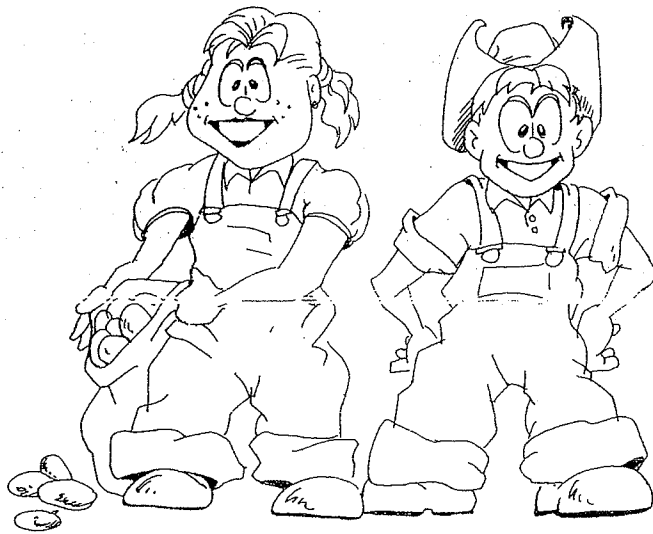


Школа № 10 г. Агиданов | Школа № 10 г. Агиданов | Школа № 10 г. Агиданов

Student-Parent-Teacher HANDBOOK



Home of the Little Sargent Farmers
"Growing the Seeds of Excellence"

Sargent Elementary School

2010-2011

**SARGENT ELEMENTARY STAFF
2010-2011**

Lauren Sheldrake	Superintendent
Laura Kelso	Principal
Mary Bryning	Secretary
Bridget Clark	Nurse
Diana Rice	Library
Tonya Plane	Physical Education
Darlene Keeling	Title I
Nikki Pepper	Gifted and Talented Coordinator
Stephanie Brunelli	Special Education
Linda Briskey	Special Education Paraprofessional
Page Sewell	ELL Coordinator
Alexandra Gonzalez	ELL Paraprofessional
Meghan Goodner	Band/Music
Kelly Murillo	Coach/Interventionist

Jen Kimberling	Sixth Grade
Terry VanBibber	Sixth Grade
Travis Garoutte	Fifth Grade
Kristen Stambaugh	Fifth Grade
RosaLee Berry	Fourth Grade
Lisa Crowder	Fourth Grade
Katie Brown	Third Grade
Angela Maestas	Third Grade
LaVonda Castillo	Second Grade
Devi Jardon	Second Grade
Shelley David	First Grade
Joni Hemmerling	First Grade
Nina Carbutt	Kindergarten
Stacey Johnson	Kindergarten

Jane Davis	Transportation
Lori Garcia	Food Service
Michelle Garcia	Maintenance
Jeff Johnson	Maintenance Director
Carol Keith	Food Services Director
Ann Lopez	Transportation
Norma Martinez	Food Services Accounts
Arnell McClellan	Transportation
Arturo Ochoa	Maintenance
Darlene Pinales	Food Services
Sue Plane	Transportation Director
Tammy Schnoor	Food Services

Academics

THE ACADEMIC PROGRAM

Academic Content Standards and Grade Level Benchmarks have been established for Reading, Writing, Mathematics, Music, Physical Education, Science, and Technology. These Standards and Benchmarks clearly spell out what we want students to "know and be able to do" at each grade level.

Our instructional program is designed to provide students with a rich variety of learning experiences. We offer a program of instruction that will meet the developmental needs of each individual student, and promote a year or more of academic growth in Mathematics, Reading and Writing for all students.

The instructional program also includes regular instruction in Band or General Music, Physical Education and Technology.

We also provide a range of support services (ELL, Gifted and Talented, Literacy Support, Health, and Special Education) to assist students with special needs.

GRADING AND REPORTING PROGRESS

Students receive report cards every six weeks as a means of informing them, and their parents, of the progress they are making in school.

- **Students in grades K-2 receive "E", "S", and "N" Grades. ("Exemplary, Satisfactory and Needs Improvement") to indicate their academic progress.**
- **Students in Grades 3-6 receive letter grades for all subject areas.**
- **The following grading scale will be utilized for assigning letter grades to "percentile correct scores"...**

100-90% = A	80-89% = B
70-79% = C	60-69% = D
59% and Below = F	

Our report cards also indicate whether a student is working On-Level, Below Level, or Above Level when considering their grade placement. Students also receive a grade indicating their level of Effort.

In addition to the four Report Cards, student progress will be reported during three scheduled Student-Parent-Teacher Conferences during the year. Students are required to participate in each of the scheduled conferences.

ASSESSMENTS

A variety of assessment instruments are used to measure student progress toward attainment of the established district standards and benchmarks.

Students in Grades 3, 4, 5, and 6 each complete components of the Colorado Student Assessment Program (CSAP). The Colorado Department of Education has developed these tests as a means of providing parents, the public, and educators a uniform source of information on how well students and schools are achieving.

We also use a variety of other assessments with students at all grade levels. The information from these assessments is used both to measure student progress, and to assist us in designing and implementing a quality instructional program.

HOMEWORK

The amount and type of homework your child has will vary across grade levels. As a general rule, you should anticipate some homework every school night (Monday through Thursday). Homework assignments will include activities that are designed to provide your child with independent practice opportunities. For example...

- Spelling activities designed to help them learn their weekly word lists.
- Independent Reading. Please plan to read with, and to, your child each night in order to help them reach their individual reading goal.
- Games and activities to help your child learn the basic math facts.
- Journaling activities designed to help your child develop his/her writing skills.

Homework activities may also include enrichment or extra-credit opportunities. If you have concerns about the amount of homework your child is completing, please visit with his or her teacher or the principal.

EXTRA-CURRICULAR ACTIVITIES

The school provides a number of extra-curricular opportunities each school year. (Jump Rope Club, Hershey Track Meet, Student Council, Science Fair, etc.) in which students may elect to participate. Students must sustain course grade averages of "C" or better, must demonstrate evidence of attainment of established reading and mathematics goals, and must be in good standing in the school-wide discipline plan to be eligible to participate in any of these programs.



ATTENDANCE POLICIES

Our school day officially begins at 8:00 a.m. We ask that students not arrive at school before 7:45 a.m. This is a matter of safety. No adult supervision will be provided before 7:45 a.m.

Students participating in the School's Breakfast Program will be allowed to enter the cafeteria using the west building entrance at 7:45 a.m.

All other students are required to report to the school playground. Students are not allowed to enter hallways or classrooms prior to the start of school, unless they have been provided a building pass by a staff member. Bus students will remain on their assigned buses until 7:45 a.m.

DAILY SCHEDULE

7:45	Breakfast and Playground Open
8:00-8:15	Opening Announcements
11:00-12:00	Lunch
3:25	Dismissal for Grades K-2
3:30	Dismissal for Grades 3-6
3:45	School Office Closes

Please note that the school office is closed before 7:45 a.m. and after 3:45 p.m.—and no one will be available to receive phone calls outside of the scheduled staff duty day.

Regular and prompt attendance is of the utmost importance. Students with regular attendance generally achieve higher grades, enjoy school more, and develop better social relationships.

It is the obligation of parents and guardians to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory attendance age, attends school.

Regular attendance is one of the two basic requirements established by the Board of Education for students to be promoted to the next grade level.

Absences from school will be considered "excused" only if:

1. Your child is temporarily ill or injured.
2. Your child has a scheduled appointment with a professional care giver.
3. Circumstances constitute an emergency.
4. A physical, mental, or emotional disability has been formally diagnosed by a licensed care provider.
5. Your child is attending a funeral, or other related activities in the bereavement process.
6. Your child is attending a school-sponsored event.
7. A Pre-Arranged Absence Plan has been completed and approved by the principal at least one week in advance of the date of absence. "Unexcused" absences are those not covered by any of the above conditions. In this event, an "unexcused absence" will be entered on your child's attendance record. (C.R.S. 22-33-101 et.Seq.—School Board Policy JH and JH-R).

We understand how difficult it can be to schedule professional appointments outside the school day, but we encourage you to do so whenever possible. If your child has a doctor's or dentist's appointment during the school day, please send a note with your child that morning so that we can advise his/her teacher. When picking your child up for an appointment, please do so at the School Office. We ask that you sign your child out of school before leaving, and back into school when you return. Your health care provider will provide you with written verification of your child's appointment. Please send this to the school so that we can mark your child's absence as "excused". Without it, the absence will be marked as "unexcused".

When your child is going to be absent from school, please contact the school office as soon as possible.

We will attempt to reach you by telephone if you have not contacted the school by 10:00 a.m. It is important for us to know that your child is safe at home. Your efforts to contact the school will be greatly appreciated because of the valuable time it will save us. If your child is absent for more than three school days, and we have not been notified by you as to the reason, a home visit by the principal may be made. If no contact has occurred between you and the school regarding your child's absence, you must provide the school with a written excuse explaining the reasons for your child's absence. This written excuse should be turned into the school office upon your child's return to school. Any unexplained absences will be recorded as "unexcused".

When your child is going to be absent for a consecutive number of days, you do not need to telephone the school on a daily basis (for example, when your child is experiencing an extended illness, is traveling, etc.) Simply inform the school of these circumstances when you first contact the school.

If, upon returning to school, you believe your child will need to be exempted from Physical Education or recess activities, please write a note to your child's teacher. We will honor your request for a period of three days. After three days a physician's written order will be required to exempt your child from these activities. If your child will require special accommodations (e.g. wheelchair use, crutches, oxygen use, etc.) please contact the school ahead of time so that we can make appropriate preparations.

If your child's academic performance is being hindered by excessive absences or tardiness, you will be contacted by the school principal to schedule a conference. We will make every effort to assist you in resolving the problems that are keeping your child out of school. Legal proceedings will be initiated to enforce compulsory attendance for any student who has 10 or more "unexcused absences" during any single school year.

Make-up work will be allowed for all absences. Students are responsible for collecting any assignments they have missed on the first day they return to class. One day will be allowed for make-up work for each day of absence.

(Continued on next page)

ATTENDANCE POLICIES (Continued.....)

Teachers may make exceptions to these provisions when unusual circumstances arise which may limit a student's ability to complete make-up work.

For attendance purposes, the morning session of school will begin at 8:00 a.m. and end at 11:30. The afternoon session will be 11:30 to 3:30 p.m. Students will be considered tardy during the first 1/3 of the morning or afternoon session, and absent after 1/3 of the session has passed. Students leaving school before 2:00 p.m. will be counted absent for the afternoon session.

If you have concerns regarding your child's attendance at school, you are encouraged to discuss them with the school principal. Please call the school office to schedule an appointment.



DISCIPLINE

The Sargent School District Policies Important to Students and Parents publication addresses issues of student conduct and discipline more in depth, and you are encouraged to carefully read through this resource and to review it with your child.

We are committed to providing a safe and orderly learning environment for all our students. To attain the high academic standards we have established for our school, our teachers must be allowed to teach, and students must be prepared to learn. Our School-Wide Discipline Plan has been designed to support these important goals.

We have identified five basic behavioral qualities that we focus on as a school.....

- Character
- Responsibility
- Ownership
- Pride
- Safety

These qualities will be carefully reviewed in each classroom and with the principal. Students will be involved in identifying specific behaviors that support these qualities. **These productive behaviors will then be taught, practiced, and reinforced.** Once we have completed these training opportunities, we will expect students to be responsible for consistently applying them.

We recognize that our students are going to occasionally act in ways that are inconsistent with established expectations. When this happens we will make every effort to use the experiences as an opportunity for learning. Our goal is to assist our students in becoming more knowledgeable and skillful through active problem-solving. **We also want to preserve the dignity of the child throughout this process.**

We have developed a progressive sequence of disciplinary interventions that we will employ when students misbehave. These are organized in the following four levels....

LEVEL 1

Each staff member will develop a system that will allow students to self-monitor and self-correct their behavior. These classroom systems will vary by teacher, but they are all designed to provide students with regular feedback on the appropriateness of their actions. Your child's teachers will provide you with detailed explanations of the procedures they use in their classrooms for Level 1. At this level our focus is on providing students who are misbehaving with a signal indicating they need to immediately change their behavior.

LEVEL 2

If the inappropriate behavior continues, and a staff member determines that it is interfering with her/his ability to teach, the student's ability to learn or compromises the learning of others-the student will be asked to leave the classroom or go to a designated area in the room for a time out. At the first available opportunity, the teacher will review the appropriate behaviors for the classroom with the child. If the behavior continues the teacher will help the student fill out an improvement plan. This "Improvement Plan" asks students to answer four essential questions:

1. What are you doing that is causing a problem for yourself or others?
2. Why is this a problem?
3. What is your plan for solving this problem?
4. Can you follow this plan and rejoin your class?

A copy of the "Improvement Plan" will be sent home to parents/guardians, and must be returned to school with their signature. Copies will also be kept on file with the teacher and the principal. Level 2 interventions represent an "informal removal" of students from class. However, if a student has 3 or more informal removals from class in a single school year, they will move to Level 3..

DISCIPLINE

LEVEL 3

We have established a set of "Absolutes" for our building. These represent behaviors we consider to be so serious as to require a "formal removal" of the student from class. These behaviors include.....

- Possession of alcohol, drugs, or tobacco.
- Possession of a non-deadly weapon (including pocket knives).
- Willful theft or destruction of school property.
- Physical acts of violence resulting in personal injury, or the threat of physical violence.
- Sexual or other forms of harassment.
- Willful disregard for the safety of self or others.
- Any pattern of repeated inappropriate behavior (3 informal removals in a school year).

Students will receive a mandatory suspension ("in-school" or "Out of school") of 1 to 5 days for these behaviors.

Students will not be allowed to return to school from a suspension until they have completed an "Improvement Plan" with the Principal, and a parent conference has been held.

Notification of a formal removal from class and accompanying suspension will always be provided to parents/guardians. This notice will include a copy of the "Disciplinary Referral" stating the reason for suspension, and a designated time for meeting with the principal to review the "Improvement Plan".

Parents/guardians may request an informal hearing to review the suspension prior to it being carried out, unless the student's presence in school presents a threat to persons or property or an on-going threat of disrupting the academic process.

When students receive an "Out-of-School Suspension", they must leave the school grounds immediately following notification, and they may not return to the school grounds at any time during the suspension. This includes any school district facilities on our K-12 campus.

A "Disciplinary Staffing" and a "Remedial Discipline Plan" will be scheduled with parents. Habitually disruptive students will be referred to the Superintendent for expulsion.

Serious violations of the student Conduct Code, or a pattern of habitually disruptive behavior (C>R>S> 22-133-106 and School Board Policy JKD/JKE-E), will automatically result in a recommendation for a mandatory expulsion from school. These include.....

- Carrying, bringing, using, or possessing a deadly weapon. (C.R.S. 18-1-901)
- Selling of a controlled substance. (C.R.S. 12-33-303)
- Commission of an act, which if committed by an adult would be robbery or an assault. (C.R.S. Part 3, Article 3 and 4, Title 18)

Appropriate Law Enforcement Agencies will be contacted for any of the above violations.

If a student is recommended for expulsion, written notification will be provided to you as parents/guardians. This notification will include a statement of the reasons for the recommendation. You may also request a hearing on the question of the expulsion within 10 days of the receipt of this written notification.

It is important for students and parents/guardians to understand that this plan applies to all areas of the school campus. (classrooms, lunchrooms, playground, etc.) and on our school buses.

It will also be enforced any time that a student is participating in a school event-including all extra-curricular activities (sporting events, musical performances, etc.).

Students will be expected to respond appropriately to the directives they receive from any adult working in our school. This includes any certified staff member (classroom teachers, support teachers, and the principal), any member of our classified staff (secretaries, custodians, bus drivers, paraprofessionals, cooks, etc.), and any adult volunteers serving in an official capacity in our building.

It is very important that student and parents/guardians know and understand this information.



HEALTH and MEDICATION POLICIES

ACCIDENTS AND ILLNESSES

In the event that your child experiences an accident or becomes ill at school, our staff will immediately try to contact you as parents. If you cannot be reached, others that you designate on the **Emergency Form** will be called. Please assist us by providing the names and current phone numbers of at least two emergency contacts. **It is very important that this information be kept up-to-date. Please notify the school immediately of any changes.**

When your child is obviously not feeling well, or has an elevated temperature-**please keep them home**. They need the care and comfort that only you can provide them. This also reduces the potential for exposing other students to illnesses. We encourage you to contact your physician or dentist when a recurring health problem is impeding your child's attendance or learning at school. We believe that if a child is too ill to go outside in good weather, then the child is too ill to be in school.

HEALTH SERVICES

Our school nurse is available to assist children who become ill or injured. She is also available to consult with parents regarding health-related concerns they might have. Appointments may be scheduled by contacting the school office at 852-4024.

General vision and hearing screenings are conducted as a part of our comprehensive health services program in Grade K, 1, 3, and 5. (C.R.S. 22-1-116)

We maintain health records on each of our students and would appreciate your assistance in keeping these up-to-date. Please keep us informed of such things as immunizations completed, and any diagnosed health conditions that may affect your child's performance at school.

MEDICATIONS

All medications, prescription and non-prescription, will be administered only if we have a note from you as parents granting us permission. This note should specify the exact dosage amounts and times for administering.

Long-term medications and prescription medications require a written order from your physician that must include:

1. **The name of the medication**
2. **The exact dosage amount to be administered**
3. **The exact times when it is to be given**

Pharmacy labels cannot be used as your physician's written order. All medications administered at school (both prescription and non-prescription) must be sent to the school nurse in their original container. Ask your pharmacist to make an extra labeled container when filling a prescription so that the medicine can be divided between home and school. **All medications must be taken directly to the nurse's office or school office before the beginning of the school day. Students may not have any medication in their personal possession.**

IMMUNIZATIONS

Colorado State Law requires that all students be given the following immunizations before being allowed to attend any public school:

- DPT/TD- 5 Doses
- MMR- 2 doses
- Oral Polio-4 Doses
- Hepatitis B-3Doses (for entering Kindergarten)
- Chickenpox-1 Dose (for entering Kindergarten)

File: JLCB

Immunization of Students

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up to date certificate of immunization or a written authorization signed by one parent or guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents by the district will inform them of their rights to seek an exemption for immunization requirements.

Adopted: 06/18/73
Revised: 08/20/82, 08/27/01
LEGAL REFS: C.R.S. 22-33-106
C.R.S. 35-4-910 *et seq.*
CROSS REFS: JFC, Student Admissions to/Withdrawals from School
JHD, Exclusions and Exemptions from School Attendance
JKD/JKE, Suspension/Expulsion of Students
JRA, Student Records
Sargent School District RE-33J, Monte Vista, Colorado

Parent Involvement and Other Important Information

PARENT-TEACHER ORGANIZATION

The Sargent School Parent-Teacher Organization (P.T.O.) will meet once a month. The exact dates and times to be determined at the first meeting. The Sargent Elementary P.T.O. maintains a working philosophy of "doing great things for kids." They annually sponsor the school's swimming instruction program and co-sponsor a variety of other enrichment programs such as the Missoula Children's Theatre, Bike-A-Thon and Bike Safety Rodeos, The Meet the Masters visual arts program, school carnivals, and much, much more. We hope all parents will consider becoming active members.

HOW PARENTS CAN HELP THE SCHOOL

- Help your child get adequate rest and nutrition. Learning is hard work, and having a good night's rest and a healthy breakfast can make a big difference.
- See that your child is dressed properly for the extreme changes in weather that can occur during a school day. A layer system is ideal. Please label all of your child's personal clothing items in a permanent ink. Check the "Lost and Found" for missing items as soon as possible.
- Set a time each day to read to and with your younger readers, and have your older readers share with you about the books they are reading.
- Take time to review the completed work your child's teacher sends home. If you're not receiving regular examples of your child's completed work, please contact his or her teacher.
- Please make plans for after school activities ahead of time. Sorry, we cannot allow students to use the school telephones to make these arrangements.
- Don't allow your child to bring personal items of value or money to school. Remember that toys (including electronic games, CD players, Ipods, etc.) are not permitted at school.
- Notify the school office ahead of time if your child is going to be leaving the school with anyone other than you.

DISTRICT ACCOUNTABILITY COUNCIL

The Sargent School District's Accountability Council serves as an advisory group for the Superintendent and the school district, and receives its charge from the Board of Education. The council monitors the progress of the district toward reaching the goals specified in the school district's State Accreditation Contract. Meeting dates and times for the Academic Improvement Council will be published in both the monthly and weekly calendars. Interested parents are encouraged to attend these meetings.

VISITORS

Requests for visits by children will be limited to the lunch hour and accompanying recess. We cannot honor requests for school attendance by visiting family members and friends.

Parents are always welcome as visitors at our school. We ask that you please register at the office where you will be provided a "Visitor Pass" prior to going to the classrooms. It is recommended that you contact your child's teacher prior to visiting to schedule a specific time. Special classes, testing, and certain activities occasionally limit visiting opportunities.

The Sargent School District RE-33J School Board meets on the fourth Monday of each month. Agendas and times for all meetings are posted on the front door of the school.

Meetings will be held in the High School Conference Room.

Interested parents are encouraged to attend. Patrons who wish to share a concern and/or comments are invited to submit a *Patron Contact Form* which can be obtained by request from the Superintendent's office.

Parent-Teacher-Student Conferences will be held twice this school year. We believe that these conferences provide an important opportunity for you as a parent to confer with the school staff regarding your child's academic and social progress. Conference request forms will be sent home prior to the actual conference dates and you will be provided written confirmation of your personal conference time the week before. Informal conferences may be scheduled any time you have questions or concerns. Please call your child's teacher or the school office to schedule one. Our teachers' responsibilities at the beginning of the school day do not permit them to confer with parents. We ask that you not attempt to confer with teachers at this busy time. Please call to schedule a specific appointment for a conference.

CHECKS

Please make any checks written to the school payable to "Sargent School District". Checks for book orders should be written directly to the specific book club vendors, e.g. "Scholastic Books".

DRUG-FREE CAMPUS

Parents/Guardians are reminded that the use of tobacco products on any part of the school campus (buildings, playgrounds, athletic fields, recreation areas, parking areas, etc.) is strictly prohibited.

BIRTHDAYS

Children may bring a small treat to share with the class when celebrating their birthday. Please check with your child's teacher first. Students are asked not to distribute invitations for home parties at school unless every child in the class is invited. *Board Policy ADF encourages parents to send healthy snacks for birthday and class parties.*

DRESS CODE

Students are expected to dress properly for the current weather conditions. Please wear clothing that fits properly. Any apparel advertising tobacco or alcohol products is strictly prohibited. Consistent with school board policy, the building administration shall have authority in determining appropriateness of dress and enforcement of the dress code.



Parent Involvement and Other Important Information (Continued....)

LOST AND FOUND

Please label all your child's clothing with his/her first and last name. Items that are clearly labeled will be returned to their owner. Clothing and other items found on the school grounds that are not labeled are placed in the Lost and Found, located in the hallway at the northeast entrance of the school. Students are encouraged to check there for items that they are missing.

Parents are also encouraged to regularly check for missing items. All unclaimed clothing will be donated to a local charity, or will be distributed to students in the building needing these items. Please notify us immediately if you would like our assistance in locating lost items.

PERSONAL ITEMS

Students may bring personal playground equipment items to school for use during recesses. Cell phones, electronic games, etc. may not be used on campus during school hours unless they are used with the teacher's permission. These items must be kept in students' backpacks. **Students assume all associated risks for bringing these items to school (loss or damage), and the school will not provide a remedy for any loss of these items.** Students also should not bring money to school, unless required by a school-sponsored activity. Students are not permitted to use Skateboards or Roller Blades anywhere on the school campus.

FOOD SERVICE

Our breakfast and hot lunch programs are available to all Sargent Elementary students. Menus for both programs are distributed weekly on the Sargent Web Page. Lunch will cost \$1.85 for students and \$2.75 for adults. All Breakfasts are \$1.35. Families may apply for "Free or Reduced" breakfasts and lunches. The cost of a "Reduced" fee lunch will be 40 cents. Student who qualify for reduced lunch will get breakfast free of charge as well as those who qualify for free lunch. Milk may be purchased separately for those students wishing to bring a sack lunch from home or wanting to buy extra milk with their hot lunch. The cost is 25 cents. Students may also purchase a la carte items after they have finished their meals. Parents may join their children for breakfast or lunch. Please notify the school office ahead of time, so adequate preparations can be made for your participation.

There is a twenty dollar limit per individual on charges for school lunches and breakfasts.

Please make advance payments on the first day of school for anticipated purchases. At the beginning of each month please send payments for the following month. Students will receive a statement detailing the status of their account the first week of each month. If you have any questions or concerns, or need to know what your current balance is please do not hesitate to contact Mrs. Carol Keith.

Lunch Schedule

Kindergarten—10:55	First Grade—11:20
Second Grade—11:25	Third Grade—11:30
Fourth Grade—11:40	Fifth Grade—11:45
Sixth Grade—11:50	

SAFETY



SAFETY DRILLS

Fire, Severe Weather, and Emergency Drills are carried out throughout the school year. These are designed to develop the proper procedure to be followed in the event of an actual building emergency. We want our staff and students to know the quickest and safest ways to respond.

In the unlikely occurrence of a crisis in which the building would have to be evacuated, students will be assembled by classrooms on the football field. In extreme circumstances, students may be transported to another location. Parents will be contacted at their specified phone numbers as a means of notifying them where to pick up their children. Students will be released only to parents, or to a person designated by the parent on their Emergency Card. Any person picking up a student will be required to sign the child out of school supervision. Teachers will continue to be responsible for the students in their classes until a student is signed out, or until all students have officially been dismissed.

SCHOOL CANCELLATIONS and DELAYED STARTS

If school is cancelled, or a delayed start is required, the decision will be announced early. If a delayed start is implemented, actual school starting times will be announced. School bus stops will be delayed by the same number of minutes. For example, if school is starting an hour late, bus pick-ups will also be moved back approximately one hour, allowing for the possibility of slower bus travel.

The Sargent Web Site will have a link to a list of school closures. Also, the following radio and television stations will be given information regarding school closures, delayed starts, and early dismissals:

Radio: KSLV, KYDN, KGIW, and KOA

TV: KOA TV and KKTV

School Reach will also be used to reach families.

If no report is given, it can be assumed that school will be held on regular sessions. **Please do not call the school or district offices.**

Telephone lines must be kept open for emergencies.

COLD WEATHER and RECESSES

Students will go outside for recess every day with the exception of when it is raining heavily, or we are experiencing extreme wind chill conditions. Please assist us by making sure your child is properly dressed for recess each day. We strongly recommend a layered system of clothing that can be used to keep your child comfortable regardless of the weather conditions. Students are required to wear a long-sleeve sweatshirt, fleece jacket, or coat when the temperature outside falls below 45 degrees. Students will be restricted to the blacktop areas of the playground when it snows heavily unless they are wearing boots. Recesses are a wonderful opportunity for students to expend energy, to play with their friends, and to revitalize themselves for learning. Please be prepared! In wet or extremely cold conditions students will have recess indoors. Students may enter the school on mornings when we signal that they will be remaining indoors.

TRANSPORTATION

BUS RIDERS

Students riding the bus to school are required to practice safety both at the bus stop and while on the bus. Please review the established safety rules very carefully with your child.

Students will not be permitted to ride on a bus other than their own, or to ride the bus as a guest, unless the school office receives an advance written request from a parent/guardian for them to do so.

Please make transportation arrangements with your child before school each day. In the event of an emergency, try to notify the school office before 2:30 p.m. of any changes in transportation plans for your child.

Students being dropped off from a bus at designated locations must be met by a family member or designated care provider. Students who are not met will be returned to the school. We will not leave a student unattended at any stop.

Students are not allowed to take helium balloons on the buses due to their potential to obstruct the view of the bus drivers.

STUDENT LOADING AND UNLOADING ZONES

MORNING ROUTINE

School Buses:

The school buses will **unload** students on the **Bus Loop** near the sidewalk that goes directly to the **cafeteria**. Elementary students not eating breakfast should go to the playground using the same sidewalk and remain on the playground until the morning whistle signals that it is time to line up with their classes. Students who are eating breakfast should proceed to the cafeteria using the West Doors.

Automobiles:

Parents who bring their children to school will unload their elementary children in front of the elementary school (south side). Students should proceed to the playground and remain there until the morning whistle signals that it is time to line up with their classes. **If parents need to park, they must park across the road in the south parking lot. There can be NO PARKING in the drop off driveway or on the area between the elementary school fence and the highway.** Vehicles parked by the fence impede the ability of drivers at the intersection to see traffic coming from the east. Junior High and High School students may be dropped off in front of the HS Gym.

AFTERNOON ROUTINE

The buses will be parked in the Bus Loop to load all students. Parents picking up elementary children will park in the South Parking Lot across from the elementary school. Parents must cross the street to pick up children. A reminder that there is NO PARKING in the drive or near the fence.

We appreciate your cooperation in following these procedures. If you have any questions please contact the Transportation Department at 754-0145 or the Elementary Principal at 852-4024.