



HORACE MANN EL. STUDENT & FAMILY HANDBOOK

17001 NE 104th Street, Redmond WA 98052

Families, please read and discuss the material in this handbook with your student.

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About Horace Mann Elementary

LWSD Mission: Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

LWSD Vision: Every Student Future Ready

- Prepared for college
- Prepared for the global workplace
- Prepared for personal success

Our Values:

Focus on Students: To prepare our students we believe that all students must have opportunities to learn a rich curriculum in inclusive classrooms.

Focus on Learning: To continue growing as an organization, everyone must have access to learning opportunities that encourage ongoing growth and development.

Focus on Connections: To engage our community, our district must be focused on strong partnerships, outstanding service, and clear communication.

Focus on Results: To be the best school district in the world, we are committed to high quality implementation of practices that produce positive change and sustainable transformation.

School Mission: The Horace Mann Community provides a safe, respectful environment where individuals reach their full potential in learning and citizenship.

School Colors: Red & White

School Mascot: Horace the Colt

School Song: "Full Potential"

Here come the red and white
Our future shines bright
We will cheer for each other with a Rah! Rah! Rah!
And when our flag is waving, they will look in awe!
We can reach our full potential, yes, we can!
The Colts of Horace Mann!

Daily Schedule

Student School Day	9:20am – 3:50pm
Early Release Wednesdays	9:20am – 2:20pm
Half Days when scheduled	9:20am – 12:20pm
AM crossing guards at crosswalks	9:05am – 9:15am
Students may arrive on the school grounds	9:05am
Tardy Bell – School begins	9:20am
PM crossing guards at crosswalks	3:45pm – 4:00pm

District Calendar

Lake Washington School District | 2023-24 Calendar



August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29*	30*	31*		

September 2023

S	M	T	W	Th	F	S
					1*	2
3	4	5*	6*	7*	8*	9
10	11	12*	13*	14	15	16
17	18	19	20	21	22	23
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October 2023

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15	16	17	18	19	20	21
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29	30	31				

November 2023

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12	13	14*	15	16	17	18
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26	27	28	29	30		

December 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	Th	F	S
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14	15	16	17*	18	19	20
21	22	23*	24	25*	26*	27
28	29	30	31			

February 2024

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March 2024

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24	25	26	27	28	29	30
31						

April 2024

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May 2024

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June 2024

S	M	T	W	Th	F	S
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9	10	11	12	13*	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30						

July 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Important Dates

Aug. 28-Sept. 1 LEAP Days
 Sept. 4 No school - Labor Day
 Sept. 5 First Day of School (grades 1-12)
 Sept. 5-7 Kindergarten Family Connections
 Sept. 5-7 Half-Day Elem. Conf/Connect (grades 1-5)
 Sept. 8 First Day of School for Kindergarten**
 Sept. 12 First Day of Preschool
 Sept. 13 1.5 hrs. early release schedule begins
 Oct. 20 No school - LEAP Day
 Nov. 7 Last Day 1st Quarter (Secondary)
 Nov. 10 No school - Veterans Day (Observed)
 Nov. 14 Secondary Grades Due
 Nov. 22 Half Day
 Nov. 23-24 No school - Thanksgiving Vacation
 Dec. 18-Jan. 1 Winter Break
 Jan. 15 No school - MLK Jr. Day
 Jan. 17 Elementary Grades Due
 Jan. 23, 25-26 Half-Day Elementary Conferences

Jan. 26 Last Day 1st Semester (Secondary)
 Feb. 2 Secondary Grades Due
 Feb. 15-16 No school - Mid-Winter Break
 Feb. 19 No school - Presidents Day
 March 8 No school - LEAP Day
 April 5 Last Day 3rd Quarter (Secondary)
 April 8-12 No school - Spring Break
 April 19 Secondary Grades Due
 May 24 No school - LEAP Day
 May 27 No school - Memorial Day
 May 28 Snow Make-up Day
 June 13 Elementary Grades Due
 June 19 No School - Juneteenth
 June 21 Half-Day - Last Day of School
 (Last Day is Subject to Change)
 Last Day 2nd Semester (Secondary)
 Secondary Grades Due

Key

■ No School □ Half Day □ First/Last Day

* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students

LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.

**Staggered start for Kindergarten - schools will provide details.

Updated 6/2023

Arrival & Dismissal Procedures

Drop students off between 9:05 a.m. – 9:20 a.m.

Do not arrive before 9:05 a.m. unless going to breakfast, enrolled in YMCA, or is part of another program. Children who are not enrolled in a program and arrive before 9:05 a.m. must have a parent stay and supervise them.

Students are asked to stand at their line-up spot upon arrival. There will be a warning bell at 9:15 a.m. and students will be welcomed into the building at the 9:20 bell.

If your child has an appointment during the day or needs to be picked up early, please visit the office to sign them out. If you know your child will have a change in their dismissal plan on a particular day, please communicate with the teacher and registrar no later than 3:30 p.m. In the absence of communication, we will follow the child's typical dismissal plan.

Attendance & Tardy Policy

-LWSD & Horace Mann Attendance Policy

Regular school attendance is important for all students. Chronic or excessive absenteeism (missing 10% of school days) whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments. When accompanying their parents/guardians on out-of-town trips, parent and administrator approval is required. Additional absences consistent with WAC 392-400-325 will also be considered excused.

If your student arrives after 9:20 a.m., you must sign your student in at the office. This policy is designed to support student learning and enhance student safety. Admit slips will be written beginning at 9:20 a.m. A monthly report for absenteeism and tardiness issues will be reviewed.

-Truancy

Under Washington state's truancy law RCW 26A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after one unexcused absence in a month
- A parent conference will be initiated after two unexcused absences in a month in order to improve the student's attendance
- The parent and the school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year
- At 10% absent/tardy a letter will be sent from the principal to parents indicating the continuing problem and reminding parents of the BECCA Bill attendance law.
- If there is not improvement and tardiness or absences remain at 10% or greater, there will be another letter requiring parents to make an appointment with the Principal or Associate Principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, teacher, student and Principal or Associate Principal. Students who are absent for more than 20 consecutive school days will be withdrawn from school.

-Vacation

Please notify the office and your child's teacher if your family plans a vacation when school is in session. If your student will be missing 5 or more school days for a planned absence you must complete a [Pre-Arranged Absence](#) form prior to leaving (available on the website, in the handbook and in the office). We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse.

Teachers are not required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences. Failure to fill out the [Pre-Arranged Absence](#) form will result in the absence being unexcused.

Behavior

Our behavior expectations & discipline policy at Mann Elementary reflect the belief that each person is responsible for their actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school.

We expect all students to be kind, safe, respectful, and responsible. Behavior that interferes with other students' right to learn, teachers right to teach, or with student safety is not acceptable and will not be tolerated. Further, students who are in possession of information that could result in harm to themselves or others, are obligated to disclose this information either to a staff member and/or their parent who will disclose to a staff member.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have the right to a non-threatening, non-intimidating school environment. Students who engage in disrespectful and/or inappropriate behavior also choose the consequences for this behavior. Please help by discussing and modeling the importance of respectful, appropriate behavior with your student.

During the first few weeks of school, each teacher will review the LWSD and Mann policies with students. They will teach and model the expectations in all areas of the school such as the bathroom, lunchroom, etc.

-Classroom Behavior

It is the duty and responsibility of each teacher to develop and discuss with their students appropriate rules of conduct within the classroom that will ensure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented.

-Colt 5

"The Colt 5" refers to our common school-wide expectations for all students. The Colt 5 are that we are safe, we are kind, we are respectful, we are responsible, and we are Purposeful People. Within these school-wide expectations, teachers and other school staff will discuss with students what following

these expectations look like in a variety of settings, ex. recess, the lunchroom, hallways, etc.

"Purposeful People" is our school-wide focus on a character trait each month. Through classroom and school activities, read-alouds, group discussions and more, students will learn about and explore how 9 key character traits can help them to develop to be their best selves. The character traits of focus are:

- Respect
- Responsibility
- Gratitude
- Empathy
- Perseverance
- Honesty
- Cooperation
- Courage
- Creativity

More information about the monthly Purposeful People character traits will be shared with families in The MANNager.

-Recess Expectations

- Follow the directions of recess supervisors
- Solve problems peacefully and seek help if needed
- Stay outdoors unless you have a building pass
- When the bell rings, stop what you are doing and walk to the building
- Use the covered area during a thunderstorm or heavy rain
- When a student is injured, immediately report it to an adult
- No food or gum on the playground
- Leave rocks, woodchips, pinecones, sticks, and dirt on the ground

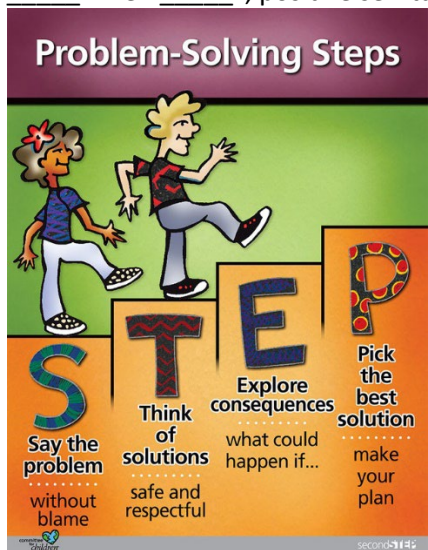
Horace Mann provides equipment for students to use during recess and items from home, including umbrellas, are not allowed at recess. Umbrellas are permitted during line up in the morning and dismissal in the afternoon, as long as they are being used in an appropriate and safe manner. We encourage families to contact our counselor, Colleen Ginn (cginn@lwsd.org), if your student needs rain gear.

-Social-Emotional Learning

Help us reinforce social-emotional skills that students learn and practice at school. You can use the same language that we use in our Second Step curriculum, Zones of Regulation, and Kelso's Choices.

Second Step promotes social-emotional development, safety, wellbeing, and bullying prevention.

Examples of specific strategies taught within the Second Step curriculum include I-messages "I feel _____ when _____", positive self-talk, and the problem-solving STEPS:



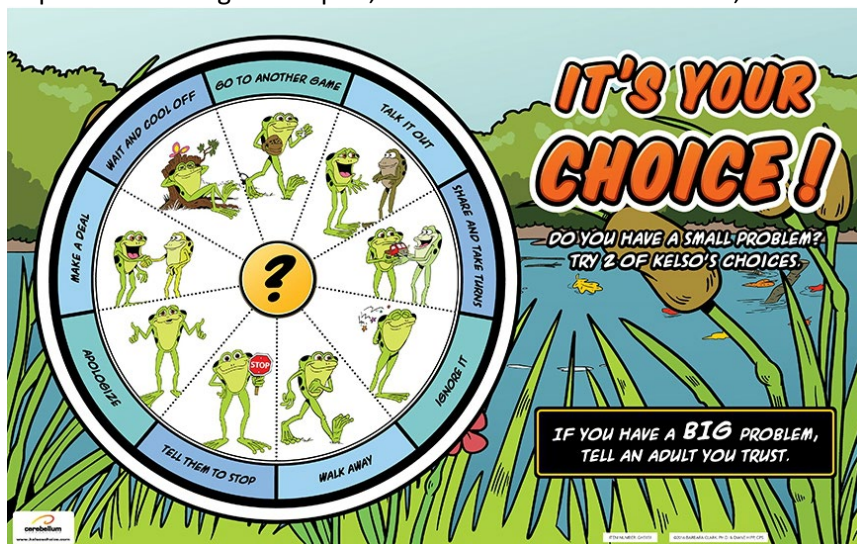
Zones of Regulation promotes self-regulation and emotional control. Examples of specific strategies taught within the Zones of Regulation curriculum include recognizing physical signs of different feelings, naming your feeling, and building a "toolbox" of strategies for self-regulation. Students are able to label their physical signs and name their feeling through categorizing their feelings into four different "zones"

The ZONES of Regulation®

BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

Kelso's Choice: Horace Mann students are taught how to distinguish between a "big problem" requiring an adult's help, and a "small problem" that they can solve independently. Students are taught a variety

of problem-solving techniques, referred to as Kelso's Choices, to solve small problems independently.



Building Use

Community use of the building is permitted whenever possible. Proof of insurance is required for activities not sponsored by the PTSA. Please stop by the school office for a building use form and verify that the room and date are available. When the form is approved, the calendar will be updated with the event. School programs have priority to the rooms and the school reserves the right to cancel an activity if the room is required for a school program. Fees are possible depending on the activity and date. More information is available by calling the school office at 425-926-2610.

Communication

As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to get a message to a teacher you may leave one with the office, email, or call before or after school. The message will be delivered to your child in a timely manner. Message requests made after 3:35 p.m. may not reach your student prior to dismissal due to the high volume of requests and activities during the 3:35-3:50 p.m. time frame. Items to be delivered to students are to be left in the office and not taken directly to the class by a parent or guardian.

The district uses ParentSquare, a parent notification system, to reach parents with routine and emergency messages. Make sure you verify your email address and phone number through ParentSquare to ensure you receive both routine and emergency messages from LWSD and Horace Mann Elementary. This communication system allows the district to send mass telephone, email, and text messages to parents and guardians in a timely manner.

Emergency calls that take place during non-school hours will go to the first telephone number listed because students have left the school and are under parent/guardian supervision. In a true emergency, such as a fire or earthquake, the district and/or school will need to communicate with parents quickly. Parents may need to come to the school to pick up their student or they may be asked not to come to school and go to a different location through a reunification procedure. If this is the case, ParentSquare

and School Messenger will send a message from the district in these ways:

- A recorded message to each telephone number on record for a student
- An email to each address on record with a file that can be played of the telephone message
- A text message to each cellphone on record provided that the cellphone owner has previously opted into receiving messages

District and school staff have strict instructions to use this emergency tool in a true emergency only.

In the case of bad weather, to ensure all families know when school has been canceled or delayed, LWSD will place a call to all parents via ParentSquare beginning at 6:00 a.m. on those days. If you need to know whether school has been canceled or delayed before you get a call, the information will also be available on this website, on local television and radio stations, and at www.flashalert.net

Dogs

(LWSD Administrative Policy 2030) In order to manage the risks associated with the presence of dogs on district property, the following restrictions applies to dogs on school grounds and in buildings: No dogs are allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs.

Dress Code Guidelines

Expectations for clothing are based on the following beliefs:

- It is the choice of the student and guardian
- It helps to maintain a safe environment, particularly in classes or situations where specific clothing expectations are needed such as lab sciences or PE
- It allows for students to express their identity (religious, gender, etc)
- It must not violate prohibitions against offensive, lewd, harassing, or illegal conduct. (for example, clothing should not display violence, drugs, weapons, etc)
- Students are treated equitably regardless of their identity

If a student is in violation of the above dress code, it will be addressed discreetly and in an age-appropriate fashion.

All students participate in recess every day and should wear appropriate clothing to be successful during these times, including comfortable footwear and outerwear for the weather conditions. One way you can help is by checking the morning's forecast to provide appropriate clothes for the day's conditions. Several times a week, students participate in PE class. During these days, students should have footwear that allows them to be active and safely participate.

Electronic Devices

- A student can have a cellphone and smartwatch in their possession on campus
- During the school day (from the time a student arrives on campus until the end of school) the cellphone/watch must be turned off and cannot be visible
- While students are riding buses and on field trips the policy is in effect just as if the student was

in a classroom or on campus during the school day

- School personnel can ask a student to surrender a cellphone/watch if the device rings, vibrates, or it is visible.

Please note that capturing photos or video at school is not permitted. Use in private areas such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time may also be in violation of a criminal code. Progressive disciplinary procedures will apply if a student chooses to disregard.

Emergencies

The school holds monthly drills for the following: fire, earthquake, ALICE/Intruder, and others. They are helpful in being ready for possible real emergencies.

In the event of an emergency student release, families will be notified district platforms. We will also include specifics on the logistics of picking up your student.

Health Room

If your child has any of the following symptoms, please keep him/her home, or make appropriate childcare arrangements and notify the school. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Appearance, behavior** – A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.
- **Eyes** – white or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain, or sensitivity to light. This may be a sign of “pink eye” (conjunctivitis) which needs a medical evaluation. Following a diagnosis of conjunctivitis, the student may return to school 24 hours after receiving the first dose of prescribed medication. Students can remain in school if there is only minimal redness to the white of the eye and no other signs.
- **Fever** – temperature of 100.4 degrees Fahrenheit or higher. Student needs to be fever free for 24 hours without the use of fever-reducing medicine such as Tylenol or Motrin before returning to school. Giving a fever reducing medication just before returning to school does not make a student well. It may only mask the fever until the medication wears off. In this situation, a student needs to be home, so others are not exposed to illness.
- **Ear pain with fever** – untreated ear infections may cause permanent hearing loss. Consult with the student’s health care provider.
- **Persistent nasal drainage and/or chronic cough** – may need to be seen by a health care provider. A student with thick or constant nasal discharge should remain home. Very few younger children can effectively blow their noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.
- **Sore throat** – especially with fever or swollen glands in the neck. A student with a confirmed diagnosis of strep throat may return to school after 24 hours of appropriate antibiotic treatment. They must also be fever free for the past 24 hours without use of fever-reducing medications.
- **Diarrhea** – more than one watery stool in a 24-hour period, especially if the student acts or looks ill. A student with diarrhea should stay home and return to school only after being symptom free for 24 hours.

- **Vomiting** – A student with vomiting should not return to school for 24 hours following the last episode of vomiting.
- **Rash** – body rash, especially with fever or itching. Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. Exceptions are rashes due to heat, diapers, and allergic reactions which are not spread to others.
- **Open sores or wounds** – discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling. Consult with the student's health care provider.
- **Lice, Ringworm or Scabies** – Individuals with head lice, ringworm or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm or scabies was discovered. The provider may allow an individual with head lice, ringworm or scabies to return to the premises after receiving the first treatment.
- **Chickenpox** – Students are infectious 1-2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours. If your child has chickenpox, alert the school nurse.

Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.

A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick student home and encouraging frequent handwashing allows the student the opportunity to rest and recover and prevents the spread of illness in the school community.

When children become ill or are injured at school, parents are contacted. Mann Elementary has a health room, including a cot, where a sick child may wait until parents arrive. When a child is sick or injured, it is important that they are picked up as soon as possible. Please be sure that the school has the telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change on Skyward so our records are as accurate as possible.

-Elevator

Students with injuries or other impairments that restrict their use of stairs may use the elevator with special permission and may need a doctor's order. Due to safety concerns, a written parent release will be required.

-Immunization

Washington State law requires school age children to receive specific immunizations in order to attend school. Lake Washington School District works with the Washington State Department of Health to comply with state laws on required vaccinations. Washington state law RCW 28A.210.080 requires that all children show proof of immunization or certification of exemption to attend school. Students cannot start school without the required documentation.

-Medication at School

According to state law (RCW 18a-31 Ch. 195) any medication, including non-prescription and over-the-counter medication to be administered to a student by an employee, must be requested and authorized

in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession.

Lost & Found

"Lost and Found" items are collected and located by the library. Please remind your children to check in the "Lost and Found" regularly when they misplace items. Please mark all articles of clothing and other items with your child's name. The school district, by law, cannot pay for lost, stolen or broken personal possessions of students. On a regular basis, unclaimed lost items are donated to a clothing bank.

Lunch & Breakfast Program

Breakfast and lunch are available for children at school. Applications for free and reduced rate lunches are available in the office although the preferred method of signing up is through

www.myschoolapps.com, Let us know if you need assistance signing up. Here are the current meal prices per day:

Breakfast: \$2.25

Lunch: \$ 3.75

Milk: \$0.50

We encourage you to set up a meal account through MySchoolBucks.com to manage payments.

Nutrition

Please note that families should refrain from sending in classroom treats and gifts. Our school acknowledges and recognizes student birthdays allowing families to reserve extended celebrations for home.

(LWSD Administrative Policy 6700P) The school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn. As such, the Lake Washington School District is committed to the following:

Food provided to students other than through the school lunch/breakfast program or through competitive food sales include foods provided for school sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school sponsored class parties and celebrations or school-wide events shall be exempt from the above guidelines, however, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

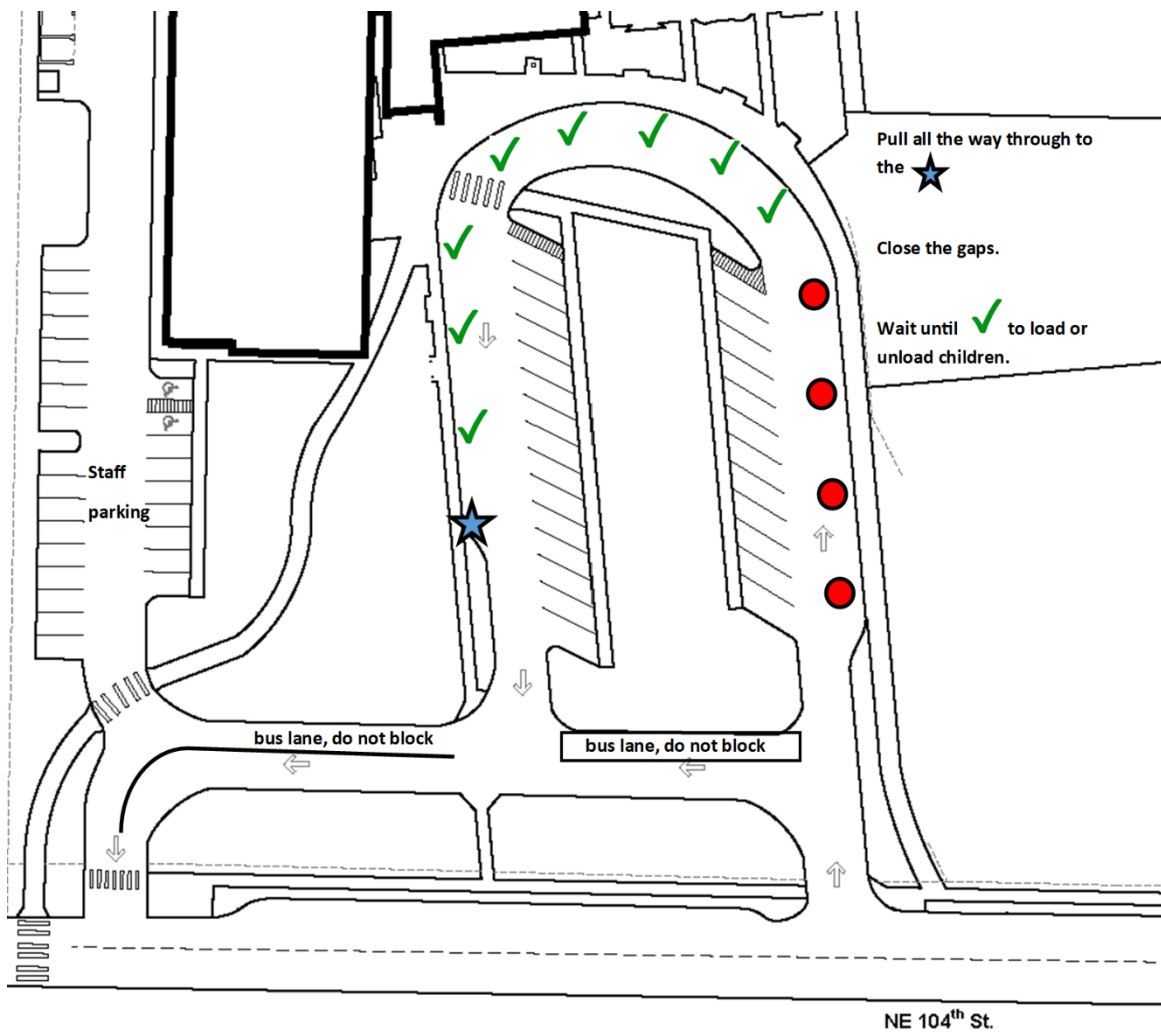
If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats. Parents will also be encouraged to provide healthy meal and snack options for students when providing these from home.

School staffs, parent organizations, and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided,

students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

Parking/Student Safety

- ✓ Have students in the car ready to exit with all of their belongings
- ✓ Always pull forward as far as you can, to the end of the drop-off/pick-up zone area
- ✓ Children should only exit the car on the curb side of the vehicle, never into the traffic lane/driver's side
- ✓ Stay in the vehicle when dropping off and picking up
- ✓ If your child requires assistance exiting/entering the vehicle, please park and walk with them using the sidewalks and marked crossings
- ✓ Never leave your car unattended in the drop-off/pick-up area lanes
- ✓ Be a safe and courteous driver by reducing your speed, use your indicator, and follow directions of our staff



Student Rights & Responsibilities

Please [click here](#) for a link to our district website. This method allows you to translate the Student Rights & Responsibilities into a variety of languages using the globe icon at the top of the page.

Volunteer

To become a volunteer read the LWSD Volunteer Handbook and complete the district-required volunteer application form. School volunteers and field trip chaperones are required by the state and district to complete an application and background check. Student volunteers must also be LWSD approved prior to volunteering. To complete the application click here: [Online Volunteer Application](#)

All parents, visitors, and volunteers are required to sign in at the office and wear an identification badge. This helps the office to locate individuals in an emergency and to maintain building security. Please sign out when you leave the school.

Here are a few reminders:

- Sign in and wear a visitor badge
- Always maintain student confidentiality
- Turn off your cellphone
- Communicate when you are and are not able to volunteer
- Refrain from bringing others with you during your volunteer hours (including field trips)
- Model school rules and expectations