



sparks



North Forest
Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

TABLE OF CONTENTS

YES PREP STUDENT HANDBOOK3

CAMPUS ACADEMIC SUPPORT3

 Required Tutorials.....3

CAMPUS CULTURE.....3

 Student Recognition.....3

 Positive Incentives and Rewards..... 4

 Requesting a Teacher Conference 4

 Before School Expectations and Procedures 4

 Building Hours5

 Front Office Hours.....5

 Car Rider Drop-off Procedures.....5

 Late Arrivals5

 Student Walkers..... 6

 Release of Students before Regular Dismissal 6

 After School Expectations and Procedures 7

 Dismissal Procedures 7

 After School Programming 7

 Dress Code Expectations.....7

 Food and Drink Expectations..... 9

 Birthday Celebrations 9

CAMPUS OPERATIONS..... 9

 Late to School Policy..... 9

 Common Area Expectations..... 9

 Lunch Time Expectations 11

 Lunch Visitors 11

 Procedures to Drop off Student Lunch..... 11

 Traffic Procedures..... 11

 Parking Lot..... 11

 Flow of Traffic..... 12

 Early Line Up..... 13

 Waiting for Secondary..... 13

 Bus and Car Tags..... 13

 Procedure to update student dismissal..... 14

 Late Bus Expectations (if applicable) 14

 Dropping off Items for Students 14

 Academic Field Trips..... 15

 Expectations..... 15

Chaperone Procedures..... 15

Special Needs..... 15

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.

CAMPUS ACADEMIC SUPPORT

Required Tutorials

YES Prep Elementary Schools strive to ensure that in every classroom, every day, all students engage in rigorous and active learning increasing their college readiness. Our academic program will reflect this vision and execute on this promise. Our elementary academic programming has been thoughtfully designed to ensure students achieve and become passionate learners through high volume reading, solving real world and complex math problems, engaging in scientific inquiry, practicing persistence, building positive relationships, and understanding the world around us in a collaborative community. Students who demonstrate a need for increased support through our Multi-Tiered Systems of Support (MTSS), may be required to attend Unified Tutorials, after school. Unified Tutorials provide additional instructional at-bats for YES Prep students to accelerate their learning on skills and content not yet mastered.

CAMPUS CULTURE

Student Recognition

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

At the end of each grading period, each semester, and at the end of the year, students will be recognized with the following awards:

- Perfect Attendance Award: Recognizing all students that achieved perfect attendance.
- SPARKS Core Value Award: Recognizing a student in each classroom who demonstrated the SPARKS core value.

Positive Incentives and Rewards

YES Prep North Forest 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.

Other positive incentives and rewards our SPARKS will receive are:

- Shout Outs – a public, verbal recognition on morning announcements or in ClassDojo that recognizes students who are living out our core values, excelling academically and showing exceptional growth, usually accompanied with two claps.
- SPARKS Bulletin Board – a public, visual recognition of students who are living out our core values, excelling academically and showing exceptional growth.

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

- Special Guest Reader
- Dance Party
- Popsicle party
- Lunch outside

Requesting a Teacher Conference

Strong family engagement is key to student success. YES Prep North Forest Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Commit to YES, family conferences regarding report cards, open house, etc.) We have regular systems of communication regarding classroom and school information (Communication Folder, 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:

- Email or call the teacher or staff member directly to request a conference. Contact information can be found on the school's website.
- 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.
- Conferences with teachers will not be scheduled during instructional time. If cancelling a conference appointment, please call at least 24 hours in advance so another guardian conference may be scheduled. If you 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.

Before School Expectations and Procedures

At YES Prep North Forest Elementary, all staff value the safety of our students. Therefore, these are the expectations and procedures for before and after school:

- Students should never be unsupervised on school grounds.
- Students will not be admitted into the building before 7:00 am.
- School staff will provide supervision beginning at 7:00 am.
- ALL students will report to the cafeteria upon arrival and will be picked up by teachers starting at 7:20 am.

Building Hours

YES Prep North Forest Elementary will be open to students and guardians from 7:00 am to 3:00 pm Monday – Friday. Once per quarter, North Forest Elementary will dismiss at 12:00 pm to accommodate for staff professional development. These dates can be found on the district calendar and parent communication will go out as a reminder, so parents can plan accordingly.

Front Office Hours

Front office hours are from 7:00 am to 3:15 pm Monday through Friday. The front office lobby area will close at 2:15 pm. However, the front office staff will be available to assist families only via telephone or email from 2:15 pm – 3:15 pm. If you require in-person assistance once the front office lobby area has closed, please email nfeops@yesprep.org to schedule an appointment.

Early Drop Off

Students are expected to be in their classroom and ready to learn by 7:20 am. The YES Prep North Forest Elementary gate will open to allow guardians to begin morning drop-off at 7:00 am. Once staff members are available at the front entrance post, they will begin to unload students from the guardian's vehicle. For the safety of our students, guardians should place their vehicles in park and remain in their vehicle as the staff member unloads your child. The staff member will walk the student to the entrance, and students must walk to the cafeteria.

Car Rider Drop-off Procedures

The North Forest 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 and should not be left unattended.
- 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.).
- 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 only exit the vehicle on the side the building is on.
- If the student must get out on the opposite side of the vehicle, please have them wait for a staff member to walk them around IN FRONT of the vehicle. 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 and while operating a motor vehicle.
- Do not park in either traffic lane or under our covered drop-off area. If a guardian needs to come into the school building with the student, please park in one of the designated parking spaces in front of the school.

Late Arrivals

If your student arrives to campus after 7:30 am, you will need to park in one of the designated parking spaces and walk them into the building through the front office doors. You will be

required to sign them in. Students will be marked tardy if they arrive at or after 7:30 am AND an adult is required to sign them in.

Student Walkers

For the 2023-2024 school year, North Forest Elementary will no longer accept student walkers and student walker pick-ups from the front office. Additionally, we ask that parents not park in the front school parking lot during our normal arrival and dismissal times. Due to staffing and to ensure student safety, we ask that only families that are walking from home use our updated student walker policy walker. For no reason should parents and guardians park in the school parking lot for arrival or dismissal.

2023-2024 Student Walker Policy: Parents and families choosing to walk their students to campus should drop their student off at side exterior door closest to the playground. Once a staff member has received the student, the guardian should leave and may not accompany the student inside the school building. Guardians picking up student walkers from campus will proceed to the same side exterior doors closest to the playground to pick up at dismissal time. For students to be designated walkers to and from campus, parents must complete the student walker form – only students that will be allowed to walk to campus and to walk home with a guardian are those who complete the Student Walker Form.

Release of Students before Regular Dismissal

At YES Prep North Forest Elementary, children are expected to attend school for the entire day. Our students' learning is a top priority. For this reason, we encourage families to schedule non-emergency appointments on early release days or during school breaks, whenever 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, you must come into the front office and sign-out before 2:15 pm. Please be aware that we 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 (or designated emergency contact) must come into the office to sign the child out of school.
- A government issued form of identification is required at the 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 you need someone else not on the emergency list to pick up your child, notify the office in writing through a note or email.
- 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 notice has been submitted.
- When possible, the classroom teacher should receive a note in the morning if the student is to leave before the regular time for a doctor's appointment so the teacher can plan accordingly.
- For the safety of our students, they will not be allowed to leave after the early pick-up cut-off time of 2:15 pm.

If you have a custody agreement, be sure to provide the school with the most recent court order with a judge's signature.

After School Expectations and Procedures

Dismissal Procedures

The YES Prep Elementary after-school expectations and procedures detailed below have been designed to ensure the safety of our students.

- YES Prep North Forest Elementary begins regular dismissal at 3:00 PM. The once-quarterly early dismissal begins at 12:00 PM. You can find those dates on the district-wide school calendar.
- 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.
- Guardians are given a 30-minute grace period to pick up their student. All students should be picked up no later than 3:30 pm. 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 to 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.

After School Programming

YES Prep North Forest Elementary will offer an after-school program. The ASPIRE (After-School Program for Identity, Relationships, and Enrichment) program exists for students to participate in supplemental academic and enrichment activities that help students meet state and local student standards in core academic subjects, such as reading and math; offers students abroad array of enrichment/athletic to reinforce and complement the regular academic program. For more information regarding registration please email Nicholas.Donis@yesprep.org.

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">• Students are required to wear a YES Prep Polo, YES Prep Spirit Shirt, or a navy/gray/white polo each day of the week.• All YES Prep students will receive, free-of-charge, 1 YES Prep polo and 4 YES Prep spirit shirts at the beginning of the year. If parents want additional polos, they should be purchased by the parent and can be navy, gray or white. <p><i>Students are not required to tuck in shirts.</i></p>

Free Dress Tops	<p>During Free Dress or Themed Dress days, clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • 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. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes.
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms (any color) <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. Dresses, shorts and skirts should be no shorter than mid-thigh. Bottoms may not have holes/tears above the knee. 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"> • Closed-toed • Must have backs (i.e. no slides) • Must have hard soles (i.e. no slippers) • Any color is permitted • No shoes with heels over .5 inches • Crocs are allowed in sport mode
Accessories/ Styling	<p>Students may have visible piercings and tattoos if messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety of hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats 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. 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. Please refrain from sending sugary and/or caffeinated drinks to school for 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. Please refrain from sending candy to school with students. All YES Prep students can eat free breakfast each morning and have access to free lunch during the school day.

Birthday Celebrations

YES Prep North Forest 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:

- Birthday celebrations in the classroom will ONLY take place on Wednesdays.
- Birthday celebrations will start at 2:30 PM and should end by 3:00 PM to ensure safe dismissal procedures.
- Birthday treats must be store bought. Food made at home may NOT be distributed within school.
- Families are encouraged to bring individual servings such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.
- Guardians of students celebrating birthdays are welcome to attend the classroom celebration and should arrive by 2:30 PM.
- YES Prep understands not all guardians will be able to attend classroom celebrations. In these cases, birthday treats must be dropped off at the front office on Wednesdays no later than 2:15 PM. The campus Front Office will deliver birthday treats to classrooms by 2:30 PM, which is the time the classroom teacher and classmates will celebrate the child’s birthday.

CAMPUS OPERATIONS

Late to School Policy

Guardians are encouraged to bring students to school regularly and on time because learning is a top priority. Students who arrive to school after 7:30 am are considered tardy. Students who arrive after this time will need to be signed in by the guardian at the front office. After 5 tardies within a 9-week grading cycle a parent/guardian must meet with a member of the leadership team to discuss the cause of the tardiness and how to best support the student.

Common Area Expectations

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

[Back to Top](#)

To ensure students' safety, all students must meet all common area expectations at YES Prep North Forest Elementary as listed below:

Arrival and Dismissal Actions

- Use quiet indoor voices.
- Sit in assigned table/line.
- Keep food stored in your backpack and out of sight during dismissal.
- Listen for your number to be called.
- Stay on your assigned post.

Playground

- Use outside voices.
- Stay in assigned area.
- Use playground equipment appropriately.
- Include your buddy in activities.
- Engage in safe physical play.

Hallway Actions

- Walk on the right side in a straight line.
- Stay with your class and walk directly to the destination.
- Keep your hands and feet away from the walls. Place your hands to the side of your body or in your pockets.
- Use walking feet, so that we avoid tripping and hurting ourselves and/or others.
- Use quiet indoor voices.
- 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 quiet indoor voices.

Restroom Action

- Only 3 students in the restroom at a time.
- Use stalls, toilet, and toilet paper appropriately.
- Keep your eyes, hands, and feet to yourself.
- Respect privacy of others.
- Use low indoor voices.
- Wash hands with soap and water for 20 seconds.

Cafeteria Actions

- Only touch and eat your food.
- Use indoor voices.
- Use walking feet.
- Wait your turn in line.
- Sit with your feet facing forward and under the table.
- Remained seated until dismissed.

- Pick up trash around you (even if it is not yours).
- Raise your hand for help.

Lunch Time Expectations

Guardians and others are welcome to visit YES Prep North Forest Elementary. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to campus must report to the front office to sign in using a government issued I.D. and must wear the received visitor's pass while on campus.

Lunch Visitors

For the 2022-2023 school year, we will have special events throughout the year when families will be able to each lunch with children. For the safety and security of your child, YES Prep North Forest Elementary has implemented a visitor tracking procedure. Upon entering the campus, visitors will be asked to present a government issued picture I.D. to move beyond the front desk. Your identification card will be scanned. Once cleared you will be issued a visitor's badge, which must be worn while you are on campus. Upon your departure the visitor's badge must be returned to the front office.

Procedures to Drop off Student Lunch

If guardians are bringing in lunch for a student, it must be dropped off at the front office anytime from 8:30 am – 10:30 am. The office receptionist will put the child's name on the lunch. 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' backpacks. Additionally, 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. YES Prep North Forest Elementary does not allow food delivery services to drop lunches off for students.

Traffic Procedures

The following procedures have been updated to address the traffic and safety issues. These procedures should be taken seriously, as **your student's 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.

Parking Lot

There will be signs around the lot explaining which lanes are for dropping off students, picking up students, parking, and for buses. If you have any questions, please feel free to ask any staff member. 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 you are not sure 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 you need to park and leave your car, please park in an appropriate parking spot.

[Back to Top](#)

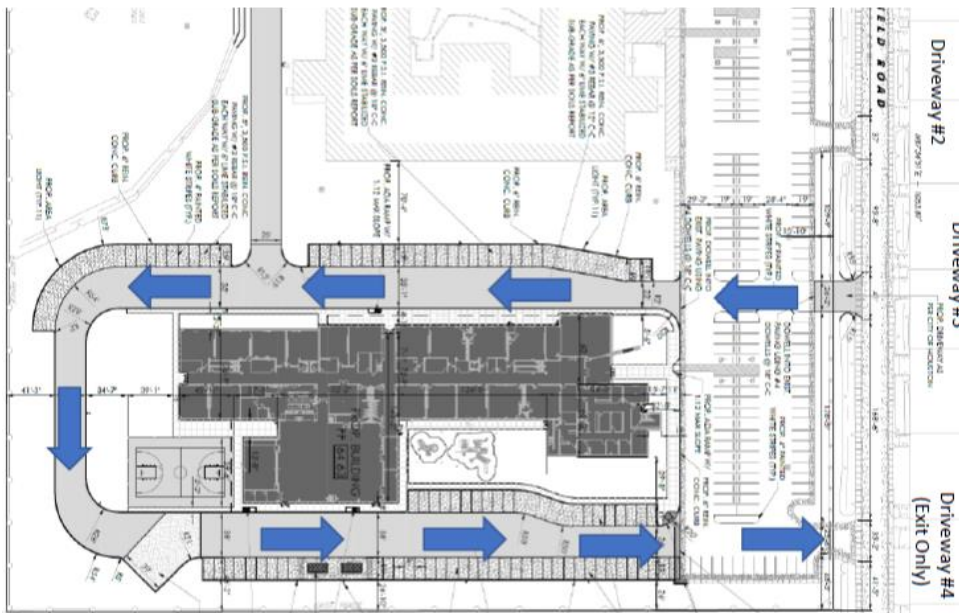
All students will be shown to use crosswalks properly and advised that they need to walk safely. There should not be any running or playing, in the parking lot.

Flow of Traffic

1. **When:** Drop off is from 7:00 a.m. to 7:25 a.m. School doors close at 7:25 a.m. Students are to be in their classrooms by 7:25 a.m.
2. **Where** (see map): The drop-off line BEGINS at the Enter Only entrance (Driveway #3) on Winfield Rd. All cars must stay to the Left. DO NOT PASS CARS ON THE RIGHT.
3. **Dropping off:** Put your car in park before you let your student out quickly and carefully.
 - a. Students are NOT allowed to exit on the right side of the car.
 - b. Guardians may NOT get out of the car while in drop-off line.
 - c. Do NOT hold up the line to watch your student walk into school.
4. **Leaving:** When leaving the drop-off line, wait and follow the car in front of you. **Do not pass cars that are dropping off children.**
 - a. Do not pull out into the center drop-off lane.
5. **Other Notes:** On campus there is a max speed of 15 MPH and NO cell phone use in school zones.

Most importantly, we have around 500 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.

Traffic map:



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 the gate before 7:00 am as this will cause city traffic and may result in a ticket given from the Houston Police Department.

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 no later than 3:30 PM or be enrolled in the after-school program.

Bus and Car Tags

Student safety is YES Prep's highest priority. School-issued bus tags and car rider tags are required for ensuring the safe dismissal of all students. All YES Prep North Forest 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 2022-2023 school year and they will differ from the 2021-2022 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will be asked to show their ID and sign out their student in the main office.
- 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.
- Replacement tags and passes can be requested at the campus front office. Guardian identification will be required upon request of replacement tag. The first replacement tag is free, if there is a need for replacement tags after the first replacement tag parent/guardians can expect to pay a minimal fee.

Procedure to update student dismissal

- If the child will be going home a different way than they usually do, guardians are to send notice of this change to the child's teacher IN WRITING on the day of the change. The note must include child's first AND last name on the note, the teacher's name, the date, and guardian signature. This will need to be communicated to *all* teachers, substitutes, principal, and operations team. Please note that a phone call to the guardian will be made by a staff member to verify that the request is made from a guardian.
- If the guardian is requesting the change after the student has left for school, an email to NorthForestElementary@yesprep.org must be sent no later than 2:15 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.
- If guardians need to call the school to let us know of a change in a child's dismissal plans for that day, guardian MUST call the school no later than 2:15 PM and email NorthForestElementary@yesprep.org to let us know of the change.
- Please understand that we dismiss more than 500 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 receive messages and send notes out to students and their teachers about changes in transportation.

Late Bus Expectations (if applicable)

Dropping off Items for Students

If guardians are bringing in lunch for a student, it must be taken to the front office anytime from 8:30 – 10:30 am. The office receptionist will put the child's name on the lunch. 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' backpacks. For the safety of our students, sharing is not allowed (please see section of sharing for more information). YES Prep North Forest Elementary does not allow food delivery services to drop lunches off for students.

[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 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. Guardian approval forms will be sent home to be signed and returned. No student will be permitted 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 will be at least 2 adults per classroom required to attend field trips, 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 requested 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. Guardians who are serving as chaperones must be cleared at least 48 hours before a field trip. The day of the field trip, 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. Guardians of students with special needs may receive priority per the student's learning needs.

Adults must ride school buses with the class they are chaperoning. Appropriate attire must be worn that is conducive to a school setting. Guardians may not bring siblings or other family members or friends on field trips. Guardians on field trips are present to serve as chaperones to support the educational extensions of the classroom. To protect all students' safety, guardians are not to take their child or any children away from the group or outside of the teacher supervision. Guardians 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 (Admission Review Dismissal) 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 that is being offered to their peers, will be provided those services.

