

Central Avenue Elementary



Student/Parent Handbook 2019-2020

Central Avenue Elementary
4505 104th Street East
Tacoma, Washington 98446
(253) 298-3200

CENTRAL AVENUE ELEMENTARY WELCOMES YOU TO A NEW SCHOOL YEAR!

Dear CA Students and Parents,

I am extremely proud to be a part of this very special neighborhood school that is rich both in history and tradition. My goal as the principal continues to center on high student achievement for all students as we integrate best practices and technology in every classroom to reach our academic goals. Our school exemplifies a strong sense of community and fosters a warm family atmosphere.

The purpose of this handbook is to familiarize you with our guidelines and procedures. These reflect the most current research on creating a school environment where academic achievement can flourish. We know that high level learning takes place best in an environment where all adults in the school, regardless of role, appreciate that they are teachers to all the children and where all members of the school community feel safe and respected. We know that safety and respect grow when expectations and procedures are clear and consistently reinforced. Fair and consistent guidelines and procedures encourage students to be responsible. We believe that all students can work to manage their behavior at school and have a responsibility to behave in a manner, which allows teachers to teach, and students to learn. We also believe parents need to know the guidelines so that they can support the expected behaviors.

Creating and maintaining a quality learning environment involves everyone-parents, students, teachers, support staff, and community members. We are proud of the commitment to quality schooling and to the support shown by all those in our school family. You are the essential ingredients in our school's success.

Please take some time to review this handbook with your child. If you have questions, please let us know. We welcome all feedback regarding this handbook.

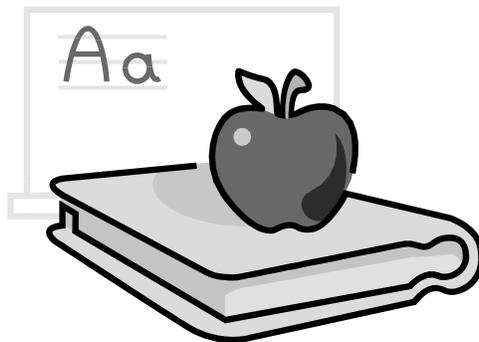
We are looking forward to another terrific year!

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I. Introduction

Contact Information

Central Avenue Elementary
4505 104th Street East
Tacoma, Washington 98446
(253) 298-3200

Principal: Tonya Middling
Assistant Principal: Kristin Hillius
Office Manager: Lynn Ausley

Franklin Pierce School District
315 129th Street South
Tacoma, Washington 98444
(253) 298-3000

Superintendent: Mr. Lance Goodpaster
Asst. Supt.: Dr. Shaun Carey

Student Expectations

At Central Avenue we believe every student is capable of being successful by following the school expectations.



Cooperation
Accountability
Respect
Effort

Voice Levels used throughout the building

Level 0 – Silent
Level 1 – Partner
Level 2 – Table Talk
Level 3 – Presentation
Level 4 – Recess

All students follow our HFOME expectations

Hands
Feet
Objects
Mouth
Eyes/**E**ars

Attendance-
On Time
Every Day
Ready to Learn

Parents' Responsibilities

At Central Avenue, we believe that it is the responsibility of the parents to help your child succeed by:

1. Knowing what behavior is expected at school and discussing the rules with your child.
2. Being aware of your child's behavior, through communication and contact with the classroom teacher.
3. Supporting and following through with school policies.
4. Making sure your child arrives on time, in good health, with proper rest and nourishment.
5. Providing a place and time for homework each day.
6. Obtaining the necessary school supplies.

II. General Information

A. Arrival and Departure from School

Goal: *Students will arrive and depart in a safe and orderly manner.*

At the Beginning of the Day

1. Breakfast students are dismissed from the busses at 9:15 to walk directly to the cafeteria to pick up their breakfast.
2. Students get their breakfast and go their designated area in an orderly manner.
3. Non-breakfast students will be dismissed from the bus to their designated area.

Parent Drop off in the morning

1. Students may be dropped off no earlier 9:20.
2. Enter far end of west parking lot and pull forward as far as possible.
3. Let students out of car.
4. Students (crossing in front of the car if necessary) walk to the fence, then to the cross walk and wait to be crossed to the playground.
5. For safety reasons – **Please Do Not** let students out of your car across the road from the school.
6. Do not park in the Bus Zone.

At the End of the Day

1. The classroom teacher will dismiss students as their bus number is announced and for parent pick-up.
2. Students will go directly to their bus line and continue to follow the school rules.
3. For safety and security reasons, we have three parent pick-up locations:
 - a. *Lobby:* Parent pick-ups are dismissed to the lobby. All K and 1st grade students will be picked up from a designated classroom in the upper building. Please keep hallways and lobby as clear as possible since we have many students traveling through these areas.
 - b. *Music Portable:* Students picked up by parents may use the area just outside the music portable for parent pick-up if using the back lot. Please do not enter the lower 300 building for parent pick-up for security reasons.
 - c. *Cafeteria:* A third option includes picking up your child from just in front of the cafeteria. Please do not cross through or park in the east parking lot.Please establish with your child the location for daily pick-ups to minimize confusion and to ensure consistency.
4. Walkers wait in line in the west parking lot until released by the adult supervisor.
5. Students will be sent on their designated bus unless a **written note** or **phone call** to the office has been provided before 3:30 or 1:30 p.m. on early release days. No exceptions.

6. Please call the office by **3:30 p.m.** (or 1:30 on early release days) if your child is not going to ride the bus home.

B. Attendance

Address Information

The school should be notified immediately if there is a change in the home address, telephone number, or parents' places of employment, and emergency contact names and phone numbers. School personnel must be able to locate parents at all times in case of an emergency.

Check In & Out Procedures

Students leaving school early need to be signed out in the school office. The office staff will call the student's classroom so that the teacher may dismiss the student. For safety reasons, do not go to your child's classroom to pick them up.

Tardiness

Students are expected to be in their classrooms at 9:25 a.m. and ready to begin instruction before the second bell rings at 9:35. Punctuality is an important part of a child's development. Students arriving late must get a pass from the office before entering the classroom. Parents will be notified if their student has excessive tardies and the parent and student will meet with the teacher and principal to develop a plan to ensure the student will arrive on time at school.

Absences

Vacations and business trips during the school year are discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If however, the family believes that taking their student out of school is necessary, ***the principal must be notified in writing five days prior to the absence.*** Procedures for completing missed work must be established at that time.

When students have been absent, they must bring to school on the first day they return, a written excuse from the parent/guardian explaining why they were absent. The excuse should include the date(s) of the absence, the reason for the absence, and the signature of the parent/guardian or of a doctor who has treated the child. If a student is frequently absent, the principal may ask the parent to provide more information about the absences.

C. Building Safety

Goal: *The hallways will be a safe and quiet environment.*

Traveling Within the Building

Students will demonstrate safe and respectful behavior while transitioning between classes, recesses, to and from the busses, and traveling within the building.

1. **Walk** at all times, keeping your hands and feet to yourselves.
2. Keep to the right in the hallway and when entering or exiting through doors.
3. Use a Level 0 voice to respect the classes in session.
4. Respect walls and bulletins boards by not touching them.
5. **Passes are required** when you are not with your class.

School Visitors/Volunteers

For the safety of our students, all visitors and volunteers must check in at the office. You will need to sign the visitor or volunteer log and receive a name tag to wear while on campus. Upon leaving, please check out at the office and return the tag.

For safety and security of our students all doors except for the front doors of the school will be locked during the day.

While in our school, please do not feel offended if a staff member asks who you are or why you are in school. They are looking out for the safety of the students.

Restroom Behavior

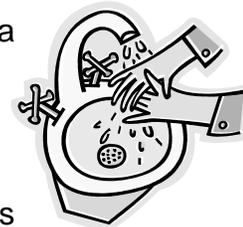
Goal: *The restroom will be clean and safe.*

Students will use the restrooms appropriately and behave respectfully.

Restroom Guidelines

Students will use the following guidelines when using the restrooms:

1. One child per class will be allowed to use the restroom at a time. Students must have a pass from their teacher.
2. Students will enter quietly, use the restroom quickly, wash their hands, and return to class right away.
3. **Go, Flush, Wash, Leave!**
4. Students should be using the restroom during lunch/recess time to eliminate classroom disruptions.
5. If a student needs to use the restroom during recess or lunch they must get a pass from the supervising duties.



D. Dress Code

Dress Code Guidelines

It is important that children take pride in their appearance. Appropriate school attire reflects pride in self and school and enhances a student's self image and conduct.

Students are expected to be neat, clean and dressed appropriately for school activities. The following are dress code guidelines:

1. Hats, hoods, headgear, and gloves may not be worn in the building.
2. Clothing that promotes or advertises drugs, alcohol, tobacco products or other inappropriate products are not permitted.
3. Clothing must cover the person from the shoulders to the mid-thigh.
4. Transparent clothing, strapped shirts, strapless tops, bare mid-drift tops, or nightwear should not be worn.
5. Skirts and shorts need to be longer than your fingertips.
6. Shoes are to be worn at all times. **Do not wear flip-flops** – this is a safety issue.
7. Accessories that interfere or distract from the educational environment will not be allowed. This includes make-up and fake nails.
8. If inappropriate clothing is worn to school, parents will be called to bring other clothes.

Cold Weather Apparel

Even during cold weather, every effort is made to have students spend some recess time outside. It is important that your child be properly dressed with a warm coat, hat, gloves or mittens, and outdoor shoes.

E. Food Service

Goal: During lunchtime the classroom will be a safe, orderly and pleasant environment where people can enjoy meals with friends.

Lunchtime Expectations

1. Enter the cafeteria quietly (Level 0 voice) and orderly.
2. Stand in line facing forward.
3. Take a tray and hold tray with two hands.
4. No talking (Level 0 Voice) in the quiet zone.
5. State your first name clearly to the lunch lady.
6. Stand in line facing forward until your teacher dismisses your class.



F. Library



All staff members, parents and students may borrow materials from the school library. Most classes schedule library period once or twice a week. Students check out materials for a period of a week and may renew, if desired. Students can also use reference materials in the library. Students are responsible for returning the materials in good condition or they may be fined. If materials are lost or damaged, those items must be paid for *before* spring Field Day activities.

G. Lost and Found

Items of clothing marked with a child's name are easily returned to their owner. Other items can be reclaimed at the Lost and Found. Eyeglasses, jewelry, money, or other valuables are kept in the office and can be reclaimed there following appropriate identification. For health, safety, and storage reasons, unclaimed items from the Lost and Found are periodically **donated to charity**. Therefore, please check with your child frequently about any lost or misplaced items.

H. Parent/Guardian Involvement

Parent Teacher Association (PTA)

PTA Groups are established in each school to provide valuable support and service to students and staff. Each PTA sets up fund-raising events to support cultural arts programs as well as other school programs. Families are encouraged to become active members of our PTA.

School Improvement Plans (SIP)

School Improvement Plans have been developed in each school and are revisited each year. Each plan outlines goals and methods for improving academic achievement. Parent input is welcomed and at least one parent sits on the S.I.P. Committee. Our Plan will be shared at a publicized parent meeting or in written form in our newsletter.

Requests for Class Placement

Many professional hours of planning and preparation are spent in the spring to ensure the most appropriate class placement for each child. To change even one student can upset the balance that was very carefully created by the teachers and the principal. Therefore, requests for a child's placement with a specific teacher are not invited.

Classroom Visits

A close working relationship between the home and the school is an essential ingredient for school success. We welcome observers in the classroom at Central Avenue. If you would like to visit your child's classroom or another classroom, prior arrangements must be made with the teacher you wish to observe. The principal may accompany the parent upon these requests.

I. Parent/Teacher Communication

Report Cards

The report card is a record of your child's progress and effort in each subject area. They are issued following each twelve (12) week period. These standard reporting forms record the performance in the following areas:

- Class participation
- Class assignments

- Homework assignments
- Tests and quizzes
- Special projects

Calling for Conferences

If you would like to request a conference with your child's teacher, other than the regularly scheduled fall and spring conferences, please do so at least a day in advance by sending an email or calling the teacher between 8:50- 9:20, or 4:05-4:20. This minimizes disruptions during valuable instructional time. We wish to preserve all teaching-learning time to every extent possible.

J. Playground/Recess

Goal: *Recess will be a safe and fun time for everyone.*



We work to provide a safe and respectful environment where students can develop social skills with one another on the playground. Students may receive a lunch time recess and an afternoon recess. The following rules were developed so that students can be safe on the playground.

Playground Expectations

1. General misconduct such as play fighting, kicking, pushing, karate, tagging, chasing, and grabbing of clothing of any kind is not tolerated.
2. Objects such as rocks, sawdust, and twigs, etc. are to stay on the ground.
3. Walking to and from recess is expected.
4. Appropriate language for school is to be in use at all times.
5. Students must stay out of mud puddles and soggy grass.
6. Use the playground equipment appropriately. (See rules below)
7. In cold weather, coats must be taken outside. After students have left the classrooms, they are not allowed to return unsupervised to get their coats.
8. For dangerous or illegal behavior, such as fighting, students will be sent directly to the office to conference with the principal. The parents will be notified of the infraction and the consequences.
9. Play safely and have fun!

Boundaries/Limits

1. Red cones will be placed in any area that is off limits.
2. Students must stay within the fenced playground area where there is supervision.

Leaving the Playground & Returning to Class

1. No student will be allowed to leave the playground during recess without prior approval.
2. During recess, students must have a pass to enter the building to use the restroom or come to the office. Passes may be issued by the playground duties.
3. Students are encouraged to solve recess problems at recess with the student peacemakers or playground duty if necessary. They should return to class ready to work.
4. Peacemakers are students in grades 3-5 who have been trained and are on the playground to help resolve recess issues.
5. When the bell rings, students freeze. When the whistle blows students are to WALK to line up in the designated areas.

Rules for Playground Equipment

To ensure student safety while using the equipment, here are some safety rules for its correct use.

Swings

1. Sit on your bottom on the swing.
2. Hold on to the swing with both hands at all times.
3. Jumping out of the swing is not allowed.
4. Swing back & forth not side to side, or twist and spin
5. Only one person on the swing at a time.

Bars and hand bars

1. Jumping off is not allowed.
2. Hold on at all times.
3. Hands and feet remain to yourself; do not kick or touch others.

Jump ropes

1. Jump ropes are for jumping only.
2. Jump ropes are to stay on the blacktop.

Playground balls

1. Designated balls are to be used for Wall Ball only. They are not to be kicked.
2. Do not kick any ball in or around the blacktop area.
3. Four-square balls are to be used only for 2 or 4 Square, not Wall Ball.
4. Soccer balls are used only for Soccer.
5. Basketballs are for Basketball only.

If students have a difficult time following the playground rules, there will be consequences. These consequences range from a verbal warning, time on the fence, or a CARE referral to a possible loss of recess privileges.

K. School Closure Information

In case of an emergency or bad weather, school may be closed or delayed. If this happens, the local radio and television stations will be notified. You may also receive a phone call from our automated system informing you of a late start or school cancellation.

School closure means that all schools will be closed for that day only. All school related activities will be cancelled. If schools close early, students will be dismissed based on the information parents provide at registration. If necessary, emergency contacts will be used. **Please discuss these emergency arrangements with your child.**

AM Stations		FM Stations		TV Stations	
KNWX	1210	KBSG	97.3	KOMO	Ch. 4
KGY	1240	KGY	96.9	KING	Ch. 5
KIRO	710	KLSY	92.5	KIRO	Ch. 7
KIXI	880	KKBY	104.9	KSTW	Ch. 11
KLAY	1180	KMPS	94.1		
KOMO	1000	KRWM	106.9		
KRPM	1090	KPLU	88.5		
KVI	570	KMTT	103.7		

L. Student Health Services

It is our philosophy to work cooperatively with parents to provide a healthy and safe environment for learning. **If your child has a special health concern, please notify the teacher and the school health office.** This includes chronic asthma, food allergies, bee sting allergies, or any condition that would affect your child during school hours. Should your child be taking daily medication at home, please notify the health office so any side effects can be recognized and treated.

Student Accident or Illness

In case a student has an accident or becomes ill at school, the following steps will be taken:

1. First aid will be administered.
2. If serious, the parents will be contacted. Please be aware, that a school nurse may not be on site to make a diagnosis. Therefore, the health assistant or office personnel will exercise their best judgment in determining whether the situation is serious, and if emergency personnel need to be contacted.
3. If the parent can't be reached, the emergency contact provided by the parent will be called. Please be certain that the school has at least two emergency numbers to call in case you cannot be reached. Please keep these numbers up to date when contacts move or change jobs. Persons listed on the emergency card will be considered to have your approval for temporary care. Children

leaving school during the day for health or other reasons must have a parent or authorized guardian sign them out through the school office.

Medication

Parents have the primary responsibility for administering medication to their children, but if medication is needed during school hours, **a medical permission form, signed by a parent and physician is required before any medication can be given at school. State law allows for students to be administered only oral medications at school (including inhalers). The two exceptions in this law are for insulin and epi pen use.** Medication needs to be in the original container with the doctor's instructions attached and an accurate dosage spoon or cup to give liquids. These forms are available in the school office or health room and describe the responsibilities and guidelines for the administration of medication. Students are not to have any over-the-counter medication in school at any time. The health room staff cannot administer cough drops, aspirin, etc without a doctor's order.

M. Supplies

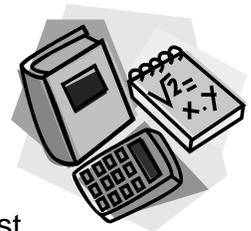
School Supplies



There are no school funds available to purchase school supplies, so it is the responsibility of the parents to furnish what is needed for each grade level. Please check with your child frequently for the need to replenish their supplies. If financial assistance is needed, please check with your child's teacher for possible donated items.

Textbooks and Math Supplies

Textbooks and math supplies such as calculators, templates, and measuring tapes are the property of the school and are loaned to the students to use during their time at Central Avenue. It is expected that these items are handled with care and kept in good condition. If these books or supplies are lost or damaged, you will be required to pay the cost of replacement.



N. Toys/Games at School

No cell phones, toys (spinners, gak, slime, play-do), games, sports equipment, or other items that interfere with the learning environment are to be brought to school without clearly stated permission from the child's teacher, usually for the purpose of sharing or part of a class assignment. The school is not responsible if any of these items are lost or stolen on school property. If such items are brought to school, they may be taken and kept in the office until parents come to claim them or held until the end of the school year if repeat offenses occur.

O. Transportation

Goal: *The busses will be a safe environment for all students.*

Bus Service

To ride a school bus is a privilege and a convenience for the student and his/her family. There are certain standards of behavior that are necessary for the personal safety of the students.

Expectations on the Bus

1. Students are expected to give the bus drivers the same high level of respect they give to their teachers.
2. Students must follow the directions given by the bus driver at all times.
3. Heads or hands must not extend out the bus window.
4. Students must stay in their seats until the bus stops.
5. Students should be quiet at railroad crossings.
6. Materials are not to be thrown on the floor or out the windows.
7. Intimidation of a student by another student will not be tolerated.
8. Students are to use Level 1 voices (Partner talk).
9. Students are expected to respect the rights and property of others.

Permission for Bus/Parent Pick-Up Changes

Students must have a note from parents requesting permission for their child to leave the bus at any point other than home.

Consequences for Infractions

The driver and the transportation department will handle most bus misconduct. If necessary, a parent may be called for a conference with the driver, principal, student and the Director of Transportation. Parents, please call transportation directly at 253-298-3865 for questions or concerns regarding late busses, issues at bus stops, or on the bus.

Bike Riding Agreement

Goal: *Students will ride their bikes safely to and from the school.*

Expectations for Bike Riding

1. Bike riders need to have a "Bike Riding Contract" signed by a parent and returned to the office before they can start riding to school. Contracts are available in the school office.



2. Students in grades 3-5 only are permitted to ride to school.
3. Students must ride their bikes on the right side of the street, single file.
4. Once on the school property, students are required to walk their bikes to the bike rack.
5. Bikes need to be locked in the bike rack.
6. Bike riders are required by law to wear bike helmets.

Consequences for Bike Infractions

If students do not follow the bike riding rules, they will receive a consequence. The first offense will result in a verbal warning and a review of the bike riding rules. Further offenses will result in the loss of the privilege of riding the bike from a week, to the remainder of the year.

III. Discipline Policies/Guidelines

A. Discipline Policies

Each student is expected to behave in a positive manner. The primary focus of the school is the education of children. The school climate must be preserved so that all children are free from distraction so that learning may occur. Teachers shall be responsible for the discipline in their classrooms and shall assist with discipline in all areas of the building. Teachers teach expected behaviors using CHAMPS, our positive behavior classroom and schoolwide management system.

When the student's behavior becomes a detriment to the learning environment, the teacher or staff member decides what action must be taken. The student is reminded of the expectations, may be sent to a buddy room, or outside of class for a short time for a restorative conference. Parents will be called by the teacher if the problem persists. If interruptions continue, a teacher can send a student to the Principal or Dean for to resolve the conflict and make it right.

Attendance

In cases of poor attendance or excessive tardiness, the teacher and/or principal will contact the parents. Students will be expected to make up assignments missed due to absences. It is the students' responsibility to check with their teacher about make-up work. The number of days allowed to complete make-up work will be determined, but will not exceed the number of days the student was absent. A grade of 0 (zero) will be given for work missed and not made up.

Severe Misbehavior

Most inappropriate behavior will be dealt with in the classroom and on the playground through teacher and student restorative discussions.

However, four categories of severe misbehavior will result in the student being sent immediately to the office.

Physically Dangerous Behavior

Fighting, assault, and/or physical intimidation. If students do not respond to the request to stop, adults will use professional judgment to determine whether or not to intervene physically.

Illegal Acts

Theft, use or sale of drugs, and/or possession of weapons. If an adult is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The administration must make all decisions regarding whether or not to contact any relevant authorities.

Insubordinate Behavior

This behavior is defined as the direct refusal to comply after one or more forms of corrective action have been attempted without compliance creating an immediate and continuing threat of substantial disruption to the learning environment prior to excluding a student.

Bullying

Bullying causes pain and stress to victims and is never justified or excusable. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying is defined as repeated, one-sided and excluding someone.

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