



# sparks



North Central  
Elementary

## INDIVIDUAL CAMPUS SUPPLEMENT

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2023-2024

# TABLE OF CONTENTS

YES PREP STUDENT HANDBOOK .....3

OPENING LETTER FROM PRINCIPAL .....3

CAMPUS ACADEMIC SUPPORT .....3

    Required Tutorials.....3

CAMPUS CULTURE..... 4

    Campus Core Values ..... 4

    Student Recognition..... 4

    Positive Incentives and Rewards.....5

    Requesting a Teacher Conference .....5

    Before School Expectations and Procedures .....5

        Building Hours ..... 6

        Early Drop Off..... 6

        Car Rider Drop-Off..... 6

        Walking Students to Class..... 6

    After School Expectations..... 7

        Dismissal Procedures ..... 7

        After School Programming .....8

    Dress Code Expectations.....8

    Food and Drink Expectations..... 9

    Birthday Celebrations .....10

CAMPUS OPERATIONS.....10

    Late Bus Expectations (if applicable) .....10

    Students Arriving Late to School.....11

    Common Area Expectations.....11

    Traffic Procedures.....12

        Parking Lot.....13

        Flow of Traffic.....13

        Early Line Up.....14

        Waiting for Secondary.....14

        Bus and Car Tags.....14

    Dropping off Items for Students .....15

    Academic Field Trips.....15

        Expectations.....15

        Chaperone Procedures.....16

        Special Needs.....16

# YES PREP STUDENT HANDBOOK

The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

## OPENING LETTER FROM PRINCIPAL

NCE Sparks Families,

Welcome to the YES Prep North Central Elementary family! I am humbled that you have chosen YES Prep North Central Elementary as your child's school, and I am excited to lead your student(s) through elementary school as we prepare them for middle school, high school, college, and beyond.

Your family chose YES Prep Public Schools for your student; we understand that decision comes with a lot of responsibility for our team. The educators at YES Prep North Central Elementary are here to support your student and family throughout the elementary school journey. Students, families, educators, and staff at YES Prep North Central Elementary must all work together to ensure that our students have the supports and resources needed to be successful during their elementary school but also to prepare them to be successful in their path to college and beyond.

As we embark on our fourth school year of YES Prep North Central Elementary, I ask that you take time to review the YES Prep Unified Student Handbook as well as the YES Prep North Central Elementary Individual Campus Supplement. These two documents have been created to share information with you about the support and expectations for students who attend our school.

Our ultimate goal is to serve the North Central community by providing a high-quality education in a safe and collaborative learning environment, so that all children achieve their full potential and can live choice-filled lives. We are so excited to have you on this journey.

Shine bright Sparks!  
Michelle LaFlure - Principal

## CAMPUS ACADEMIC SUPPORT

### Required Tutorials

YES Prep North Central Elementary is committed to supporting students academically and strives for every student to achieve on grade level. In order to provide students with additional academic support, some students will be assigned **required** tutorials after school. Required students will be identified by The NCE Academics Team based on data from previous year's STAAR scores, previous and current MAP scores, and TELPAS scores. More information is forthcoming about specific days/times that students will be staying for required tutorials. Students who are required to stay will receive written communication from the school about their assigned tutorials.

We will prioritize tutorials over extracurricular activities such as clubs, sports, and events.

[Back to Top](#)

## Campus Core Values

YES Prep believes social and emotional learning (SEL) enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges and ultimately lead joy-filled lives. Behavior management and discipline should be about teaching and guiding, not forcing a child to obey. The goal of all behavior management or discipline strategies at YES Prep Elementary is to contribute to each child's capacity to make positive, healthy, and adaptive behavior choices that keep themselves and others physically, mentally, and emotionally safe. The Elementary Core Values represent aspirations for staff members and students. They will guide the way in which we reinforce students' positive behavior.



## Student Recognition

YES Prep celebrates high academic achievement as well as student academic and social-emotional growth. At YES Prep North Central Elementary school, students will be recognized on a weekly basis with SPARK Student Awards for displaying characteristics of the core value being celebrated during that quarter (nine-week marking period).

At the end of each quarter and semester students will be recognized with the awards such as:

- Excellent Attendance Award: Recognizing all students that achieved perfect attendance throughout the quarter.
- Super Participator: Recognizing students who excelled in their participation throughout the quarter.
- Imagine Learning: Recognizing students who excelled in their engagement in Imagine Learning throughout the quarter.
- SPARKS Core Value Award: Recognizing two students per classroom who demonstrated the quarter's celebrated core value on a regular basis. At the end of the year, students will be chosen to receive awards for attendance (in alignment with district policy), commitment to academic excellence, commitment to growth, and exemplifying core values.

## Positive Incentives and Rewards

YES Prep North Central Elementary is always looking for ways to celebrate SPARKS who are living out our core values and going above and beyond. Students can be recognized for their hard work and actions by receiving ClassDojo Points. Students can spend their Dojo points at the NCE Dojo Store or from their teacher's Dojo menu.

Other positive incentives and rewards our SPARKS may receive:

- Shout Outs – a public, verbal recognition on the morning announcements of students who are living out our core values, excelling academically and showing exceptional growth, usually accompanied with two claps.
- SPARK Bulletin Board – a public, visual recognition of students who are living out our core values, excelling academically and exceptional showing growth.
- Class Dojo Points-bi-weekly access to use Class Dojo points at the school store or through classroom incentives.

In addition, there are awards for whole class recognition that includes but are not limited to: ·

- Special Guest Reader
- Cotton Ball Jar Dance Party
- Popsicle party

## Requesting a Teacher Conference

Strong family engagement is key to student success. North Central Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Spark Your YES, family conferences regarding report cards, open house, etc.) and we have regular systems of communication regarding classroom and school information and information regarding students (weekly Family Notes, ClassDojo communication, etc.). In addition to the events and structures mentioned, teachers and staff are available to meet with families. To request a teacher conference, families should do the following:

1. Email or send a Class Dojo message to the teacher or staff member directly to request a conference. Contact information can be found on the school's website.
2. If a staff member cannot be reached, the family should contact the Front Office and a member of the staff will follow up within 48 hours.
3. Conferences with teachers will not be scheduled during instructional time. If canceling a conference appointment, please call at least 24 hours in advance so another family conference may be scheduled. If guardians call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 hours.

We **strongly** encourage parents to first get in contact with their student's teacher(s) to discuss any concerns before calling the Front Office to set up a meeting with the teacher or with a member of the Leadership Team.

## Before School Expectations and Procedures

The number one priority of YES Prep North Central Elementary is to ensure the safety of our students. Therefore, these are the expectations and procedures for before and after school:

[Back to Top](#)

- Students should never be unsupervised on school grounds.
- School staff will provide supervision beginning at 7:00 a.m.
- Students are not authorized to go into the instructional area (classrooms) before 7:15 a.m.
- GATES open at 7:00 a.m.
- Cars entering the gate after 7:30 a.m., must park in the visitor parking lot and walk their student to the front office.
- Parents are not allowed to park in the fire lane.
- **Students must be in the classroom by 7:40 a.m., otherwise they will be marked tardy.**

## Building Hours

Front office hours are from 7:00 a.m. to 2:45 p.m. on Monday through Friday. The front office will reopen at 3:15 p.m. for dismissal related purposes. On early release days, the front office will close at 11:45 a.m.

## Early Drop Off

## Car Rider Drop-Off

The North Central Elementary staff will work closely with families to ensure all students arrive and dismiss from campus safely. Therefore, families are expected to follow these expectations:

- Any student who arrives at school prior to 7:00 a.m. will not be admitted into the building
- Students should be ready to exit the car as soon as the guardian comes to a stop (Have backpacks on, lunches and projects in hand, etc.). 2nd -5th grade students should exit on their own and PK-1st grade students who need assistance exiting the car will receive it from staff.
- Students must NEVER be dropped off in the parking lot area and allowed to walk through the car rider line.
- Guardians should place their car in PARK to let their child out.
- Guardians should not move forward until a staff member directs them to do so.
- Only use the INSIDE LANE when dropping off the student. This is the lane closest to the building. DO NOT let the student out of the car in the other parking areas.
- Students should exit the vehicle on RIGHT side (the side the building is on).
- If the student must get out on the left-hand side of the vehicle, please have them walk around IN FRONT of the vehicle so that the guardian can watch the student all the way around the car to the sidewalk.
- Students should NEVER go back to the car for any reason. Often, drivers are unable to see children who run back toward cars.
- BY LAW, the use of cell phones is prohibited inside a school zone while operating a motor vehicle.
- Do not park in either lane of traffic or under our covered drop-off area. If the guardian needs to come into the school building with the student, please park in one of the designated parking spaces.

## Walking Students to Class

YES Prep North Central Elementary requires guardians to walk their student to the door of the Front Office after 7:30 a.m. Once the guardian has dropped the student off the guardian MUST exit the building immediately.

## Early Dismissal

[Back to Top](#)



Children are expected to attend school for the entire day. Student learning is a top priority. Guardians are encouraged to make non-emergency appointments on early release days or holidays when possible. If a student needs to leave during the school day for an appointment or due to illness, they must be signed out by their legal guardian. If the student has an unavoidable appointment and needs to be signed out early, guardian must come into the Front Office and sign-out. The Front Office will not call a child to the Front Office until the guardian is present at the school. Therefore, there is no need to call ahead.

- The guardian must come into the office to sign the child out from school.
- A government issued form of identification is required at time of check out.
- Once the guardian or emergency contact has checked in the Front Office for early student pick up, the student will be called up for dismissal.
- Only the guardian or persons listed on the emergency contact list will be allowed to pick up a child from school during regular school hours.
- In the case of an extreme emergency, if the guardian needs someone else not on the emergency list to pick up their child, notify the office in writing through email, with a picture of the guardian's government issued ID attached.
- No student will be allowed to leave at any time with an adult whose name is not on the emergency contact list or prior written has been submitted.
- For the safety of our students, they will not be allowed to leave after the early pick up cut off time of 2:15 p.m.
- If legal guardians have a custody agreement, be sure to provide the school with the most recent court order with a judge's signature.

## [After School Expectations](#)

### Dismissal Procedures

The number one priority of YES Prep North Central Elementary is to ensure the safety of our students. Therefore, these are the expectations and procedures for after school:

- YES Prep North Central Elementary begins dismissal at 3:00 PM on Monday, Tuesday, Wednesday Thursday, and Friday. There are designated Fridays (outlined on the District Calendar) when students will dismiss early, 12:00 p.m. See the after-school section below for more information regarding the after-school program.
- Teachers will take students to their designated afterschool holding space (e.g., car & bus riders designated areas and after-school gathering designated area).
- Students are to exit the campus through the main doors in the front (walkers), side bus doors (bus riders), or the cafeteria (car riders).
- Students are not allowed to stay on campus after school unless they have teacher supervision or are staying for our after-school program.
- If a student leaves campus at dismissal, they are not allowed to return to campus. If students are found on campus without supervision after dismissal, a guardian will be notified immediately.
- All children are expected to be picked up by 3:30 p.m. If a concern arises with a family continually picking up their child late from school, the leadership team will address this with the family and YES Prep Public Schools may report local authorities and/or Child Protective Services.
- The YES Prep Public Schools Code of Conduct applies to students at any time while on campus, including after school activities and events.

YES Prep North Central Elementary will continue to offer afterschool programming. ASPIRE will provide a safe and engaging program for students to focus on skill building, academic enhancement, relationship building and athletics. The program begins immediately after school and ends at 5:00 pm. Enrollment is completed online and accepted year-round.

### Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in the [YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

Dress Item	Expectation
YES Prep Shirts	<ul style="list-style-type: none"> <li>Students are required to wear a YES Prep Polo/YES Prep Spirit on Monday-Thursdays to strengthen school pride, unify the community, and to promote a college-going culture.</li> <li>Fridays are free dress days and SPARKS can wear their preferred top aligning with school's dress code.</li> </ul> <p><i>Students are not required to tuck in shirts.</i></p>
Free Dress Tops	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> <li>T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li> <li>No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li> <li>No bare midriffs (half shirts) allowed for any student.</li> <li>No open-toed shoes.</li> </ul>
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>Khakis (any color)</li> <li>Jeans (any color)</li> <li>Athletic bottoms (any color)</li> </ul> <p>Students should wear bottoms that allow them to comfortably participate in recess and PE. Students may not wear pajama pants or bottoms with holes.</p> <p><i>Shorts and skirts should be no shorter than mid-thigh.</i></p> <p>Bottoms may not have holes/tears. Leggings are not permitted.</p> <p>Students are not required to wear belts.</p>
Shoes	<p>Tennis shoes are recommended so students can safely participate in activities at recess and in PE.</p> <p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Closed-toed</li> <li>Must have backs (i.e. no slides)</li> </ul>



	<ul style="list-style-type: none"> <li>• Must have hard soles (i.e. no slippers)</li> <li>• Any color is permitted</li> <li>• No shoes with heels over .5 inches</li> <li>• <b>Crocs are not permitted</b></li> <li>• Slides, sandals, and/or slippers are not permitted at any times.</li> <li>• No Heelys (shoes with wheels) are allowed due to safety reasons</li> </ul>
Accessories/ Styling	<p>Students may have visible piercings.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats, bandanas, and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p>
Outerwear	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul> <p>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</p>

## Food and Drink Expectations

Food and drink are only permitted in the classroom during breakfast or designated snack times. Food is not permitted in other areas (including the hallways) except for students whose medical needs require them to eat at other times during the day. **Water is the only drink permitted outside of the cafeteria.** Sugary and caffeinated drinks are strongly discouraged during breakfast or lunch. Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. Students are discouraged to bring candy or other items as their meals. All YES Prep students can eat free breakfast each morning and access to free lunch during the school day.

### Drinks and Food in the Classroom

Students may only consume water in the classroom unless granted special permission for a medical or health reason accompanied by a doctor’s note. Other liquids, when spilled, can cause stickiness. To avoid damage to technology and books, students will have a designated area of the classroom where they will keep their water and where they will be allowed to drink water during class time.

Food in the classroom is only allowed during breakfast, designated snack times, during approved classroom parties or when food is given as an incentive. Food must not be given in the classroom while lunch is being served in the cafeteria. Any food given during classroom celebrations must be served after lunch time is over.

Birthday treats must be store bought. Food made at home may NOT be distributed within school. Families are encouraged to bring individual servings of treats such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.

## Sharing Food

Students should eat only the food they are given by their own guardians or food from Sodexo. When food is shared between students there is a risk of food allergies, and guardians should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and guardians are not permitted to give food to other students than their own children. Students who are observed sharing food will be reminded of the expectation, if students do not stop sharing food, they will be asked to put the food away.

Students may only touch their own food. Safety is our top priority and want to reduce the risk of exposure to germs and viruses by touching or sharing others' food.

## Gum Expectations

Students are not allowed to chew gum on campus since it can become a distraction to student learning. If a child is chewing gum, an adult will ask them to spit it out. If there is a continued concern, a staff member will contact the family.

## Birthday Celebrations

YES Prep elementary staff members look forward to celebrating each child's special day with them and their classmates. To minimize disruption to instruction, families must follow the birthday guidelines below:

- We will announce student and staff birthdays on announcements daily.
- All birthday celebrations will be celebrated at the end of the day on Fridays only. If you would like to drop off a treat for your child and his/her classroom, treats must be delivered to the Front Office by 9:30 a.m.
- Families are encouraged to bring individual servings of treats such as store-bought cupcakes, cookies, juices, and goodie bags. Whole cakes, cookie cakes, fruit trays, pizza or warm food are **NOT ALLOWED**.
- Teachers will reach out to the guardians of students who celebrated a birthday that week to make arrangements with the families.

## CAMPUS OPERATIONS

### Late Bus Expectations (if applicable)

If buses are running late or down in the morning, we will send communication through Class Dojo to update families.

Buses are released from campuses by 3:10 p.m. to ensure an on time drop off. If buses leave late from campus, we will send communication through Class Dojo to let families know the bus routes and times which buses left from campus. **Families are required to display their bus tag when picking up students from the bus stop.** Any student that is not picked up at the bus stop, will be returned to campus. The family will be notified and will need to arrive to campus to pick up the student.

As a reminder, for safety reasons, PreK students cannot ride the school bus.

## Students Arriving Late to School

We encourage guardians to send students to school regularly and on time because learning is a top priority and vital instructional material is missed when students are tardy. It is an expectation that students are in the classroom by 7:30 a.m. **Students who arrive to school after 7:40 a.m. are considered tardy.** Students who arrive after this time will need to be signed in by the guardian at the Front Office. After 6 tardies within a semester, one of the leadership team members will meet with the family to discuss the cause of the constant tardiness and how to best support them.

## Common Area Expectations

YES Prep North Central Elementary students will be taught and held to these expectations to ensure the campus remains a safe place where students can focus on learning and are all treated with kindness and respect.

**Safe Hands and Body**

- Students will use their hands and bodies in **safe and kind ways** to protect self, others, and school property.
- Students will **follow the campus dress code.**

**Listening and Following Directions**

- Students will **follow the directions** of teachers and leaders to ensure readiness for learning and student safety.
- Students will **use self-control** to not disrupt the learning environment.

**Kind Words and Actions**

- Students will communicate with peers and staff **using kind words and appropriate language.**

### Arrival and Dismissal Actions

- Use voice level 0-1.
- Sit in assigned line/area.
- Keep food and personal belongings stored in student's backpack, out of sight.
- Listen to student's number to be called.
- Stay on student's assigned post.

### Playground

[Back to Top](#)

- Use voice level 2-3.
- Stay in assigned area.
- Use playground equipment appropriately.
- Students should include their buddy in activities.
- Engage in safe physical play.

### Hallway Actions

- Walk on the right side in a straight line.
- Students should stay with their class and walk directly to the destination.
- Students must keep their hands and feet away from the walls. Students must place their hands to the side of their body or in their pockets.
- Use walking feet, so that we avoid tripping and hurting ourselves and/or others.
- Use voice level 0-1.
- Stop at intervals to check with the adult for instructions to continue or wait.
- Line leaders hold the door for everyone else, rejoin at the end.

### Stairway Actions

- Use walking feet, so that we avoid tripping and hurting ourselves and/or others.
- Take one step at a time on the stairs.
- Hold on to the rails while going up or down the stairs.
- Walk on the right side in a straight line.
- Stop at intervals to check with the adult for instructions to continue or wait.
- Use voice level 0-1.

### Restroom Action

- Use stalls, toilet, and toilet paper appropriately.
- Students must keep their eyes, hands, and feet to themselves.
- Respect privacy of others.
- Use voice 0-1.
- Wash hands with soap and water for 20 seconds.

### Cafeteria Actions

- Students must only touch and eat their food.
- Use voice level 1-2.
- Use walking feet.
- Students should wait their turn in line.
- Students will need to sit with their feet facing forward and under the table.
- Remained seated until dismissed.
- Students should pick up trash around them (even if it is not theirs).
- Students should raise their hand for help.

## Traffic Procedures

The following procedures have been updated to address the traffic and safety issues. These procedures should be taken seriously, students' safety is our absolute priority.

Please take the time to read the procedures below and communicate these procedures to ALL family members and childcare providers.

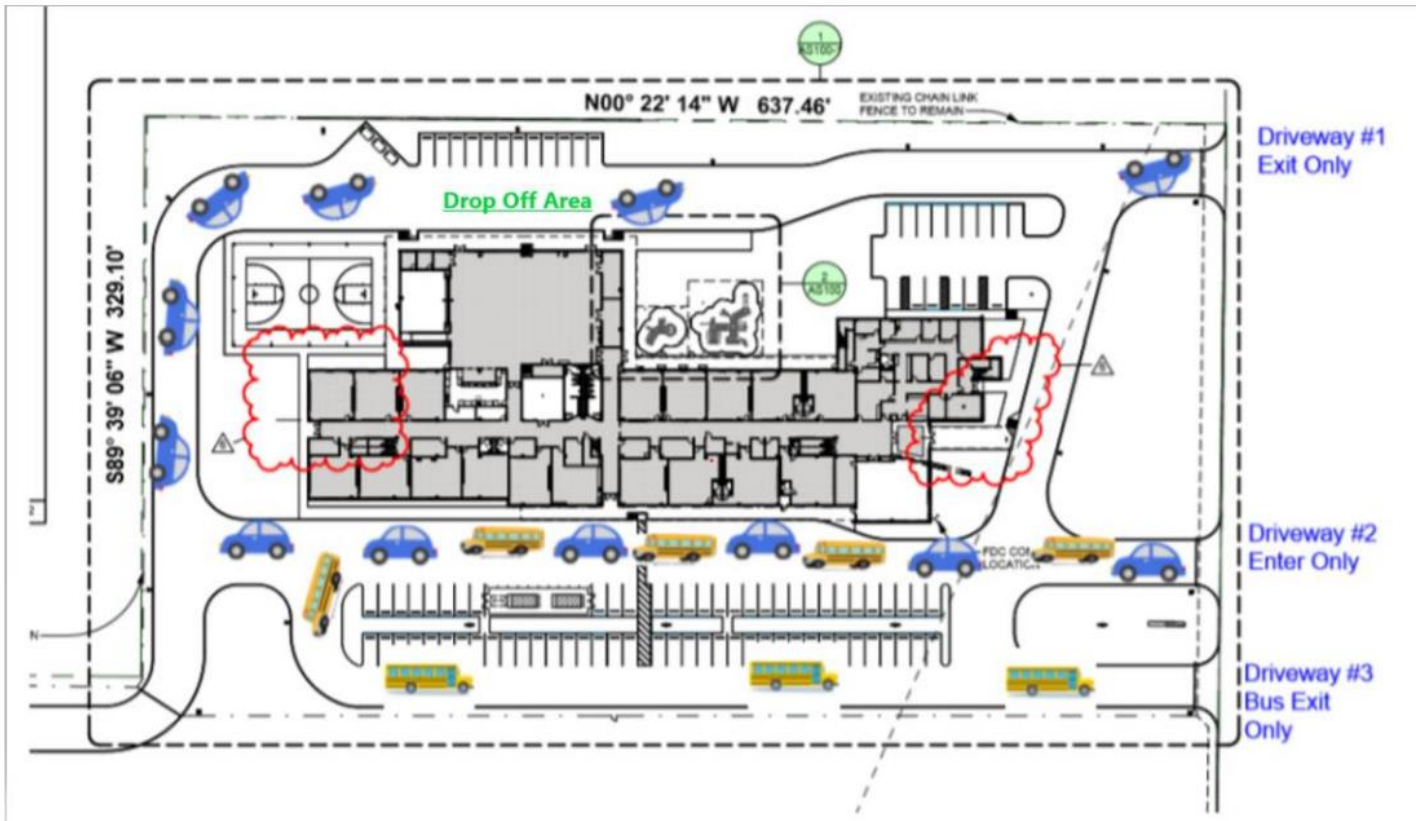
At the beginning and end of each normal school day during designated times there will be staff or parking lot attendants outside monitoring activity in the parking lot. Please pay attention to the directions they are giving and ask them questions if the guardian are not sure of where to go. It is important for everyone to follow the same guidelines so that each driver and child knows what to expect. Drivers who park and leave their cars unattended in a drive-thru lane pose a safety hazard. If the guardian needs to park and leave their car, please park in an appropriate parking spot. All students will be shown to use crosswalks properly and advised that they need to walk safely. There should not be any running or playing, in the parking lot.

## Flow of Traffic

- Drop off is from 7:00 a.m. to 7:30 a.m. School doors close at 7:30 a.m. Students are to be in their classrooms by 7:30 a.m.
- The drop-off line BEGINS at the Enter Only entrance (Driveway #2) on Strawn Rd. All cars must stay to the right. DO NOT PASS CARS ON THE LEFT or BUSES.
- Put the car in park before the guardian lets their student out quickly and carefully.
  - Students are NOT allowed to exit on the left side of the car.
  - Guardians may NOT get out of the car while in drop-off line.
  - Do NOT hold up the line to watch the student walk into school.
- When leaving the drop off line, wait and follow the car in front of them. Do not pass cars that are dropping off children.
- Do not pull out into the center drop-off lane.
- Other Notes: On campus there is a max speed of 15 MPH and NO cell phone use in school zones.

Most importantly, we have over 830 children arriving between 7:00 and 7:30 a.m. every morning. Please be kind and patient with one another. Thank you for helping to make our school campus safe for everyone.





## Early Line Up

Gates will open at 7:00 a.m. We ask that all guardians wait until 7:00 a.m. to arrive on campus. There will be no supervision before 7:00 a.m. Please do not park outside/block the gate before 7:00 am as this will cause city traffic and may result in a ticket given from the Houston Police Department. Please do not block our neighbors' driveways.

## Waiting for Secondary

Elementary students will not be allowed to walk to the secondary school after dismissal to wait for their sibling. Students must be picked up at the elementary school during dismissal time or be enrolled in the after-school program.

## Bus and Car Tags

Student safety is YES Prep's highest priority. Campus issued bus tags and car rider tags are required for ensuring the safe dismissal of all students. All YES Prep North Central Elementary students will receive a tag to identify their transportation method. These tags will have a unique family number to identify the child and transportation for the 2023 - 2024 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will be asked to park and sign out their student in the main office once dismissal is finished. Government issued ID must be presented. As a reminder, the Front Office is closed from 2:45 – 3:30 p.m. for dismissal.
- Students will only be released to adults at bus stops who have the campus-issued student bus tag. Students who cannot be released will remain on the bus and return to school for pick-up.

[Back to Top](#)



- Replacement tags and passes can be requested at the campus Front Office for a fee of \$3. Guardian identification will be required upon request of replacement tag.

## Procedure to Update Student Dismissal Transportation

If the child will be going home a different way than he or she usually does, guardians must call the Front Office to notify us, as well as send an email to [nceoperations@yesprep.org](mailto:nceoperations@yesprep.org).

- This must be sent no later than 12:00 pm.
- The email must include student name, guardian name, the transportation change, AND a copy of the ID. This information will allow the school to verify that the request is made by a guardian.
- Please understand that NCE dismisses over 830 students each day and the last hour of the day is the busiest for our school office. We need a reasonable amount of time to get change messages and bus notes out to students and their teachers.

## Dropping off Items for Students

### Procedure to Drop off Student Lunch

If guardians are bringing in lunch for a student, it must be taken to the Front Office by 9:30 am on Mondays-Thursdays. The lunch bag must have the student's name on it. The meal will be delivered to the child's classroom. We do not want to interrupt classroom instruction; therefore, we do not notify students that their lunch is in the office and guardians cannot take lunches to students' classrooms. For the safety of our students, sharing is not allowed (please see section of sharing for more information).

North Central Elementary does not allow food delivery services to students, such as DoorDash, Uber Eats, etc.

### Special Food Delivery

Parents can treat their student to a special meal (Chick-Fil-A, McDonald's, Panda Express, etc.) on Fridays. On this day, parents can drop off meals no later than 30 minutes prior to their designated lunch time. Fountain drinks are not allowed. Drink need to be in a sealed bottle. This is the only day that we will allow parents to deliver fast-food meals.

## Academic Field Trips

### Expectations

Field trips are recognized as important moments in learning; a shared social experience that provides the opportunity for students to encounter and explore novel things in an authentic setting. Field trips will not be used as rewards for discipline and behavior management. Field trips will be arranged by the teacher as an extension of the school curriculum. All students will be expected to attend field trips as it is a learning activity unless families decide they do not want their child to attend.

Field trip dates will be communicated to guardians in advance and all the required permission slips and medical forms will be sent to families to be signed and returned. No student will be permitted

[Back to Top](#)

to attend a trip without written permission on the appropriate form. **The signed permission form must be returned to the teacher no later than three days prior to the scheduled field trip.** There may be a fee tied to field trips.

There will be at least 2 adults per classroom, not including the classroom teacher. Assisting teachers with field trips is an integral part of our volunteer program for guardians (see chaperones section below). **A guardian may be required to accompany their child on the field trip if the teacher has concerns regarding the student's ability to stay with the group or follow directions.**

## Chaperone Procedures

Guardians will be allowed to assist as a chaperone on field trips but must follow the process put in place to ensure that our students are safe. If guardians are interested in being a chaperone, they must submit for a background check. The background check can take up to two weeks for results to return. **Guardians must be cleared at least 48 hours before a field trip.** The day of the field trip, guardians who are serving as chaperones must report to the Front Office for a visitor's tag.

If the campus gets more volunteers than the destination requires, names will be drawn to designate who will be the official chaperones.

Volunteer chaperones must ride school buses with the class they are chaperoning. Appropriate attire must be worn that is conducive to a school setting. Volunteer chaperones may not bring siblings or other family members or friends on field trips. Volunteer chaperones on field trips are there as chaperones to support the educational extensions of the classroom. Volunteer chaperones are not to take their child or any children away from the group or outside of the teacher supervision. Volunteer chaperones are not allowed to take their child home after a fieldtrip, students are to complete the full instructional day and be dismissed at 3:00 p.m. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

## Special Needs

Students identified with special needs will have equal access to the school program and this includes equal access to field trips. All students with Special needs are encouraged to participate in field trips unless the ARD committee has decided otherwise and is clearly stated in the student's annual ARD.

To ensure that students with disabilities have equal access to the school program, any student with a disability that requires an accommodation or related aids and services to participate in the field trip as afforded to their peers, will be provided those services.