

# Schall Elementary School

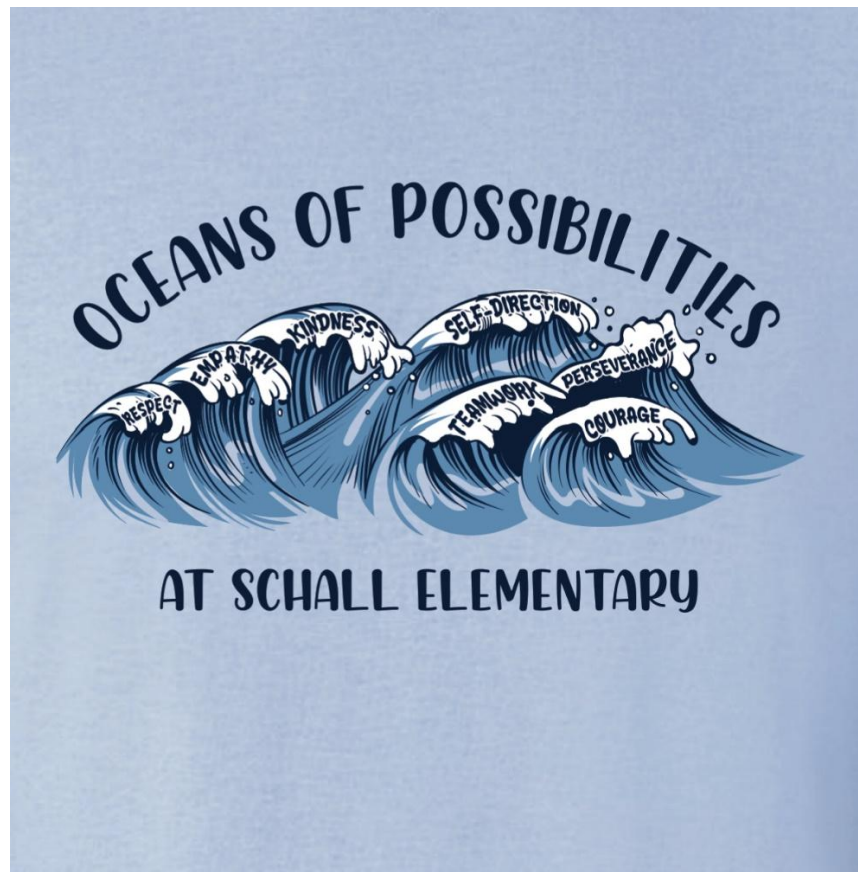
325 E. Frank St.

Caro, MI 48723

989-673-3168

<https://www.carok12.org/schall-elementary/>

## Student/Parent Handbook 2025-2026



August 2025

Dear Parents, Guardians and Community,

Ocean of possibilities lie ahead at Schall Elementary for the 2025-2026 school year. We are looking forward to a fantastic year. We are thrilled to have you as a part of the Schall Elementary School Community. We look forward to the opportunity to work with you and your children. It takes a team effort to provide a quality well-rounded education. You are a part of that team.

The purpose of this handbook is to provide guidance and understanding to parents, guardians, students, and staff members of the expectations, rules, and procedures that are followed at Schall Elementary School. This handbook is meant to be utilized throughout the school year to answer questions about a variety of important issues that are a part of the school setting. There are times when unexpected things arise and the circumstances warrant individualized attention and adjustments, but this handbook will be the guideline for most decisions that are made regarding students at Schall Elementary School. This handbook is not intended to address every situation and is not a binding contract but a guideline for expectations and practices.

Schall Elementary School is focused on providing a variety of quality educational experiences for all children. We desire for every student to love coming to school each day and to become lifelong learners.

We welcome visitors to our building and encourage you to share your thoughts and ideas on helping us to better understand your child and make sure they have the best educational experience possible. We want all of our students to have a chance to demonstrate their strengths and experience success each and every day. If you have any questions please feel free to call the elementary office at 989-673-3168 ext. 3001.

Sincerely,

Michelle Warren  
Schall Elementary School Principal  
325 E. Frank St.  
Caro, MI 48723  
mwarren@carok12.org

## TABLE OF CONTENTS

Mission Statement and School Improvement Goals	3
Office and PTC Information	4
Classroom Numbers and Telephone Extensions	5
Positive Behavior Support	6
Code of Conduct	7-9
Arrival/Dismissal	9
Attendance	9
Attendance Letters	10
Birthday, Party and Classroom Treats	10
Bullying	10
Breakfast	11
Cafeteria	11-12
Cell Phones	12
Child Custody	12
Computer Technology and Networks	12
Communication and Electronic Devices/Toys/Valuables	12
Control of Casual-Contact Communicable Diseases and Pests	13
Control of Non-Casual-Contact Communicable Diseases	13
Counseling Services	13
Crossing Guards	13
Dress Code	13-14
Emergency Closing/ Delayed Openings	14
Enrolling in the School	14
Equal Education Opportunity	15
Skyward Family Access	15
Field Trip Policy	15
Homebound Instruction	15
Homework	15
Immunizations	15
Individuals with Disabilities	16
Injury and Illness	16
Inclement Recess Weather	16
Instructional Material Review	16
Leaving School Grounds	16
Lost and Found	16
Make-up Work	16
Medication	17
Policy for Parent Involvement	17-18
Playground	18
Positive Behavior Support (PBS)	18
Preparedness for Toxic and Asbestos Hazards	18
Report Cards/Conferences	19
Safety and Homeland Security Drills	19
Scheduling and Assignment	19
Search and Seizure	19
Snack List (PE Nut List)	19-20
Student Assessment	20
Student Concerns, Suggestions and Grievances	20
Student Rights and Responsibilities	20
Student Sales	21
Student Well Being	21
Telephone Calls	21
Transfer Out of District	21
Transportation	21
Vacations During the School Year	21
Visitors/Volunteers	21
Calendar	22

## **Our Mission Statement**

*At Caro Community Schools, we cultivate excellence by providing challenging and meaningful educational experiences that empower every student to reach their full potential.*

## **Vision Statement**

*Cultivate Excellence*

### Office info

Michelle Warren mwarren@carok12.org	Ext. 3001	Principal
Stacy Flores sflores@carok12.org	Ext. 3007	Counselor
Doreen Oedy doedy@carok12.org	Ext 3001	Secretary
Jessica Williams jwilliams@carok12.org	Ext. 3005	School Nurse

### Schall Parent Teacher Committee (PTC)

President	Brianna Holley
Vice President	Corinn Szczygiel
Treasurer	Laura Green
Secretary	Becca Hadden
Trustees	Bridgette Elenbaum and Sarah Pawlanta

*If you need to contact Brianna Holley for PTC info she can be reached by email at smilejesuslovesyou2010@hotmail.com.*

PTO meetings are usually held on the first Wednesday of every month, they are held in Schall downstairs copy room at 5:00 pm. You are invited to attend.

## Classroom Numbers and Telephone Extensions

<u>Third Grade</u>	<u>Room Number</u>	<u>Extension</u>
Mrs. Bush	110	3110
Mrs. Cook	207	3207
Miss Hudson	206	3206
Mrs. Eremia	204	3204
Miss Sanders	102	3102
Mrs. Parker	211	3211
Mrs. Torrez	107	3107

<u>Fourth Grade</u>	<u>Room Number</u>	<u>Extension</u>
Ms. Bulgrien	106	3106
Mrs. Grant	201	3201
Ms. Kuntz	105	3104
Mrs. Warden	200	3200
Mrs. Parker	211	3211
Mrs. Torrez	107	3107

<u>Fifth Grade</u>	<u>Room Number</u>	<u>Extension</u>
Mr. Ball	208	3208
Mrs. Burns	205	3205
Mrs. Gill	210	3210
Ms. Hildinger	103	3103
Mrs. Torma	108	3108
Mrs. Torrez	107	3107
Mrs. Parker	211	3211

<u>Specials</u>	<u>Room Numbers</u>	<u>Extension</u>
Mr. Dietzel	Lab/Library	3114
Mrs. DePelsMaeker	Reading Specialist	3212
Mr. Mahl	Gym	3109
Mrs. Pringle	Music	3112
Mrs. Maust	Title Support	3212
Mrs. Corley	Title Support	3211
Mrs. Connolly	Title Support	3211



## SCHALL SCHOOL POSITIVE BEHAVIOR SUPPORT

Schall School's Positive Behavior Support system is a framework to help improve the social learning behaviors of students and decrease disruptions that interfere with instruction.

Students are taught specific expectations for all areas of our school at the beginning of the year. Periodically, throughout the school year, behavior expectations are taught again. We have found through specific teaching and continual reinforcement students meet our expectations for good behavior. This improves the overall peaceful atmosphere of our building and decreases interruptions to instruction.

We encourage Schall Students to choose:

Best Effort  
Responsibility  
Positive Words  
Positive Actions

Our Schall School students look forward to our weekly Tiger Ticket drawings, monthly behavior reward celebrations, monthly Star Student assemblies, as well as Daily and weekly acknowledgements.

### **Schall Character Pledge**

I pledge to be a kid for character.  
I will be worthy of trust.  
I will be respectful and responsible,  
doing what I must.  
I will always act with fairness.  
I will show that I care.  
I will be a good citizen,  
and always do my share.

## **SCHALL ELEMENTARY CODE OF CONDUCT**

The purpose of this student discipline code is to improve quality and achievement in schoolwork, and to provide an environment, which will maximize these qualities of education. Discipline problems, if they arise, will be referred, depending upon the severity, to the principal's office by no later than the end of the day in which the problem has been observed. This referral should be in written form and should be handed in by the staff member observing the problem. Extreme situations may call for the sending or delivery of a student, or a message about him/her to the office immediately. As soon after the referral as possible, the staff member should send information explaining the problem so it can be dealt with. All aspects of student/school relationships are affected by the disciplinary climate. Most student/student conflicts of a less serious degree, would first be dealt with by conferencing. Student/teacher conferences, and parent/teacher conferences, would hopefully resolve problems at these levels. Should the problem persist or escalate, it would be dealt with by procedures outlined in the discipline code. Students receiving a discipline referral form or bus write up will be placed on a monthly discipline list in which special school activities, assemblies, field trips, and other special privileges may be taken away.

Harassment of any kind will not be tolerated in the school. If a student or other individual believes there has been harassment, he or she should report it and allow administration to determine the appropriate course of action. Please see the district bylaws and policies for a more complete description of what constitutes harassment.

### **Voice Levels**

0 = No Talking

1= Whisper

2= Quiet Voice

3= Presentation

4= Outside Voice

### **Hallway Expectations**

1. Walk quietly.
2. Stay to the right.
3. Keep hallways neat and tidy.
4. Use one stair at a time on the stairway.
5. Face forward.
6. Use the handrails on the stairs.
7. Report any problems.
8. Hold the door open for people behind you.
9. Keep hands, feet, and objects to yourself.
10. Open and close your locker quietly.

### **Lunchroom Expectations**

In order to provide a healthy and pleasant lunch hour, it is necessary to enforce rules and maintain order. Adult supervisors will see that students observe the following lunchroom rules:

1. Use a quiet "restaurant" voice and acceptable table manners. (0 or 1 voice level)
2. Clean up your area table, bench and floor.
3. Respond quickly and remain silent after adult signals.
4. Stay in your seat until excused by an adult.
5. Line up in a quiet and orderly manner.
6. Wash your hands before lunch
7. Follow directions the first time they are given.
8. Keep all food and drink in the lunchroom.
9. Walk single file.
10. Keep hands, feet and objects to yourself.
11. Use kind words and actions.
12. Eat only your own food. (No trading or sharing of food due to food allergies and hygiene)

### **Playground Expectations**

1. Use playground equipment safely and properly
2. Follow adult directions.
3. Put equipment, toys and games away after use.



4. Take turns and share.
5. Keep hands, feet and objects to yourself.
6. Report unsafe behavior to an adult.
7. Use kind words and actions.
8. Include others.
9. Please wipe your feet and brush off your clothes before coming into the building.
10. Come into the building in a quiet and orderly manner.
11. Enter and exit the building single file.
12. Skateboards, roller skates, roller blades, wheeled shoes, footballs and hockey sticks are not permitted on the playground.

#### Winter Playground Rules

Because unusual weather conditions may exist during winter months, additional rules must be implemented.

1. Students are not allowed to slide on icy patches. All icy areas on the sidewalks are to be reported to the office for sand or salting.
2. Snow forts, snowmen, or snow sculptures may be built on the playground. Students are not to destroy the structures built by others.
3. Children without boots must stay on the blacktop only.
4. Under no circumstances may snowballs be thrown at anyone or anything.
5. Students must dress appropriately for the weather.

\*\*When students follow the rules, all students can learn and feel safe and happy. When students choose to disobey the rules there will be consequences.

#### Consequences for Choosing Not to Follow the Rules

Office Discipline Referrals are sent home with children for parents to review and sign indicating that they have been informed of the discipline problem that occurred at school.

Investigation for all offenses will be as thorough as possible to ensure equity and fairness to the greatest extent possible. Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5240. Students may be questioned by school officials at any time without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

The following consequences are only some of the options that can be used for discipline. They are not necessarily meant to be utilized solely in this order. Consequences are determined on an individual basis in considering all factors of the event. See board policy 5611 for due process rights

- Warning to the child. (Verbal)
- Parent contact and/or one of the following actions for one or more days depending upon severity and repeated nature of the choice:
- Detention
- Parent/student/staff/principal conference arranged by the principal or the teacher to seek behavior interventions and a home/school behavior plan.
- Loss of privileges.
- Suspension (one or more days)
- Restorative Actions.
- SRO (School Resource Officer) Intervention

Some of the reasons for possible **suspension** include but are not limited to: See board policy 5610 for guidelines for suspension and/or expulsion

Bringing dangerous objects to school including knives, guns, etc.

Throwing dangerous objects

Fighting (An investigation and agreement by teacher and principal that suspension is warranted will occur.)

Vandalizing school property

Theft

Insubordination

Illegal substances

Verbal and physical threats

Physical Assault

Threats against the school, staff, and/or peers.

## CONSEQUENCES FOR MAJOR OFFENSES

Consequences for offenses may include a variety of methods to prevent further such behavior, to warn others, to punish, and to model future behavior. Factors in both minor and major offenses, which will be used to fairly set a child's punishment, will be based on the student's behavior record, prior misbehavior, attitude displayed, and cooperation. Any student who has initiated, or taken part in any act of vandalism or arson, as described in this code, may be suspended for the balance of the current school trimester or longer, if deemed appropriate. Furthermore, it shall be the policy of the Board of Education to seek to recover damages from the parents, or from any person who has initiated the offense. Possible disciplinary or corrective actions/penalties for major infractions include: suspension by the principal or his designee of not less than one (1) nor greater than ten (10) school days. However, the principal, through the Superintendent of Schools, may seek suspensions for periods of greater than ten (10) days including expulsion. Home study programs and legal actions may also occur as a result of major offenses by a student. Students are denied access to school events throughout the duration of all suspensions. Students may also be denied school events such as parties, field trips, special activities or assemblies. Out of school suspensions will be considered an absence.

## BUS BEHAVIOR

There are certain rules and regulations for bus riders, which are necessary in the interest of safety for all students. Understanding and enforcing bus rules takes the cooperation of students, drivers, parents, teachers and administrators. It takes a great deal of patience, tact, and diplomacy on the part of everyone. The school bus driver has a very difficult job with the safety of many students depending upon his/her judgment and driving. They must not be distracted or bothered while the bus is in motion.

Misbehavior on the bus is reported to the transportation department and a Bus Conduct Form is filled out. Punishment can involve the loss of privilege to ride the bus for a short period of time or depending on the seriousness of the offense can even result in indefinite suspension from riding the bus. Students are not suspended from school, nor are they excused from attending school because of their bus misbehavior. District supplied transportation is considered a privilege and safety is our first concern. Please contact the bus supervisor, or the principal, if your child is experiencing any problems on the bus.

## Arrival/Dismissal

In case of inclement weather, a Schall Staff member will be present to open school doors and make sure children will not have to remain outside. Students are not to be dropped off before 7:45 a.m.

When picking children up at the end of the school day, parents are encouraged to wait in the entryway. If you need to enter the building the only door unlocked is on Frank Street. Please wait outside by the main office. All other entrance doors are locked during the school day for the safety of your child. You may pick-up and drop off students on Burnside Street. ***Please do not ask a student or staff member to admit you into the building through any other entrance. We ask that you do not use the staff parking lot. There is parking available in the Village Parking Lot. Thank you for your cooperation***

## Attendance

***Attendance is taken seriously from the time a child begins his/her educational experience. Parents/guardians are expected to establish a regular attendance pattern with their child(ren). It is the responsibility of the parent/guardian to see that their child arrives on time and stays until the entire class is dismissed at the end of the day.***

## School hours this year: 8:05 am – 3:18 pm

Except for special cases, all children between the ages of 6 and 16 years are required by the State of Michigan to be in continuous and consecutive attendance in school throughout the school year. This regular attendance is important to the child's academic growth and development. When a necessary absence from school occurs, a form of communication is needed to excuse your child's absence. ***Please use one of the following ways to communicate with us:***

1. Send a written note or call and leave a message at 989-673-3168 #7
2. E-mail your child's teacher or doedy@carok12.org
3. Communicate on-line through Skyward Family Access

### **Tardiness:**

Students who arrive 20 minutes late or leave 20 minutes early will be given credit for a half day attendance. Also, students who are checked out before the official end of the school day (3:18) will be marked Tardy, the same as students who arrive late in the morning.

***In the event that a child is experiencing attendance or tardy problems, they will receive counseling and encouragement. Parents/guardians will also be contacted to resolve the truancy issue. If the attendance/tardiness issue is not resolved, a truancy report must be filed with the Tuscola County Truancy Officer.***

## Attendance Letters

The following are the guidelines that we will be using to send out letters notifying you if your child is having attendance issues. These guidelines are given to us by the Tuscola County Truancy Officer.

- 3 Undocumented Absences\* and/ or tardies per trimester- Skyward letter generated to be sent home and referral made to Schall School Social Worker.
- 6 Undocumented Absences\* and/or tardies per trimester- Skyward letter generated and referral made to Tuscola County Truancy Officer.

\* *Undocumented* = absences that do not have professional documentation such as a note from a doctor, dentist, therapist, funeral notice

**If there has been a past history of truancy, after 3 absences and/or tardies, a letter will be generated and referral made to Tuscola County Truancy Officer**

## Birthday, Party and Classroom Treats

PARTIES AND TREATS Children may have parties at school on Halloween, at Christmas time, and on Valentine's Day. Other parties may be planned at the discretion of the teacher. Treats and parties will be held so as not to interfere with lunch. Birthdays may be shared with the other students by bringing a treat to class. All treats must be ***individually wrapped and prepackaged by the manufacturer with ingredients clearly marked*** to ensure safety for students with various food allergies and promote safe hygiene and controlled ingredients. Ingredients and any possible cross contamination from food allergy sources must be clearly identifiable. Since cupcakes from a bakery are **not** individually wrapped, they cannot be brought in as a treat. We ask you to keep in mind that a nutritional snack is much better than a lot of sugar type treats. Please refrain from sending flowers and helium balloons. They cannot be sent to the classroom until the end of the day, due to the extra distractions they can create. Also, glass flower containers and balloons cannot be transported safely on school buses. Please do not send birthday party invitations to be passed out at school. This is something that needs to be handled from home.

## Bullying

Bullying is not an acceptable behavior at Caro Schools and is prohibited. A copy of the school policy definition is found below.

**Bullying**" (also see Policy 5517) is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

All acts of bullying should be reported to the school office (principal and/or counselor) for investigation and attention.

## Breakfast

The Universal Breakfast program offers a FREE breakfast for all students. Presently, children may enter the building for breakfast at 7:45 AM.

## Cafeteria

Our Food Service program operates on 'Point of Sale' service. All students and staff will be required to input a personal identification number when going through the lunch lines in the cafeteria. Do not share your pin # with anybody else as it provides access to your food service family account.

This program is a debit program, not a credit program. There will be a designated lunch money deposit box in each building. Envelopes will be available in the principal's office and in the lunch line. You may send in as much money as you prefer and as your child eats, the cost will be subtracted from your account. The cost for meals is as follows:

<b>Breakfast</b>	<b>.....Daily</b>	<b>(\$2.25) Free to students this year</b>
<b>Lunch, Student</b>	<b>.....Daily</b>	<b>(\$3.15) Free to students this year</b>
<b>Reduced, Student</b>	<b>.....Daily</b>	<b>Free to students</b>
<b>Lunch, Adults</b>	<b>.....Daily</b>	<b>\$5.20</b>
<b>Milk</b>	<b>.....Daily</b>	<b>\$.75</b>
<b>Juice</b>	<b>.....Daily</b>	<b>\$.50</b>

**If your child has food allergies the nurse and food service staff must be notified in order for adjustments to be made to lunches served to those students.**

We do Direct Certification of students for pre-paid lunch. You should have received a letter in the mail prior to the first day of school, if you were certified. If you did receive a letter, you DO NOT have to fill out a Pre-Pay & Reduced Lunch application. If you did not, you need to re-apply. All applications must be received and approved by October 1, 2016 or you will be charged full price for breakfast/lunch. Please note that we do not have a milk program. If your child qualifies for free lunch and gets only milk, they will be charged \$.50 cents for the milk. They must get a full meal if they are free lunch.

At Caro Community School District we have a meal charging policy that applies to all of our students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may have forgotten their lunch money to "charge" the cost of 2 meals to be paid back at a later date subject to the terms of this policy.

Food Service is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expense and fees to the district. Therefore, unpaid charges affect the ability of food service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guideline from MDE and NSLP, Caro Community Schools will adhere to the following meal charging policy:

1. A staff or student may charge up to 2 lunches maximum (\$5.80 per student)
2. After 2 meals have been reached past negative, a free meal will be offered to the staff member and a student until the lunch account is at a positive amount.
  - A. If a staff member or a student comes in with enough money to cover the lunch for that day they can eat the normal school lunch.
  - B. Food Service will offer a free meal that is eligible for reimbursement. For example, a Sandwich, Fruit and a Milk will be available for any staff and student who has two negative lunch charges. In the case of a staff or student who has a current allergy note from their doctor for the current year an alternative item will be given.
3. If a staff member or student has a negative balance, the school must provide a meal when the student is using money to pay for the current day's lunch.
4. It is permissible for schools to serve only the one (1) particular set of food items to staff and students who owe the school money, as long as the food items comprise a reimbursable meal.
5. A staff or student who has charged 2 meals may not charge or purchase snack items, including extra main entrée to make purchase in the snack line.
6. If a student repeatedly comes to school with no lunch and no lunch money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and proper authorities may be contacted.
7. The food service cashiers will coordinate communications with parents/guardians to resolve the matter of unpaid charges.

8. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian and then a phone call will be made to resolve a payment plan.
9. Accounts must be settled by the end of the school year which is June 30<sup>th</sup>. Any negative balances not paid by June 30<sup>th</sup> will be turned over to the principal and added to student's obligations.
10. IMPORTANT: If any student leaves Caro Community Schools that has money left in their lunch account, that money will be put into a Pay It Forward Account UNLESS a parent or guardian calls and requests the money be refunded back to them.

If you have extenuating circumstances, please contact Janet Weijola at 673-3165, ext. 1901 or Alice Breitbach at 673-3165, ext. 1109 to make arrangements.

Parents can view your food service account balance through Family Access. **You may sign up to be notified through e-mail if your account falls below a certain amount.** If you have any questions please contact Janet Weijola at 673-3166 ext. 1901 or check out our website at <https://sites.google.com/a/carok12.org/district/>

### **Cell Phones**

Cell Phones-We prefer that students do not bring cell phones or smartwatches to school. The school is not responsible for lost or stolen cell phones or smartwatches. If your child does bring a cell phone or smartwatch to school they cannot be seen used at any time at school while adults are still supervising students at Schall including on the playground, and in bus lines. Cell phones and smartwatches in use or heard during school hours will be confiscated and parents called.

1. First offense- Warning-Cell phone will be held in office until the end of the day
2. Second offense- Parents will be called to pick up cell phone or smartwatch.
3. Third offense-Parent meeting will be scheduled with student to discuss expectations for cell phone or smartwatch use at school.
4. Fourth offence-Student will no longer be able to bring cell phone or smartwatch to school.

### **Child Custody**

As per state and federal law (MCL 722.30 & FERPA), please be advised, Caro Community Schools recognized the legal rights of parents and guardians as indicated on a certified birth certificate or legal court order.

In cases where parents/guardians are legally separated, divorced, and/or those parents who simply have ongoing custody issues between them, the parental rights of both parties will be equally recognized by the school, unless and until a parent/guardian has a legal court order that specifically restricts or denies the non-custodial parent's access to the child at school, the child's school records, or other protective order.

To accommodate a custodial parent's request to deny non-custodial parent's rights to access or information on a child, the school must have a copy of the most recent court order on file that indicates one parent's access and information rights are inhibited. Otherwise, either parent, with proper identification, may have access to the child at school, request and receive information and be included in the child's educational process.

### **Computer Technology and Networks**

Before any students may take advantage of the School's computer network and the internet, he/she and his/her parents must sign the district's Technology Acceptable Use Policy Agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities

### **Communication and Electronic Devices/Toys/Valuables**

- Electronic devices of any kind, any type of trading card (i.e.: Pokémon), lasers, etc. may NOT be brought to school without prior administrative/teacher approval. If a student does bring any of these items to school without permission, the item may be confiscated and held at the office until a parent can pick it up.
- **Toys-** We prefer that students do not bring toys or fidget items to school unless there is prior administrative/teacher permission. Toys that look like weapons are prohibited. There is no need for students to bring their own balls to school. We will provide plenty of playground balls for student use. Footballs are not allowed at school due safety factors when playing football.
- Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-casual-contact Communicable Diseases**

In the case of non-casual-contact, communicable- diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-causal-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-Aids Related Complex (condition), HIV (Human-immunodeficiency) HAV, HBV, HCV (Hepatitis A, B, and C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Counseling Services**

The counseling program at Schall Elementary School is under the direction of our counselor, Mrs. Stacy Flores. She is available to work with students individually, in small groups, or in whole-class lessons. Students who may be experiencing difficulty with grief, divorce, friendship or school adjustments may receive counseling. Please inform the office in writing if you do not want your child to receive counseling services. Mrs. Flores is available to students, parents and guardians during regular school hours at 673-3168 ext. 3007.

### **Crossing Guards**

Crossing guards are provided by the City of Caro and are stationed at State Street and Burnside, and in front of Schall on Frank Street. They are on duty 7:30-8:10 am and 3:18 – 3:45 pm each day that school is in session. Please stress the importance of your child crossing these busy streets when and where a guard is available.

### **Dress Code**

It is our responsibility at Schall School to provide a safe learning environment for all students to learn and perform at their best. We believe that proper dress reflects the school and self-pride.

Students should dress in a manner that is acceptable to parents and the school. Children should be appropriately dressed for learning and for safety. Outer clothing should be suitable for weather conditions.

- Students should be dressed for the weather so that they may play outside every day.
- In the winter children need to have winter coats, hats, gloves, snow pants and boots as they will go outside as long as weather permits.
- Children need to wear appropriate foot wear for gym and recess. Tennis shoes are required for gym class. We suggest students keep a pair of tennis shoes in their locker for gym and recess play.
- Shoes should be appropriate for recess outdoors. High heels, platform shoes, and sandals may inhibit play and promote injuries and should not be worn. Flip flops and shoes with wheels are not permitted at school.
- Socks must be worn with shoes (**toes must be covered**) and if sandals are worn, they must have straps on the back.
- Skirts, shorts, and pants must completely cover under garments and be free from holes and tears that reveal skin above fingertip length when hands are at the side. Clothing should not be suggestive or offensive. Clothing which advertises or advocates violence, death, or illegal practice (drugs, alcohol or tobacco) or may be interpreted as a sexual connotation is not allowed.

- Tops with spaghetti straps, halter-tops, spandex, muscle shirts, bare midriff shirts, see through clothing, short shorts, short skirts, pajamas (except on pajama days) fish netting with large loops and shirts containing inappropriate language and logos may not be worn.
- Bare midriffs are not to be exposed and shirts must tastefully cover the torso. (This includes no low-cut necklines or armpits in shirts. Tops must cover up to just under the armpit.)
- Straps on tank tops must be at least 3 fingertips wide and are not to be shirts that have had the arms cut off.
- Hats (except for hat days) and hoods are **not** to be worn inside the school.

A parent will be called to bring appropriate clothing to school if the dress code is not followed.

### **Emergency Closing/Delayed Openings**

Early release information forms are sent home at the beginning of the year. Please keep us informed of any changes.

In case of emergency school closings, announcements will be made through our Skylert system, Caro Community Schools' Facebook page, WJRT-TV12, NBC-TV25, WNEM TV5, and Radio WLEW 102.1 FM/ThumbNet. On occasion it is necessary to delay the opening of school due to unsafe conditions that are of short-term duration. Please do not drop your child off at school during one of these days. It can be a frightening experience for children to have to wait, possibly for up to an hour or longer by themselves. Supervision is not available on delayed openings.

### **Enrolling in the School**

In general, state law requires student to enroll in the school district in which their parent or legal guardian resides unless enrolling in schools of choice under the districts open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- An original birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- 2 proofs of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

### **Equal Education Opportunity (Nondiscrimination Statement)**

It is the policy of this District to provide an equal education opportunity to all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below: Superintendent (989)673-1002

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **(Skyward) Family Access**

We would like to welcome you to the educational team. We are happy to provide **Skyward** student information software, a web-based service that will allow parents and authorized family members to view “real-time” attendance records, schedules, food service balances, grades, assignments, progress reports, and discipline issues.

With **Skyward Family Access**, the Caro School District gives the parent the power of information. This tool will help us involve parents in the educational process and will also eliminate surprises at parent/teacher conferences and report card time. When parents and teachers get together with up-to-date information, they can better plan for the student's educational success.

We have also added a new module to our Skyward software called “**Skylert**” that will improve communication with parents. This powerful tool will contact you if your child has an unexcused absence, if your food service balance is below \$5.00, or with messages such as school cancellations or school emergencies. You have the option to make choices through Skyward Family Access under the Skylert tab whether you would like to receive this information via a phone call, text message, email or all three.

**To obtain username and password information, please email Doreen Oedy at [doedy@carok12.org](mailto:doedy@carok12.org).**

### **Field Trip Policy**

Field trips are an extension of the school curriculum and are designed to stimulate student interest and inquiry. They provide opportunities for student enrichment not usually possible in the classroom setting. Field trips are carefully planned with specific objectives related to the curriculum.

In order to insure the highest quality field trip experience possible for all students it is necessary to establish guidelines for students. Students failing to meet these guidelines will not be allowed to participate in the field trip experience. Those students not allowed to go on the field trip will be expected to attend school and carry out an alternative program for the day.

Serious violations of guidelines would include such things as chronic misbehavior, in the classroom, on the playground and lunch area, and serious poor behavior choices.

Students must ride the bus to the field trips. They are not to ride with parents or with other adults. With prior arrangements students may ride home with parents that have chaperoned the field trip. Students are not to leave with parents until the parent has signed them out with the teacher. When field trips are planned, space is very limited on the bus and at the events. Please be respectful of the fact that not all parents can go on the field trip as chaperones. Also, remember that field trips are extensions of the educational experience and are not family outings, therefore, siblings and other children are not permitted to go on the field trips.

### **Homebound Instruction**

The school district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The district can provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an education program.

### **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the State mandated test and graduation.

Homework will be used to enhance the student's learning.

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.



## Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures if they qualify. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Joe Chapelo at 989-673-1006 to inquire about evaluation procedures and programs offered by the District.

## Injury and Illness

All injuries must be reported to a staff member. If it is a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

If your child is sick, please keep your child at home. This helps prevent spreading of infections among children in our building. We need to be informed if your child has any communicable diseases such as measles, mumps, chicken pox, scabies, pink eye (conjunctivitis), strep throat, or any communicable disease.

During school, if your child complains of feeling sick, we will take their temperature and if it is 99.5 degrees or greater, we will call you to come and get them. Students must be fever and vomit free for 24 hours before returning to school.

It is the policy of Schall School to exclude children from school with live head lice or the presence of untreated nits in their hair. If your child is sent home with head lice, they will need to be treated and then cleared by the school health coordinator/office before they will be permitted to go to their classroom.

When we receive a note requesting a child to stay in for recess because of illness we will do so for one day. If it is necessary for your child to stay in for a longer period of time, a doctor's excuse is necessary

## Inclement Recess Weather

The principal or an authorized person will use an on-site weather device to determine wind-chill and temperature on questionable days. If air or wind chill temperature is ten degrees or below children will remain indoors at recess. We watch the wind chill throughout the day to determine if the children stay in or go out for recess.

## Instructional Material Review

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## Leaving School Grounds

We are concerned about the safety of the children placed in our care. In order to be under proper supervision, each child must remain on the school grounds from the time she/he arrives until she/he leaves to go home. **All children arriving after 8:15 am MUST sign in at the office. Any student leaving before 3:18 pm MUST be signed out in the office by a parent or guardian.** Under no circumstances is a parent or guardian to pick up a child from the *playground* or the *classroom*. You MUST report to the office and your child will be called to the office. If it is necessary for someone other than a parent or guardian to pick up their child, they MUST be on your child's emergency care form. They may also be asked to show picture identification before the child will be released to them.

## Lost and Found

Things that are found in the school and appear to be lost by one of the children in our building are placed in a box in the hallway. Jewelry, money, and glasses are turned in at the office. If your child loses anything, please have them look first in the lost and found box and then inquire in the office. **Please put your child's name on all personal articles.**

## Make-up Work

It is not necessary to request make-up work for a one-day absence. For two or more days absent we would appreciate morning calls requesting work so that the teacher may have time to prepare assignments. Homework may be picked up in the office after 3:18 pm.

## Medication

If any student must receive (be administered) medication prescribed by his/her physician during school hours, it shall be the policy of this district to provide adequate control and supervision of the administration of medication. Such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule.

If the pupil is to take medication every day, a form must be on file in the school, containing the doctor's signed instruction and the parent's signed permission. The medication **MUST** be in a **PRESCRIPTION BOTTLE** showing the pupil's name, the Pharmacy prescription number, and identification of the medication (the name of medication), the dosage and time to be administered. Medication forms are available in the school office. **Do not send any medications to school with your child. Parents are to pick up and drop off all medications to the Health Coordinator's office.**

*If a pupil is to take medication temporarily for an acute illness, such administration of medication must comply exactly with the direction of the pupil's physician as to dosage and time schedule. A written permission form from parent/guardian must be on file as well as a doctor's signed instruction. Any over the counter medication (i.e. Tylenol, ibuprofen, cough syrup...etc.) will also need to have a doctor's signature and permission signed by parent/guardian. **NO MEDICATION** under any circumstances will be given at school until all medication forms and signatures are on file.*

In event of physician ordered changes in a pupil's medication program, the school shall receive such orders directly from the attending physician by written instruction.

There should be little emphasis on pupil's taking medication as possible. It should be treated as natural, appropriate, safe service we are pleased to offer.

## Policy for Parent Involvement

Research indicates that parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores, better attendance, higher rates of homework completion, more positive attitudes towards school, less disciplinary actions, higher graduation rates and increased post-secondary enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions and positive changes in student achievement.

With this in mind, Schall School implements the parent involvement activities outlined in Caro Community Schools Board Policy as the main focus of our school's policy.

Schall School supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psychosocial development of their children.

The building principal will act as the key liaison for parent involvement. The building principal will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include both school and home activities. The parent involvement plan will include specific attention to obstacles, which preclude parent/guardian participation with intended remedies.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Seeing that my child attends school regularly and is punctual.
- Read with my child daily and let my child see me read.
- Respect the diverse cultures of the school.
- Support the staff in its efforts to maintain proper discipline.
- Stay aware of what my child is learning.
- Maintain high expectations for my child.

In order to facilitate a collaborative partnership, the school's staff and administration, are committed to:

- Provide an environment conducive to learning for all students.
- Maintain high expectations for staff and students alike.
- Utilize a variety of teaching techniques to benefit all students and develop strategies and learning experiences to enable parents to participate actively in their child's education. Communicate strategies for accessing online programs such as Compass Learning.
- Maintain open lines of effective communication with all students, parents and community members in order to support student learning. Communicate in a variety of ways, including phone calls and email.

- Seek ways to involve parents, students and community members in school activities and advisory groups and committees at the school level. Explain state level GLCEs, MEAP data and local assessments at parent teacher conferences and other parent meetings scheduled throughout the year such as PTO meetings.
- Establish effective two-way communication with all families respecting the students, their parents, and the diverse culture of the school.
- Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well-being.
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs.
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support.
- Coordinating the services and resources from other programs to maximize support to the parents and students.
- Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and to use the results to redesign the strategies for maximum participation.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program.
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate. Encourage parent attendance by providing childcare and snacks. Make home visits if necessary to involve parents with transportation issues.
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels on a timely basis but no less than the end of each trimester in a language that parents can understand.
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices.
- Offer a flexible schedule of meetings.
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home.
- Providing support or training to build the staff's capacity to effectively involve parents. Encourage parents to observe their child's instruction in both classrooms and Title I programs.
- Create collaborative school-parent-student agreements (compacts) that outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement and be distributed to all parents during Parent-Teacher conferences in November.

### **Playground**

All children will be expected to go outside for recess every day. In case of inclement or extremely cold weather children will stay inside. If a child has been seriously ill, parents must send in a written request for the child to remain inside for **1 DAY**. If a longer period of time is necessary, a written statement must come from a physician. When on the playground, students are expected to follow playground behavior expectations. Each classroom will have a list of playground expectations.

Food and drinks are not allowed on the playground unless it is specified "picnic lunch" day.

### **Positive Behavior Support (PBIS)**

Expectations of positive behavior are taught and modeled daily in the school environment. Students are encouraged to demonstrate "good character" by being respectful, using safety and being responsible. Students are acknowledged for their positive behavior and may receive a "Tiger Ticket" which will allow them the opportunity to earn rewards.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Central office upon request.

## **Report Cards/Conferences**

A list of grade level expectations will be given to parents at the beginning of year. Students will be assessed based on the expectations in each subject. In order to better inform parents and students, progress reports (report cards) will use the following scale to indicate how the student is performing. Please feel free to monitor your student's progress on Family Access.

<b>A</b>	<b>93-100%</b>
<b>A-</b>	<b>90-92%</b>
<b>B+</b>	<b>87-89%</b>
<b>B</b>	<b>83-86%</b>
<b>B-</b>	<b>80-82%</b>
<b>C+</b>	<b>77-79%</b>
<b>C</b>	<b>73-76%</b>
<b>C-</b>	<b>70-72%</b>
<b>D+</b>	<b>67-69%</b>
<b>D</b>	<b>63-66%</b>
<b>D-</b>	<b>60-62%</b>
<b>E</b>	<b>0-59%</b>

Student led conferences will be set up and scheduled in the fall. Please feel free to call the school to set up a conference with your child's teacher at any time.

## **Safety and Homeland Security Drills**

During the school year, regular drills are held following established procedures for the safety and protective supervision of students in case of school wide emergencies. The County Director of Civil Defense and the Village Fire Chief has approved drill procedures.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down/secure in place drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

In case of actual emergencies, students would be sent home only if the building were rendered unsafe. In case of severe weather alerts, students are not dismissed early unless parents come for them.

If conditions (weather or otherwise) are unsafe at the time of dismissal, students will be held at Schall until an "all clear" has been given.

## **Scheduling and Assignment**

Schedules and classroom assignments are considered carefully to determine the best educational placement for each child and the best classroom environment possible with classrooms being balanced. The principal will determine final assignments, retentions, and classroom programs. Any questions or concerns about the assignment should be discussed with the principal.

## **Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are not permitted on student lockers.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computer located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files,

databases, and any other electronic transmission contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the students' knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the school. A student's refusal to permit such access may be grounds for disciplinary action.

### **Snack List (PE Nut List)**

Snack time is optional and at the discretion of the teacher. Please plan small portions that can be eaten in 5 minutes or less. Pre-pack your child's snack in single serving snack-size bags, or purchase snack-size, prepackaged portions. Please review the list of Healthy Snacks that are acceptable:

**Fruits & Vegetables (dried or fresh)**  
**Dry Cereal (unsweetened)**  
**Crackers**  
**Granola & Cereal Bars**  
**Pretzels**  
**Bread Sticks**  
**Yogurt**

**Popcorn (without cheese)**  
**Rice Cakes**  
**Cheese**  
**Meat**  
**Nuts**  
**Trail Mix (without candy)**

### **PLEASE TRY TO AVOID:**

Foods with artificial colors- High sugar, high fat foods  
Students should NOT bring soda pop to school  
Gum can be chewed in classrooms only with permission of the teacher.

### **Student Assessment**

All 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students will be required to take the state assessment. These assessments generally take place in April and May of each school year. Parents and students should watch school newsletters and the local press for announced testing dates and times.

Additional group tests will be given to student to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **Student Concerns, Suggestions and Grievances**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal, counselor or student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. NO student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

### **Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and associate and to fair treatment as long as they respond those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

## Student Sales

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## Student Well Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down (secure in place) and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

## Telephone Calls

Students can use school phones for emergencies only. Students are not to use cell phones for any reason at school including emergencies. The office needs to be aware of any emergency issues with students, therefore the school phones are to be used for contact home. Requests to go home with classmates after school are not considered an emergency and need to be taken care of in advance.

Teacher's extensions are listed in this handbook. Non-emergency messages may be sent to the teacher's voice mail. Please understand that voice mail messages may not be heard until after school when teachers have time to listen to them. **Please direct all emergency messages and last-minute dismissal arrangements to the office by 2:30 PM. No last-minute changes will be given to students after 2:30 PM unless it is an extreme emergency.**

## Transfer Out of the District

When families move and/or students transfer enrollment to another school parents or guardians will need to enroll their child in the new school district and complete and authorization for release of records to that school. Once our school has received a copy of that release the student will be unassigned from our district and all records will be sent to the new school.

## Transportation

All school rules apply on the bus and in bus loading zones. Please see the separate *transportation handbook* for complete details of all bus rules and guidelines. Students are not allowed to ride buses that they are not assigned to for any reason.

## Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. It is important to keep in mind that students will lose valuable instruction while away on vacation that cannot be made up.

## Visitors/Volunteers

**All visitors and parents must report to the office.** We welcome visitors, particularly parents, at school. To ensure that our students are safe and the educational process is not disrupted, the following procedures need to be followed:

1. Classroom visits need to be arranged 24 hours in advance. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.
2. All individuals who are scheduled to make a classroom visit/volunteer while school is in session need to:
  - Sign in at the office
  - Receive a name tag
  - Sign out at the office
3. If you wish to meet with the teacher, please schedule a conference outside of instructional time.
4. During classroom visitation, parents are not to videotape or otherwise record classroom activities without the permission of the principal.
5. All volunteers going on field trips must have been cleared through the volunteer process.
  - Fill out the volunteer form and return to Kristen Stein, at Superintendent's Office. It will be cleared through ICHAT
6. All visitors and volunteers must exhibit civil and orderly conduct. We expect all adults to be a positive example for our students in regards to behavior and attire.

# CARO COMMUNITY SCHOOLS

## SCHOOL CALENDAR

### 2025-26

August	18	Monday	Teachers' PD Day – No School for Students
	19	Tuesday	Teachers' PD Day – No School for Students
	20	Wednesday	<b>First Day for students</b> – Start of Trimester 1 – Half Day 11:45 Dismissal
	29	Friday	Labor Day – <b>No School</b>
September	01	Monday	Labor Day – <b>No School</b>
	17	Wednesday	Early Release for Students 11:45 a.m. – Teachers' ½ Day PD
October	01	Wednesday	Count Day
	17	Friday	Teachers' PD Day – <b>No School for Students</b>
November	14	Friday	End of Trimester 1 - Early Release for Students 11:45 a.m. – Teachers' ½ Day Records
	17	Monday	Start of Trimester 2
	19	Wednesday	Early Release for Students 11:45 a.m. – Teachers' ½ Day PD
	26-28	Wed.-Fri.	Thanksgiving Break – <b>No School</b>
December	22-31	Mon.-Tues.	Christmas Break – <b>No School</b>
January	01-02	Thur.-Fri.	Christmas Break – <b>No School</b>
	05	Monday	Return from Christmas Vacation
	28	Wednesday	Early Release for Students 11:45 a.m. – Teachers' ½ Day PD
February	11	Wednesday	Count Day
	16	Monday	Presidents' Day Break – No School
	27	Friday	End of Trimester 2 - Early Release for Students 11:45 a.m. – Teachers' ½ Day Records
March	02	Monday	Beginning of Trimester 3
	11	Wednesday	Early Release for Students 11:45 a.m. – Teachers' ½ Day PD
	30-31	Mon.-Tues.	Spring Break – <b>No School</b>
April	01-0	Wed.-Fri.	Spring Break – <b>No School</b>
	06	Monday	School Resumes
May	25	Monday	Memorial Day – <b>No School</b>
	29	Friday	Last day for students – - Early Release for Students 11:45 a.m. – Teachers' ½ Day Records

