poles attached to slide, swings, etc. unless specifically designed for that purpose.
  - Students should not mark on the sidewalks, building, etc.
  - No balls are allowed on the playground area due to lack of adequate space.
2. Play approved games and play by the rules.
3. Include everyone and invite others to play.
4. Line up when called.
5. Stay where your teacher directs.

### **HALLWAY EXPECTATIONS**

1. Walk in a straight line, with your class to your destination.
2. Travel quietly. Be respectful of other classes as you move throughout the school.
3. Keep hands, feet, etc., off walls, doorways and other people.

### **RESTROOM EXPECTATIONS**

1. Get in and out as quickly as possible; no playing.
2. Wash and dry your hands. No splashing water on the floor or on others
3. Put paper towels/trash in its place.
4. Keep the stall clean and neat; report any concerns you find to your teacher.
5. Do not slam or hang on stall doors. This causes damage to the doors and could result in harm to you or another student.

### **CAFETERIA EXPECTATIONS**

1. Stand quietly in line, facing the front and keeping your hands to yourself while waiting to get your tray.
2. Get all items needed when going through the line.
3. Use quiet voices to talk with the friends at your table only.
4. Remain seated on your bottom with your legs under the table.
5. No playing with your food, no sharing food, or touching food that belongs to others.
7. Raise your hands for help.
8. Listen for directions from the monitors about putting up trays. Clean up your area.

### **MORNING BUS ROOM/CAR RIDER ROOM EXPECTATIONS**

1. All grades will sit as directed.
2. Talk quietly with friends and neighbors until 7:30 a.m.
3. Keep hands, feet, and objects to self.
4. All items other than a book to read should remain in a student's backpack.
5. Students should remain quiet and seated until their class is dismissed.

**Students are expected to sit and/or read quietly from 7:30 a.m. to 7:45 a.m. Students should bring a book to read while in the bus room each morning. This book may be his or her reading text, a library book or any similar book brought from the classroom or home.**

#### **AFTERNOON BUS ROOM/CAR RIDER ROOM EXPECTATIONS**

1. Enter the bus room quietly and in an orderly manner, going directly to your designated location.
2. Students are not allowed to leave the bus room without permission.
3. Remain seated until you are dismissed by the supervising adults.

**Consequences may be assigned to students who fail to comply with the bus room/car rider expectations.**

#### **9. Discipline Policy**

The principal or assistant principal will use the following guidelines when disciplining students who are referred to the office. The principal or assistant principal has the right to change the consequences as needed. Each situation will be evaluated on an individual basis. The nature and degree of the offense may result in the skipping of steps. Severe or excessive offenses may result in the student being petitioned to the district Disciplinary Hearing Authority for alternative placement.

Parents will be notified by Skyward email for each discipline referral. More serious concerns may be addressed by a phone call to parents. Any questions will be answered during regular school hours. (7:10 a.m. to 3:30 p.m. – 740-5829)

Fighting will not be tolerated. Students may be suspended from school or assigned to New Directions Academy for up to three days. Alternative consequences may include in-school suspension and or Saturday School. All threats will be taken seriously and dealt with appropriately regardless of student age.

The possession of any type of weapon that can be used for harm or destruction on school property will not be tolerated, i.e. knives, firearms, etc. Additionally, possession and or use of drugs, alcohol, or tobacco is not permitted on school property. In situations where these offences occur, the Dickson County Board Policy will be followed.

#### **Grades K – 5: The following offense(s) may result in disciplinary actions.**

1. Disrupting Class/disrespect
2. Not following school procedures in hall, cafeteria, classroom, restroom, playground, or bus room.
3. Profanity or inappropriate language/gestures
4. Hands on others inappropriately



5. Bullying (County Bullying Policy will be followed)
6. Injuring others/fighting
7. Destroying/defacing school property
8. Stealing/weapon possession/board policy violations

### **Grades K – 2:**

#### **Consequences**

- 1<sup>st</sup> offense – 30 minutes In-School suspension
- 2<sup>nd</sup> offense – 1 hour In-School suspension
- 3<sup>rd</sup> offense – 2 day In-School suspension
- 4<sup>th</sup> offense – Parent conference, ½ day ISS
- 5<sup>th</sup> offense – Behavior plan & 5 hours ISS
- 6<sup>th</sup> offense – 1 day ISS
- 7<sup>th</sup> offense - 2 days ISS
- 8<sup>th</sup> offense- 1 day After School detention
- 9<sup>th</sup> offense- 2 days of After School detention
- 10<sup>th</sup> offense–Out of school suspension
- 11th offense-Petition to Disciplinary Hearing Authority

### **Grades 3 – 5:**

#### **Consequences**

- 1<sup>st</sup> offense – 1 hour In-School Suspension
- 2<sup>nd</sup> offense – 2 hours In-School Suspension
- 3<sup>rd</sup> offense – ½ day – In-School Suspension
- 4<sup>th</sup> offense – Parent conference, 5 hours ISS
- 5<sup>th</sup> offense – 1 day of ISS and behavior plan
- 6<sup>th</sup> offense – 2 days of ISS
- 7<sup>th</sup> offense – 1 day of After school detention
- 8<sup>th</sup> offense - 2 days of After school detention
- 9<sup>th</sup> offense - Out of school suspension
- 10<sup>th</sup> offense- Petition to Disciplinary Hearing Authority

Additionally, lunch detention, loss of recess, and loss of related arts privileges may be used as alternative consequences when deemed appropriate by the teacher or administrator. Circumstances may warrant more immediate actions by administration.

## **10. HOMEWORK/ASSIGNMENT POLICY**

Students who fail to complete their assignments may be asked to complete them during recess under the supervision of a teacher. Teachers will contact parents of students who have a persistent issue with completing homework. A conference may be requested to discuss ways to support these students.

## **11. PERSONAL ITEMS/CELL PHONE**

Personal items, including toys, cell phones, and pets, should not be brought to school. The school and its personnel are not responsible for any personal items (their damage or theft) brought to school. If brought on school grounds, a cell phone must be carried in off mode and kept in the student's backpack or other similar carry-all. At no time shall a student operate a cell phone or other device with video or picture taking capabilities on school grounds. A student in violation of this policy is subject to disciplinary action.

## **12. BUS TRANSPORTATION**

SCES students may ride only their assigned bus and will not be allowed to get off their assigned bus and onto another bus at another school. Visitors or friends going home with them may be allowed to ride a bus on a space available basis only. Parents or guardians should notify the office with a note or call to gain prior approval.

The school bus driver and the principal are jointly responsible for the conduct of students on buses. The transportation department provides both rules and consequences for misbehavior, and a copy of this information will be provided to each student. As misbehavior on the bus infringes on the safety of everyone on the bus, all children should be encouraged to follow all bus rules.

Students will not be allowed to get off the bus until they have reached their destination. This is for their protection and your (and our) peace of mind. Any type of glass bottle, container, or vase as well as balloons are not allowed on school buses. Additional information can be found in the District Student Handbook.

## **13. DAMAGE TO PROPERTY**

Damage to property, i.e. bus seats, textbooks, any technology components, may result in a request for monetary reimbursement to repair or replace items. If it determined that the student's actions were intentional, disciplinary action may also take place.

## **14. LUNCH / BREAKFAST SALES**

Each class will be allowed thirty (30) minutes for lunch. Students will be expected to complete their meal in the allotted time and will not be allowed to take food or drinks out of the cafeteria without teacher approval. No glass-bottled drinks should be brought to school.

Please send your child's lunch or breakfast money with their name (first and last), teacher's name, and their lunch number on the outside of the envelope. **Students in grades K-5 will be allowed only one day of lunch charge in the cafeteria.**

The cafeteria may offer extra items and ala carte items for sale at posted prices. **Breakfast will be served each morning from 7:10 a.m. until 7:45 a.m.** Questions should be directed to Maria Buttrey, SCES cafeteria manager or the Food Service Director for Dickson County (446-7571 - Ext. 15200).

## **15. CARE OF SICK /INJURED PUPILS**

Sullivan Central is fortunate to have an excellent full-time school nurse. The school nurse is available to take care of the needs of all sick or injured students while at school. Problems that occur outside of the school day should be addressed to by the parent/guardian. The school nurse is

available for consultation on medical conditions that may affect the child's performance while at school.

Student information is gathered when the student enrolls. When illness occurs, parents (or persons listed on the student's information card) will be notified, and the student will be made as comfortable as possible until someone comes to get him/her. Students with a fever or who are experiencing vomiting or diarrhea should only return to school when this has not occurred for 24 hours. **It is vital that two alternate operating numbers are listed for each student. Please keep the numbers updated.**

**MEDICATION:**

Medication shall be administered only when the student's health requires that it be given during school hours. **It is the parent/guardian's responsibility to bring the medication to school and remove any unused medication when treatment is completed. All prescription medication must be brought to school in the original container. The pharmacy label must include the following information:**

Name of Student	Date
Prescription Number	Licensed Doctor's / Practitioner's Name
Name of Medication and Dosage	Pharmacy name, address, and phone #
Administration route or other directions	

All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container. A note from the parent/guardian must be included to give specific information as to dosage and time. School staff is not responsible for any side effects or complications that may occur as a result of taking this medication. Students will not be permitted to take any medication without a written note from parents.

**WHEN AN INJURY OCCURS:**

First aid will be administered if needed. Minor injuries will be treated, and the student will remain in school under observation. If, in the judgment of school officials, medical treatment or consultation is advisable, parents, guardians, or other designated persons will be notified as soon as possible.

**SERIOUS INJURIES**

An ambulance may be called to transport the student to the hospital. At the same time parents or guardians will be notified. Teacher and principal will gather all information relative to accident or injury indicating time, place, witnesses, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

**16. COMMUNICABLE DISEASES**

It will be the duty of the school authorities to exclude any child from school who is infected with or suspected of having the following diseases: chicken pox, coronavirus, influenza, measles, mumps, rubella, scabies, and/or other illnesses designated by the local health officer as requiring exclusion.

If one of these illnesses is suspected, the teacher or principal should refer the child to the school nurse. The child should be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child may be excluded from school until school personnel are notified that the child is no longer contagious and there is no longer any danger of other students contracting the illness. This policy does not cover students infected with AIDS/HIV.

It shall be the responsibility of the school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission and deadlines for satisfactory completion of treatment. Satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence will include but may not be limited to:

- 1) Proof of treatment with a pediculicide product
- 2) Satisfactory examination by a school health official

A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused.

#### **17. PROVISION OF TEXTBOOKS**

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his/her subjects. At the end of the school year, all textbooks will be returned to the teacher. Damaged or lost textbooks may result in a request for reimbursement.

#### **18. REPORTING OF STUDENT PROGRESS**

Weekly and Mid-Quarter progress reports should be reviewed by the parent/ guardian, signed and returned. Each student will receive a report card four times per year. Report cards will be sent home after the end of each nine weeks grading period. The report card should be signed and returned to school the following day.

The primary measure of the student's achievement will be the student's mastery of his or her grade level standards. At the end of each school year, the teacher will consider each child's level of ability, achievement, and maturity in determining his or her placement for the next school year. It is our desire for teachers and parents/guardians to collaborate in making such decisions.

#### **19. MESSAGES/SCHEDULING CONFERENCES**

We encourage all parents/guardians to maintain an open line of communication with your child's teacher. All teachers will use an electronic mode of communication in addition to phone calls, and in person meetings, when needed. In order for teachers to provide parents with the most up-to-date information, we invite parents to join and participate in these modes of communication. Please be mindful of your teacher's planning time and their inability to respond to messages during instructional time.

#### **20. PHYSICAL EDUCATION**

State law requires each student to take PE on a regular basis. Students will be required to wear proper shoes while in gym class. **Any student who cannot take PE because of medical reasons should supply his or her teacher with a note stating the reason(s) for excusing the child from PE.** The school reserves the right to require a doctor's statement for any student who does not participate in

physical exercise on a regular basis. Students that do not participate will be provided with an alternative assignment.

## **21. CUSTODY RESTRICTIONS**

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are situations where there are custody restrictions. **If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the most current court order on file.**

## **22. SUPPLIES**

All students are asked to maintain appropriate supplies such as pencils, paper, crayons, etc. Parents will be provided with a current school supply list for your child(ren). School vouchers are available upon request at the beginning of the school year for families who need assistance acquiring these items.

## **23. SCHOOL SAFETY/VISITORS**

The safety and well-being of all students and staff is a priority. Monitoring devices are located throughout the building. Although current guidelines surrounding Covid have lessened, we realize the need to maintain a safe environment for our students. As a result of this, we will continue asking parents to leave items brought to school on the outside table. Providing for social distancing will not allow for outside visitors to eat lunch with students. The district will provide updates to Covid operating protocols and procedures as needed.

If it is necessary to drop items off at the school, please press the silver button at the front door to notify the front office of your presence.

Appropriate drills for maintaining order and promoting student knowledge of what to do during emergency situations are practiced and documented in the school's Crisis Response Plan.