

*MAYNARD
ELEMENTARY
SCHOOL*



*Parent/Student
Handbook*

2025-2026

*Empowering You to Become Your Best
Project!*

**WELCOME TO AN
EXCITING YEAR AT
MAYNARD ELEMENTARY
SCHOOL!**

**Project YOU: Build. Believe.
Become.**

Ms. Shaunna Foster - Executive Principal
Mrs. Amanda Gentry - Assistant Principal
Mrs. Regina Brockman-Turner - Secretary/Bookkeeper

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Knoxville, TN 37921
(865) 594-1333
(865) 594-1120 Fax

www.knoxschools.org/maynardes

Our policies outlined within this document are intended to communicate important information which will support your child's education. Please familiarize yourself with these policies and procedures.

School Resource Officer: Linda Black

School Nurse: Allison Morton

Instructional Coaches:

Ashley Anthony (K-2nd)

Anitra Selmon (3rd-5th)

Behavior Teacher:

Jamie Dailey

Special Education Teacher:

Michael Rodgers

K-5 Teachers:

Abby Burnette - Kindergarten

Cindy Pedroza - Kindergarten

Melissa Carroll - 1st Grade

Adrianna Quintana - 1st Grade

Emily Kudeviz - 2nd Grade

April Wilkerson - 3rd Grade

Audrey Rayle - 4th Grade

Jessie Burkhart - 5th Grade

ELL Teacher: Anne Rogers

Encore Teachers:

Keith Anders - Art

Styx Bales - Music

Kristen DeLapp-Hobbs - P.E.

Melissa McCoy - STEM

Andrea Wilcox - Library

Educational Assistant:

Ryan Wilson - RLC

Support Services:

Deedee Brownlee - School Counselor

Alexandra Penney - School Psychologist

Ruthie Rogers - Speech Therapist

Taylor Smith - Social Worker

Community Schools:

Emily Griggs

Cafeteria Manager:

Joey McMillan

Custodians:

Linda DeLozier - Head

Christina Humphreys

ALLERGIES

- We are an “Allergy Aware” school as we have students with varying allergies (food, insects, gluten, etc).
- We request the help of all parents in making Maynard Elementary safe for students who have life-threatening allergies. Some students at our school have severe allergies (peanut-based products, dairy, eggs, gluten, and several others). We ask that you be considerate to those children whose quality of life is threatened by their allergies.
- Please talk to your child’s teacher when sending in food for class parties.

ANIMALS

- No live animals may be brought to school.
- No pets should be brought to the school doors or into the school office at any time excluding service animals..

ARRIVAL AND DISMISSAL - Kindergarten through 5th grade

- Early morning supervision of students begins at 7:10 a.m. Students are dismissed to their classrooms at 7:30 a.m.
- **After the tardy bell rings at 7:45, students must be signed in by a parent in the office.**
- Instructional classes begin promptly at 7:45 a.m. School is dismissed at 2:45 p.m. for all students K-5.

ARRIVAL/DISMISSAL CHANGES When a child goes home from school in a manner different from his/her usual routine, the parent must send **a signed note** to the school with instructions or use **ParentSquare** to communicate the change **no later than 1:30 p.m.** To maintain the safety of our students, we will not accept changes over the phone.

EARLY DISMISSAL

- Students needing to leave during the day will be checked out from the office. Present proper identification when checking out a student during the day.
- Students are released only to persons listed on the emergency card. Keep this information up to date with the office. Please note that early dismissal is recorded the same as a tardy arrival.
- There will be **no dismissals** after 2:15 PM.

ATTENDANCE POLICIES

- Students in grades K – 5 must be in school 3 hours 30 minutes to be counted present, and preschool students must be in school 2 hours and 1 minute.
- Students who have perfect attendance at the end of the school year will be given special certificates at the end of the year awards assembly.
- Perfect attendance – no more than 3 tardies or early dismissals all year.

Excused Student Absences:

1. Personal illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family, with documentation
4. Recognized religious holidays regularly observed by persons of the student’s faith
5. Verifiable family emergency
6. For students with a parent/guardian who is deployed as a member of the U.S. Armed Forces, the following excusable absences shall apply provided appropriate documentation of deployment is provided to the school: 1 day when deployed, 1 day upon return. Excused

absences for up to 10 days for visitation when a member is granted R/R and stationed/deployed out of the country.

A student absent due to illness may be excused, up to **ten days per year**, with written notes from the parent. Beyond the tenth day, a note from the doctor's office is required to excuse the absence. All written excuses **must be submitted within five days of the student's return to school**, or the absence will be **unexcused**. Any student who is absent for an extended period of time due to illness or injury (10 consecutive school days or longer) may be eligible for homebound instruction.

Absences (Academic Responsibilities)

1. If a child has an excused absence from school, the teacher will provide a reasonable opportunity for make-up work to be completed. It is the child's responsibility to return completed work.
2. Academic honesty is expected from all children. Dishonesty will require disciplinary action.

Tardy Policy:

- Students who arrive at school after 7:45 a.m. **must be accompanied by an adult** and report to the office to get a tardy slip. Their names will then be removed from the absence list. **The first few minutes of the morning are important in getting ready for a successful day.**

AUTHORIZATION for News Media Contact and Release to Publish

- Occasionally, we have the opportunity to highlight some of our programs and students through special coverage by news media. We would also like to include pictures of students on our website (not with their names attached to the pictures on the website).
- A media release form will be sent home at the beginning of the year.
- Please call the school office if you have any questions.

CAFETERIA

We will go over complete cafeteria procedures with students the first few weeks of school. **Breakfast is served each day from 7:10-7:40 a.m. Check with your child's teacher for his/her lunch time. Children may bring lunch from home, but soft drinks and hot chips are not permitted.** All students will receive both breakfast and lunch free of charge. Additional items may also be purchased from the cafeteria as well. While children are eating in the cafeteria, they have an opportunity for socializing with their peers; however, each child is expected to follow these cafeteria rules.

1. Follow directions of adults on duty.
2. Stay seated.
3. Use Level 1 or 2 voice.
4. Walk.

Students not following these rules or being disrespectful to cafeteria monitoring staff may receive consequences as determined by the school Positive Behavior Intervention Support plan. The cafeteria menu can be found on the Food and Nutrition page of www.knoxschools.org

CELL PHONES/ELECTRONIC DEVICES

Students may possess personal electronic devices, such as cell phones, while on school property; however, the personal communication device must be in the "off" mode and must be kept in a backpack. Devices may not be used during school hours. The principal may grant a student permission to use a personal communication device at his/her discretion. A student who possesses a

personal communication device, in violation of this policy and school rules, is subject to related disciplinary action.

Inappropriate use of cameras on cell phones is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted. Lost or stolen devices will be the responsibility of the student.

CIVILITY CODE

The Board does not condone a lack of civility by anyone and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. **A student** who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. **A parent, guardian or community member** who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. **An employee** who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. **Any visitor** on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

DEVICES (Chromebook)

- Every student in Kindergarten – Fifth grade will receive a Chromebook device.
- Students in Kindergarten – 2nd grade will receive a Touchscreen Chromebook.
- Students in Grades 3-5 will receive a regular Chromebook device.
- Parents are required to complete the device form and the optional insurance form by accepting or declining insurance.
- No device will be sent home with any student without completed forms. Insurance information is also available online.
- Insurance is \$30 per device.
- Device distribution will begin within the first few weeks of school.
- Students will need a pair of headphones to use at school.
- Devices will remain at school for use in technology class, library, classroom assessments, classroom assignments, daily practice, to receive instruction on how to utilize the Chromebook, and access the various platforms that will be used throughout the school year.

DISCIPLINE

The staff at Maynard Elementary School is committed to establishing an atmosphere throughout the school where children feel safe, secure, and have an opportunity to learn. Students who follow classroom and school expectations are responsible, organized, accountable, and respectful. In developing and revising our school wide Positive Behavior Interventions and Supports plan, we utilized these objectives:

- Establish regular, predictable, positive learning & teaching environments.
- Teach and model behavioral expectations.
- Create systems for providing regular positive feedback.
- Acknowledge students when they are demonstrating "PAWS" behavior.

- Improve social competence.
- Develop school-wide environments that support academic success.

The following are our four School-wide PBIS Expectations:

1. P - Prepared Always
2. A - Act Responsibly
3. W - Work Peacefully
4. S - Show Respect

The following are our four School-wide Classroom Expectations:

Prepared always	Be ready to learn with your materials	
Act Responsibly	Stay on task in your assigned area	
Work Peacefully	Be safe with your body and kind with your words	
Show Respect	Follow teacher directions and respect others' boundaries	

School-Wide Behavior System

This school year, Maynard Elementary will implement a **school-wide behavior system** to ensure consistency across classrooms and enhance communication with families.

- **Daily Points:** Each student will have the opportunity to earn up to **50 points per day** based on their behavior and engagement.
- **Tracking:** Teachers will use a **clipboard system** to document points earned, along with specific notes on areas where the student may have struggled.
- **Parent Communication:** A **daily behavior sheet** will be sent home with each student to inform families of their child's progress and behavior for that day.
- **House Points:** At the end of each week, individual student behavior points will be totaled and **added to their House Team points**, promoting teamwork and accountability.

This system is designed to promote positive behavior, encourage reflection, and foster stronger school-family partnerships.

In addition, please discuss these general school rules with your child:

- Follow directions of all school workers (administration, office staff, assistants, bus drivers, cafeteria workers, custodians, and volunteers/mentors).
- Speak positively about others.
- Respect the rights, space, and property of others.
- Use appropriate language and manners.

- Walk at all times in the school building and remain quiet in the hallways.
- Follow all the expectations posted in common areas (cafeteria, gym, library, music, art) and in the classroom.
- **Do not bring toys, unsafe objects (such as knives), and electronic devices such as games or other distracting items to school.**

DISCIPLINE (BULLYING POLICY J-211)

Knox County Schools **prohibits acts of harassment, intimidation, bullying and cyber-bullying.** A safe and courteous environment in school is necessary for students to learn and achieve. **Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment;** and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites; "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of: (i) Physically harming a student or damaging a student's property; (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; (iii) Causing emotional distress to a student or students; or (iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

DRESS CODE (J-260)

The following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen,

back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

The school principal reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions.

We respectfully request that all students wear tennis shoes to school every day. Flip-flops may pose a hazard/injury. Tennis shoes are the safest shoes for all school functions and are required for Physical Education class.

SCHOOL DRESS CODE - ADULTS

The school principal reserves the right to determine whether an adult's attire and appearance are within acceptable limits for school visits and functions. We ask that you please cover up and not expose your backside, abdomen, or cleavage.

ENROLLMENT REQUIREMENTS

All new students entering Knox County Schools must have the following documented information on record:

1. Proof of Residence (KUB, lease, or mortgage)
2. Proof of age (birth certificate)
3. Physical examination record must be on file
4. Tennessee Certification of Immunizations may be obtained from your family physician or the Knox County Health Department. A student cannot be enrolled until the requirements are met.

EMERGENCIES

Please update the Student Information form accurately and in ink. Continue to update school personnel as needed during the school year. If a child is ill or injured, we must be able to contact someone who has the right to pick up your child. If there is a child custody situation that we must know about, please provide the most current legal documentation for our files.

SCHOOL CLOSING

A School Messenger announcement will be sent by phone from our Central Office with information about any changes to the school schedule. Local radio and TV stations as well as the Knox County Schools website (www.knoxschools.org) also provides this information. Be aware that any bus route can be reduced or canceled due to flooding, ice or snow. Daycare vans/buses may not run, please contact your child's daycare to find out their policy.

FIELD TRIPS

Curriculum appropriate field trips are incorporated into your child's educational program. Detailed information is sent home for every field trip. Children must have a signed permission slip to attend any trip off-campus. Students who ride the school bus to the field trip location are expected to ride the bus back to school. All permission slip information and/or trip fees are due the day before the trip.

Arrangements will be made for any student not attending the field trip for whatever reason. If a child does not attend due to a discipline concern, the parent/guardian will be contacted.

FLOWERS/GIFTS/BALLOONS

These items should not be on school property during the school day. They are distractions in the classroom setting.

BIRTHDAY TREATS

Maynard is an “Allergy Aware” school. We ask that families not purchase outside treats for the class on birthdays and instead, purchase ice cream through our school cafeteria for the class. We offer a variety of ice cream that meets the needs of all students. **Outside treats for birthday celebrations will not be permitted.**

FUNDRAISERS

Our school sponsors the Knox County Schools’ COUPON BOOK SALES campaign in September. Coupon books are now \$20 and can be purchased in person and online. Our school keeps the whole amount. Please encourage your relatives and friends to reserve their coupon book purchases for Maynard students this school year. In addition to coupon books, we will notify you of any other fundraisers.

HOMEWORK

Homework provides an opportunity for students to practice what they are learning at school. Guidelines will be discussed during Parent Information Nights. As a general rule, students should not have homework lasting longer than 10 minutes multiplied by their grade level (1st Grade - 10, 2nd Grade -20, etc...). Please direct any grade level specific questions to your child’s teacher.

ILLEGAL/INAPPROPRIATE ITEMS

All items not needed for class should be left at home, unless the teacher gives written permission. Items that violate safety or disrupt the learning environment will be confiscated, and students may face disciplinary action. Fireworks, firearms, knives, tobacco products of any type, alcohol, drugs, and medication of any kind without an appropriate medical form are illegal on school property. No weapons of any type are allowed at school. Possession of such items will result in serious disciplinary action, which may include suspension or expulsion from school.

ILLNESS

You will be notified if your child is ill or injured at school. By law, we contact only those individuals you have listed on the emergency card if you are not available. Please keep the emergency card updated with good contact information.

LOST AND FOUND

We maintain a lost and found at school. Be sure to have all items (lunch boxes, jackets, etc.) labeled with your child’s name and teacher’s name. We do not keep items indefinitely.

MEDICATION POLICY

- No medication of any kind can be administered to students by school personnel except when medication must be given on a long-term basis and is necessary to be given during the school hours in order for the student to remain in school.
 - This includes over-the-counter medications.
 - If medications MUST be given at school, it must be personally delivered by a responsible adult, in an appropriate container that is labeled by the pharmacy. A *Medication Administration Form*, available in the school office, must be completed by the physician and signed by the parent/guardian.
- Students will not be allowed to transport medication to or from school.
- Any over-the-counter medication prescribed for a student must be in an unopened original

container and must be labeled with the student's name.

OPERATING HOURS - Kindergarten through 5th grade

School hours are from 7:45 a.m. – 2:45 p.m. daily. Our doors are unlocked at 7:10 a.m. Please do not bring your children earlier, as no supervision is available before 7:10 a.m. If your child is an afternoon car rider, pick up your child promptly at 2:45 p.m. We do not have supervision for students who are picked up later than 3:00 p.m.

PARENT/ TEACHER CONFERENCES

For conference scheduling, we ask you to make your request to the teacher in writing and confine conferences to before or after-school hours. All of our teachers have an email address and will be happy to share that information with you.

We will have one school-wide parent conference night during September and February. Information will be sent home in a timely manner to allow time for you to sign up for a *convenient* time for you and your family. Parent conferences may be requested any time you have a question or concern about your child's education.

PARTY POLICY AND NUTRITION GUIDELINES

Classrooms are limited to two parties per year. Typically, there will be one before the Winter Holidays and one near the end of the year. Your child's teacher will communicate dates and plans for these during the school year. If you have concerns or questions about classroom celebrations, please reach out to your child's teacher.

RECOGNITION AND AWARDS

Deserving students are recognized throughout the school year in various ways for excellence in academics, behavior, citizenship, and attendance. The school hosts an awards ceremony in January and May.

REPORT CARDS/INTERIM REPORTS

Interim reports are sent home at each 4 1/2 week grading period. Report cards are issued every nine weeks and should be signed and returned to school upon receipt.

Academic Grades –

3rd-5th Grades		1st & 2nd Grades
93-100	A	93-100 E - Excellent
85-92	B	85-75 S - Satisfactory
75-84	C	0-74 N - Needs to Improve
70-74	D	
0-69	U	

Kindergarten

Meets Expectations (ME): The student demonstrates proficiency in grade-level expectations.

Performance is characterized by the ability to apply skills and strategies with consistency, quality, and independence.

Developing Understanding of Expectations (DE): The student is making progress in grade-level expectations. Performance is characterized by the ability to apply skills and strategies with varied accuracy, quality, and support.

Limited Understanding of Expectations (LE): The student has a beginning understanding of grade-level expectations. Performance is characterized by an inability to apply skills and strategies, and the student needs considerable support and guidance.

Conferences are recommended for students with U's, N's, and LE's.

Conduct Grades -
A, B, C, D, U

Work Habits -
Excellent - E
Satisfactory - S
Needs to Improve - N

Academic Honors (does not include behavior or work habits grades)

First Honors

Grades 1-2: All E's.
Grades 3-5: All A's.

Second Honors

Grades 1-2: E's and S's.
Grades 3-5: A's and B's.

Kindergarten Honors

Math:

Meets or Exceeds expectations on all topics taught during the current nine weeks (student scored 80% or higher)

Reading:

1st Quarter: Reading on "Level A" or higher, Knows 15 or more letter names and 10 or more sounds, Reads 12 or more sight words, and Writing Progress--Writes first name (or more) independently

2nd Quarter: Reading on "Level B" or higher, Knows 40 or more letter names and 20 or more sounds, Reads 24 or more sight words, and Writing Progress--Writes 1 or more sentences independently

3rd Quarter: Reading on "Level B" or higher, Knows all letter names and all letter sounds, Reads 36 or more sight words, and Writing Progress--Writes 2 or more sentences independently.

4th Quarter: Reading on "Level C" or higher, Knows all letter names and all letter sounds, Reads all sight words, and Writing Progress--Writes on "text" level (3 or more sentences) independently.

SAFETY & SECURITY

The school is one of the safest places for students to be during most crises or natural disasters. In the event of a safety or security incident that disrupts the regular dismissal of students from school, the school will notify parents through the mass ParentSquare phone/email/text service with directions for where and how parents can pick up their child(ren). We ask parents and guardians not to telephone the school and tie-up the few telephone lines that will be needed for emergency use. The best place to get current updates is to visit the school's website which can be accessed at knoxschools.org/maynardes.

If you know of a security situation and need to report it anonymously, you can use Test-a-Tip by sending a text to 274637 (which spells CRIMES) and type in the keyword "knoxschools," followed

by your tip.

People not listed on the Student Info Verification forms by parents as having permission to pick up a child, will not be allowed to sign out a child. Anyone requesting to pick up a child from the school should have a valid picture ID with them.

SCHOOL/HOME COMMUNICATION

Teachers will send home regular communication highlighting classroom specific information. Please expect school-wide notices, and other information, etc. to come home weekly as well. The principal will send messages through email and ParentSquare. All of our staff can be contacted most easily through email or you can call the school and leave a message for a staff member.

SMOKING POLICY

All Knox County Schools' property (campuses & buildings) are "Tobacco Free" per Knox County Schools' board policy. Visitors and parents are not permitted to smoke or chew tobacco products on campus or exterior of the buildings at any time. Please refer to the KCS Board Policy on "Tobacco Free".

STUDENT RECORDS

Parents have the right to inspect their child's education records and seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights. Parents have the right to a hearing and to file a complaint with the appropriate local, state, or federal officials when the school system violates laws and regulations relative to student records. Parents have the right to a copy of the KCS BOE Policy J-551 (Student Records) and a copy of their child's education records. Finally, parents have the right to exercise control over other people's access to the records except as provided by law or information the school system deems as "directory information." Parents have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information.

TELEPHONE CALLS

Teachers cannot be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please place your request through the school office. The teacher will return your call promptly when he/she is not responsible for the supervision and instruction of students. Children are not permitted to use the phone without teacher permission.

TELEPHONE NUMBERS

It is vital that we always have correct phone numbers for parents, both at home and at work. Please help us by providing several numbers and by keeping them up-to-date. Do not hesitate to give us unlisted numbers. We regard all phone numbers and addresses as private and do not give out this information. In the event we have no valid phone numbers, DCS will be contacted. Lack of emergency contacts is a safety issue.

TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES

The taxpayers of Tennessee provide our textbooks. Students are fully responsible for the care of all textbooks issued and library books checked out to them. Parents are assessed replacement costs if books are lost or damaged. Students will not be allowed to participate in the Elementary Track Meet or Field Day until lost/damaged books are returned or paid for.

TITLE I

Maynard is a school-wide Title I school. This provides and operates programs and supports in high poverty areas above and beyond what the school system provides to help children perform at the level for his/her age and grade level. Funds are distributed to Title I schools for additional personnel, materials and supplies, and staff development opportunities that are above what Knox County Schools provides.

**TRANSFER OPTION FOR STUDENTS
OF VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public-school student who is the victim of a *violent* crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers at (865) 594-1502.

VISITORS AND VOLUNTEERS

Parents, volunteer workers, and other community members are always welcome in our school. Visitors must report to the office to sign in and identify the purpose of the visit. You will receive a visitor badge to wear that indicates you have signed in at the office. Our staff has been advised to direct any visitor without a badge back to the office so that our security policy is enforced. Teachers may schedule volunteers for their classrooms based on needs. Talk to your child's teacher if you are interested in volunteering, so he/she can make arrangements to get the appropriate level of clearance.

