NEW CASTLE ELEMENTARY SCHOOL

2026-2027



Student/Parent Handbook

182 South Property Road
New Castle Kentucky 40050

NEW CASTLE ELEMENTARY 2026-2027 STUDENT HANDBOOK

Administrative / Office Team

Principal – Juett Wells
NCES Counselor – Lauren Fields
Instructional Coach - Kelly Hall
Office Manager-Trisha Lankford
Medical - Breck Toole

School Hours

7:45 a.m. The building opens. Students may go to the gym or go to the cafeteria for breakfast. Breakfast is available daily from 7:45 A.M. – 8:25 A.M.

8:15 a.m. Students are released to classrooms to prepare for the instructional day.

8:25 a.m. Official start to the instructional day—Students must be in the building before the tardy bell rings.

3:15 p.m. End of the school day

Attendance Procedures

All students are required by law to attend school every day and to be on time. Tardiness is not just being late for school as traditionally interpreted; it is defined by law including being late to school OR leaving school before classes are dismissed. Students are required to sign in on an Entry Log if late to school or to sign out of school on an Exit Log if leaving the building during any part of the instructional day. The District records excused and unexcused absences daily to comply with Kentucky School Law KRS 159.150, which states, “Any child who has been absent from school without valid excuse for more than three (3) days, or tardy on more than three (3) days or is habitually tardy, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. A student who is absent for 34% or less of the regularly scheduled school day is tardy. A student who is absent 85% or more of a school day is considered absent for the entire day. A half-day absence is accrued for missing 35% to 84% of the school day.” Parents are requested to notify the school on mornings when their child will be absent. When a student is not present and no call is received from the parent, the school will attempt to notify the parents to ensure they are aware of the absence. The family will be referred to the Director of Student Services when additional intervention or communication regarding attendance is necessary.

School Attendance

An excused absence or tardiness is one for which work may be made up, such as:

1. Illness of the pupil or severe illness in the pupil's immediate family as verified by a physicians' statement. After the tenth (10) physician's note, the parent/guardian must have a Medical Excuse Form 09.123 AP (available at each school office or on-line via the district's website) completed by the physician;
2. Death in the pupil's immediate family as verified by a note from the funeral director;
3. Court appearance as verified by a note from the court official;
4. Driver's test for permit or license (1/2 day allowed for this purpose);
5. Religious holidays and practices;
6. One (1) day for attendance at the Kentucky State Fair;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to military duty;
9. One (1) day upon the return of parent/guardian from active military duty; or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.
11. Absences for reasons not stated above shall be considered unexcused.

Verification Required

A signed statement of the parent, when presented upon the student's return to school, will be accepted as proper verification for up to five (5) days of absence per year. Absences verified by a doctor's statement shall not be counted as one of the initial five (5) days. Any absences in excess of ten (10) shall require the presentation of a completed Medical Excuse Form 09.123 AP before the absences shall be excused. When a student returns to school following an absence, s/he must bring a signed note with the dates of the absence within two (2) days of the absence. When notes are turned in, the student will be issued an excused admit slip. The student is responsible for presenting the admit slip to each teacher upon return to class following the absence and at that time, turn in any work due and request any missed assignments.

Make-Up Work

The student is responsible for making arrangements with the teacher for makeup work. At the discretion of the teacher, twice the number of days absent may be permitted for the completion of makeup work. Students may not be allowed to make up routine daily work for an unexcused absence.

Suspension

Projects or homework assigned prior to suspension shall be accepted for credit. Long-term projects assigned during the suspension and due at a later date shall be accepted for credit. Work assigned and due during suspension days may not be accepted upon return.

Notification

The principal shall establish procedures to ensure parents and students are officially notified of accumulated absences.

Classroom Parties

Celebrations are a very important part of our instructional curriculum. If there are religious or personal beliefs that prevent your child from participating in any holiday celebration, please notify your child's teacher. Arrangements will be made for your child to participate in an alternate learning activity. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages. Foods brought in for class parties / celebrations during the school day should be store-bought, packaged, and labeled. Due to food allergies, no homemade foods will be allowed.

Candy/Snacks/Water

A healthy lifestyle is a life skill that we strive to model. New Castle Elementary will help students meet this goal by adhering to the district wellness policy and only allowing appropriate snacks.

1. Teachers have the discretion to make exceptions, but will be responsible for checking ingredients that may pose an allergy risk.
2. Candy/food must go home in a ziplock bag in the backpack, not to be opened in the building prior to leaving or shared in the car/bus lines.
3. Throughout the day, students may use a water bottle (with a sealed lid) containing water only.Outside of lunchtime, no other drinks/bottles of any type are allowed.

Exceptions to food and drink policies will only be made for valid medical reasons & with a doctor's note.

CAFETERIA—Breakfast and Lunch

New Castle Elementary School qualifies for the Community Eligibility Provision (CEP). This program allows us to serve breakfast and lunch at no charge to all enrolled students. This program does not include A La Carte items (ice cream, snacks, etc). Charges are not permitted.

Parents Eating with Students

1. Due to space in the cafeteria and parking lot, parents will only be permitted to eat lunch with students on **Fridays**.
2. Parents need to notify the office the day before so the cafeteria staff can adjust food prep accordingly.
3. Absolutely no outside food can be brought in (per HCPS wellness policy).
4. $5.00 - cost of lunch for an adult
5. After lunch, the parent must exit the building, and is not permitted to walk their child back to class.

Car Rider Line

In order to assure the safety of the students and staff at New Castle Elementary we are asking that anyone who is bringing or picking up their children adhere to the following guidelines. This

will ensure that our students, parents, community, and staff enter and exit the building safely and efficiently.

Morning Car Rider Procedures:

1. Students may be dropped off at the gym/cafeteria side of the school at 7:45 a.m. Please wait for an adult to come out to the carpool line before you drop your child off in the morning.

2. When dropping off your child, please pull up to the orange cones or to the car in front of you. This will allow us to have several cars dropping off/picking up at one time.

3. Students must exit the car on the driver's side (curb) side.

4. For the safety of our children, please do not pass any cars in the car rider line. Wait patiently while the cars in front of you unload.

5. After dropping off your child, please move through the line. We will make sure your child gets in the building safely.

6. Please complete paperwork or other tasks prior to getting in the car rider line. Prompt your child in advance so he/she is ready to exit once the car comes to a complete stop.

7. After 8:25 a.m., students must be signed in by their parents/guardians. When you arrive in the morning after 8:25 a.m., please park and bring your child into the office. Students entering the building after 8:25 a.m. will receive a tardy slip.

8. All persons needing to enter the building during car rider time (7:45-8:25 a.m.) must use the main entrance.

9. For the safety of others, **do not park in the car rider line**. Visitor spaces are provided at the front of the building.

10. Please do not park or drop off from the bus loop. Only bus drivers are permitted to park in this area during the school year.

Afternoon Car Rider Procedures:

*Afternoon car rider dismissal will begin each day at 3:10pm

1. Parents/Guardians need to pull up to the orange cones on the gym/cafeteria side of the school.

2. Remain inside your car. Parents are not permitted to enter the building or stand outside of doors to pick their child up after school. Parents must travel through the car-rider line to ensure safety and efficiency.

3. Students will be dismissed from inside the building and will be supervised getting to the car by a staff member.
4. Please be aware that we may have new staff members assisting at dismissal, so you may need to show your driver's license or car rider tag for safety reasons. ***Always be prepared to show proper identification if needed.***

5. Once your child/children are safely inside the car, please move forward in the car rider line.

6. For the safety of our children, please do not pass any other cars in the car rider line. Wait patiently while the cars in front of you load. Cars must remain in a double lane at all times.

******If you are going to change transportation methods for the afternoon, please inform the school by 2:00 pm. NO CHANGES to transportation will be made aftr this time.***

Child Custody / Records Change

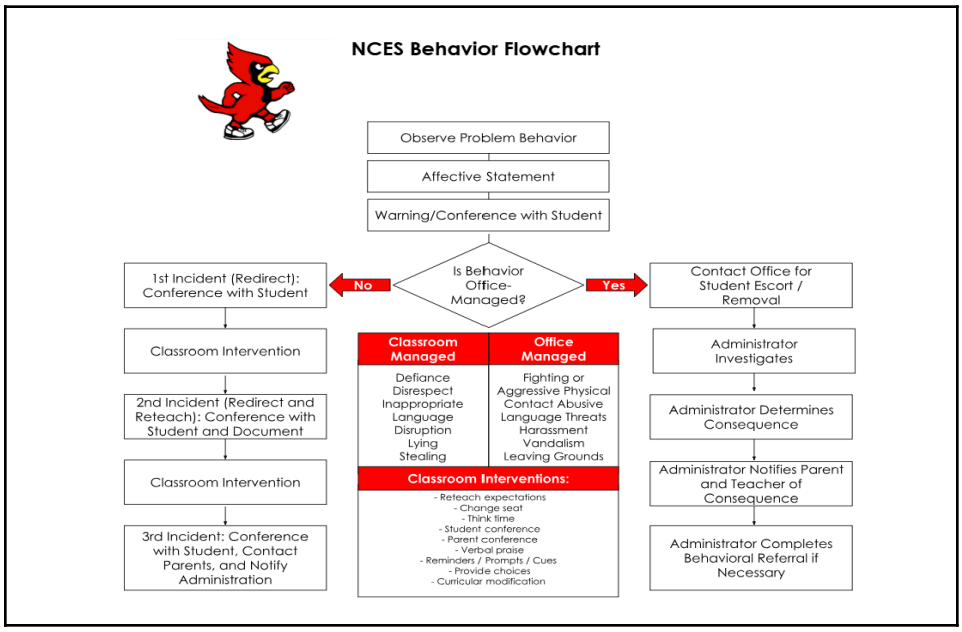
To ensure the safety of your child, the school asks that you INFORM THE OFFICE OF ALL CUSTODY SITUATIONS AND PROVIDE THEM WITH THE MOST CURRENT LEGAL DOCUMENTS. Either parent or legal guardian of the student has the authority to inspect/ review the educational records. Either parent or the legal guardian also has the authority to sign out a student, unless our school records indicate that there is a current legally binding court order, or a state law, which indicates the contrary.

Communication

New Castle Elementary administration and staff make parent communication a high priority. Your child's teacher will establish a consistent form of communication in order to keep you informed of classroom events and learning experiences. Communication tools used include agenda books (that should be signed by parents daily), red take-home folders, and electronic communication via Class Dojo, Infinite Campus, and email. In addition, we have several school-wide forms of communication to assist you in staying abreast of school events and goals. Please check your child's agenda and take-home folder daily for pertinent school and PTO information and flyers. Our school website is also a valuable resource that includes an updated calendar and links to educational sites. New Castle Elementary also has Facebook and Twitter pages.

Discipline

New Castle Elementary Staff and Students follow the policies contained in the Henry County Code of Acceptable Behavior and Discipline. The purpose of the New Castle Discipline Plan is to foster a child's ability to make appropriate choices and be self-disciplined. We believe adults, teachers and parents, have the obligation to teach students what it means to be leaders and responsible citizens of our school community. Consequences of poor choices will be determined based on our school's Behavior Flowchart.



New Castle is a "Leader In Me" school. The staff uses a proactive management approach and the principles of "Leader in Me" and PBIS as a school-wide behavior approach to reinforce discipline goals. Students are expected to follow our CARDS Expectations in all areas of our school. Our goal is to help each child internalize the CARDS Expectations so he or she can experience the feeling of pride and belonging that comes from demonstrating behavior that reflects leadership. It is our hope that this approach will lead to greater confidence and self-esteem in each New Castle student.

CARDS Expectations

C	Conversation Level
A	Actions
R	Responsibility

D	**Demonstrating Leadership**
S	**SUCCESS!**

Students and teachers develop classroom rules, expectations, and consequences at the beginning of each school year that follow this positive classroom management approach.

Board Policy will be used to make the appropriate decisions concerning disciplinary actions (warnings, in-school suspension, out of school suspension, student/parent conferences, and safe school's policy). The principal will act and respond to the safety and well-being of each and every student and staff member.

Dress

Appearance should not distract from the educational process, nor should it disrupt the instructional process. Students should dress in a manner conducive to positive behavior, school environment, and the learning process. We encourage our students to be well groomed and wear appropriate school apparel. Failure to follow the Student Dress Code will result in a phone call home to fix the dress code issue.

Student dress shall be appropriate at all times. In order to facilitate this process, the following guidelines on student dress shall be followed:

1. Shirts of any color shall cover the stomach and back areas when arms are extended.
2. Students shall not wear halter tops, spaghetti straps, tank tops, low cut shirts, or clothing that is obviously too large.
3. Pants of any color shall be worn at the waist and not touch the floor. There shall be no sagging. A belt must be worn if the pants will not stay on the hips.
4. **Students shall not wear mesh clothing.**
5. Leggings will be permitted under appropriate length clothing (skirt, dress, shorts).
6. Dresses, shorts, skorts, and jumpers must be of appropriate length for a child's height and body type and not form fitting. Jumpers must be worn with an appropriate shirt or blouse with sleeves.
7. All clothing worn should give the perception of modesty– no excessively short shorts, short skirts, short skorts, or short jumpers. **The bottoms of these articles of clothing are to be no shorter than the ends of the fingertips when extended.**
8. Students shall wear **socks, stockings, or tights when wearing closed toe shoes.**
9. All shoes that are made to have shoe strings must be tied and secured appropriately with shoestrings.
10. **All footwear must have a heel strap to secure footwear to student's foot**
11. Students are not permitted to wear any footwear with a heel taller than 1 inch.
12. For safety reasons, tennis shoes should be worn on days when students have physical education.

13. Clothing (including jewelry or accessories) with disruptive or obscene language, slogans, or pictures is not permitted. This includes, but is not limited to, anything promoting illegal substances, alcohol, tobacco, firearms, other weapons, racial/ethnic intolerance (including rebel flags), gang affiliation, or violence (including wrestling).
14. Jewelry and Accessories restrictions:
    - No medallions, thick chains, or other distracting jewelry that interferes with the educational process (including wallet chains).
    - **No hats/head coverings** unless the school is having a "hat day" activity
    - No **dog collars or spiked jewelry**
    - No **sunglasses**.
    - **Tails, ears, or other costume-type apparel** is not permitted
    - No hairstyles/hair color or hair accessories that distract or disrupt the learning environment

The principal will make final decisions regarding dress code policy violations.

Our dress code is very simple. Students need to wear clothing that does not distract others, is safe to wear even during emergencies, and is appropriate for young students. We want the students' focus to be on learning and growing, not clothing, etc.

Students will only be provided clothing by the Family Resource Center if available, and may be asked to call home for a change of clothes. If you are in need of assistance with your child's clothing, please call the school office or the Family Resource Center (845-8622). We will be more than happy to help you with your needs if possible.

Cell Phones / Electronic Devices

Cell phones and other electronic devices in today's world have become a major distraction in the school setting.

Cell phones, smart watches (if they are equipped with internet or phone capable), and other electronic devices (headphones, ear buds, etc.) will not be allowed out and **are to be in the students backpack, powered off during the school day (7:45 - 3:15 or until they exit the building, including bus lines and car rider pick-up)**, unless permission has been given to access it for a specific reason in writing and approved by the Principal. Students are not allowed to contact anyone outside the building using the electronic device during the school day. If a student needs to contact home for any reason, they can inform a staff member and a phone call will be made on their behalf if deemed necessary. If for some reason your child needs to be contacted during the school day, normal channels of communication through the office are required.

After an initial warning, a staff member will confiscate the item and use their discretion to return the device or submit it to the principal to be returned to the parent.

At no time will any staff member be held responsible for confiscated devices, as the policy clearly states that no device is permitted in the building.

Emergency Procedures

Directions are posted in each room/area, which specify procedures for disaster drills. Staff and students practice all safety drills throughout the year.

Extracurricular Activities

Purpose

The purpose of extracurricular activities at NCES is to provide students with enrichment and exploration opportunities that are an extension of the school community. We strive to provide a range of activities in an effort to tap into the interests of our learners.

Participation

Extracurricular activities shall, to the greatest extent possible, be open to all interested students in the participating grade level. If selection of students to participate in an activity is required, selection criteria shall be developed by the activity sponsor and approved by the principal before the selection process. The selection criteria will be distributed to students interested in participating before the selection process.

Eligibility

Teachers will need to keep the extracurricular sponsor advised as to students' status concerning academics and behavior. If problems arise, the sponsor will discuss the concern with the principal and the counselor. The extra-curricular activity may be taken away from students if there are academic or behavioral concerns.

Validation

The extra-curricular activity sponsor and teacher will review eligibility for the duration of the extra-curricular activity. Notification: A letter notifying the parent(s) or guardian(s) of a student's ineligibility to participate in extracurricular activities will be immediately sent by the extracurricular activity sponsor. If the student should regain eligibility, the parents will also be notified in writing by the sponsor.

Field Trips

Instructional field trips are used to enhance the concepts that are being taught in a unit. Students on the field trip represent their home, school, and county, and must act accordingly. Students continue to be bound by all guidelines and expectations from the student handbook while away from campus on a field trip. Any parent who wishes to chaperone must have a state background check on file in the principal's office.

Gifted and Talented Educational Services

Students in 4th or 5th grade may be formally identified as gifted/talented in one or more of the five areas recognized by the state: general intellectual ability, specific academic ability, creativity, leadership, and visual/performing arts. Our Gifted & Talented Coordinator, Courtney Willis, works closely with teachers and parents to collect formal and informal data that will assist in determining if a child meets the state's criteria for identification. Students formally identified will have a Gifted Student Service Plan (GSSP) developed by the school staff and the parents of the student to address the child's specific learning needs. The GSSP describes the service options that will be provided for the child throughout the year. Parents receive a mid-year and end-of-year gifted and talented progress report.

Health Services

New Castle Elementary encourages students to take medication at home rather than at school when possible. Any student required to take medicine during school hours MUST follow these guidelines:

- All medication that needs to be given to a student during the school day must be transported by the parent or guardian and be in its original container. An authorization form must be completed and on file in the school office for both prescription and non-prescription medication.
- Medicine will be given in the office. Students are not permitted to bring medicine of any kind on the bus or on their person.
- Any student becoming ill at school may be sent home.Health information is kept on file in the office. Please update any information immediately when changes occur. It is the responsibility of parents/guardians to provide the school office with all current contact and health-related information and documentation.

Student Illness Policy

To prevent the spread of infection and illness, Henry County Public Schools follows the guidelines and recommendations of the experts in the fields of infectious disease (CDC, AAP, NASN). In the event my student is kept home or sent home from school for a *fever/vomiting/diarrhea or other potentially infectious symptom*, I understand that they may return to school **only** when they are *fever free* and/or *without symptoms* for at **least 24 hours without the assistance of medication.** If my student has a pre-existing condition documented by their physician and on file with Health Services **OR** receives an alternate diagnosis from a physician they can return to school in less than 24 hours. The doctor's note for the alternate diagnosis is required for return.

Physical Examinations
A Kentucky Preventive Health Care Exam is required for all enrolling students. Out-of-state enrollees have 30 days to complete this requirement. All students shall be required to present a valid Kentucky immunization certificate upon enrollment and to have an up-to-date certificate on file in the school office at all times. Out-of-state immunization records must be transferred onto a Kentucky form. State law requires that all students entering public school in Kentucky have a vision examination by an optometrist or ophthalmologist.

Homework

Homework is a tool that is used to help students make the most of their experience in school. Homework may be given from time to time, as it can be useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and/or helping students develop positive study habits. Through homework, parents can be kept informed of the curriculum and see evidence of their child's progress. Time spent on homework may vary according to the speed at which your child works and manages his/her time. In addition, nightly reading and/or engagement in math games is always encouraged! Family-school partnerships are critically important in ensuring that students' learning is extending beyond the classroom. If there is ever a question or concern regarding homework, or if students have difficulty completing homework, parents are encouraged to reach out to the teacher (via a note in the agenda or email).

Inclement Weather Procedures

Occasionally, hazardous road conditions exist due to weather, and it becomes necessary to make changes in the daily school schedule. Likewise, other unforeseen events may occur that require the school to be closed. Once a decision has been made to close schools or change the daily time schedule, information will be given to media sources and the HCPS district website (www.henry.kyschools.us). The District also utilizes a One Call system.

****IF THERE IS NO ANNOUNCEMENT FROM THESE SOURCES, SCHOOL WILL BE IN SESSION AS USUAL.***

Lost and Found

Any lost articles of clothing or other items will be placed in the designated lost and found area located in the cafeteria on the stage. If you find articles in and around the building, please take them to the stage. Please label all jackets, sweaters, hats, gloves, lunch boxes, water bottles or other personal items with your child's name. All items will be donated on the last day of each month.

NCES Parent Teacher Association (PTO)

New Castle Elementary benefits from the tremendous support of our Parent Teacher Organization. In order to maintain open communication between home and school, active participation by parents is encouraged. All parents are welcome to attend parent-teacher meetings and activities. PTO meetings occur monthly (third Tuesday of the month, unless otherwise advertised) at 4:00 p.m. in the NCES library. It is very important for children to know that their parents and teachers are working together, so all parents are encouraged to attend the monthly meetings. For more information, contact PTO president, Katie Chesher at (502) 619-9099.

Parent-Teacher Conferences

While family-school communication is of the utmost importance on a regular basis, formal Parent-Teacher Conferences will be held twice a year, once in the fall and once in the Spring. Dates for this year's conferences have been set for November 9th and March 15th.

Parking

When visiting, picking up, or dropping off children, we ask all parents and visitors to follow designated directions for entering/exiting lots, and park only in the designated spots. Signs are posted to help with the direction of traffic.

Report Cards / Infinite Campus

Students in grades K-5 will receive report cards four times per year. ***You will need to log in to the Infinite Campus Parent Portal to see the report cards***. Report cards will not be printed out and sent home. The grading period will be divided into four nine-week grading periods.

Student Placement

New Castle Elementary faculty and administration collaborate on student placement in order to provide an optimal learning environment that is based on the specific needs of each child, while maintaining and protecting the integrity and diversity of our multi-ability classrooms, at all grade levels.

Specific Goals of the Student Placement Process:

- To identify and place each student in his/her optimal learning environment based on the specific needs of the student.
- To gain insights from the classroom teacher and parents, in addition to information at the school level, to best inform the decision-making process.
- To ensure a slightly narrower range of abilities/needs throughout the classroom while maintaining the integrity and diversity of our multi-ability classrooms.
- To create learning experiences that are engaging and productive for all students.
- To use our knowledge of students to effectively differentiate based on needs, interests and learning styles.

Counseling Services

New Castle Elementary has a full-time counselor who serves the emotional, social and behavioral needs of our students in various ways. Our counselor has established a counseling program centered on individual counseling, small group counseling, mentoring, and whole class guidance. Further questions about our counseling program can be answered by calling our school counselor, Lauren Fields at (502) 845-8650.

Special Education Services

New Castle Elementary provides a variety of special education programs and services to meet the individual needs of eligible students in accordance with state and federal special education laws. An Individualized Education Program (IEP) is developed collaboratively by parents/guardians and school staff to address each eligible student's unique educational needs. The Special Education Department offers a wide range of services, including:

- Evaluation of students referred for suspected disabilities by qualified personnel through the Henry County Board of Education, in accordance with applicable procedures.
- Consultation with parents/guardians and teachers to support their understanding of and ability to meet the individual needs of students at home and at school.
- Individual and small-group instruction for students who meet eligibility criteria for special education services.

Section 504 Services

Students who have a physical or mental impairment that substantially limits one or more major life activities may be eligible for accommodations and services under Section 504 of the Rehabilitation Act of 1973. Eligible students may receive a Section 504 Plan designed to provide equal access to educational programs and activities. Parents/guardians who have questions about Section 504 eligibility or services should contact the school administration or counselor.

Speech

Speech pathologists are available for students who meet eligibility criteria for speech services. In addition, they also conduct screenings for articulation problems, language delays, and possible hearing loss. Our school speech pathologists are Kayla Walters and Kaitlyn VanZile. If you have concerns about your child’s speech, please contact your child’s teacher and he/she will consult with our speech pathologists regarding next steps.

Technology

New Castle Elementary embraces the world of technology for student and teacher use. We also strive to engage students in the use of many other modes of 21st-century technology. In order to

use school computers and technology equipment, parents and students must sign the HCBE Acceptable Use Policy annually.

Transportation Changes

Changes in transportation can only be made via communication from the custodial parent/guardian. We ask that if you must make a change, the following information will be submitted **in writing** by 2:00 PM to the school office: date of the change, student name, teacher name, and the bus number or other change. Please include a phone number on any notes in case there is a question pertaining to the transportation change. ***Please avoid sending this information via fax or email because the system may be down or the form may not be viewed before dismissal.***

Visitors

In order to have a safe and secure school for our students and staff, **ALL parents and visitors MUST sign in at the office and receive a visitor's pass**. All visitors must enter through the front doors, and check in at the front office with the secretary. Upon leaving, please sign out and exit through the front doors. Exit doors and classroom doors are locked at all times.

Volunteers

Volunteers are a valuable resource that directly impacts the success of our learners. Parents, grandparents, neighbors and friends become an "extra pair of hands" in the school. Our volunteers engage in a variety of opportunities that include, but are not limited to tutoring, working in the library, chaperoning field trips, giving clerical assistance and accepting various work assignments. Volunteers also share their professions for the enrichment of our students.

***We ask all volunteers to adhere to the following guidelines*:**

- Submit paperwork for a background check prior to serving as a volunteer. During the 2000 Session of the Kentucky Legislature, a law was passed requiring all schools to obtain criminal records checks on adult volunteers. The law considers a volunteer to be any adult who assists teachers, administrators, or other staff in public school classrooms, schools, or school district programs and who does not receive compensation for their assistance. The criminal records check is required on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on a school-sponsored field trip. The request for records will be made to the Administrative Office of the Courts (AOC). You can be assured that the AOC, the school, and the school district will take steps to maintain the confidentiality of this information. Additionally, this information will be used only for the purpose of volunteering in the school. Forms are available online on our Henry County Public School website. ***Please contact the front office to make sure you have an updated background check before volunteering.***

- According to Board Policy, due to safety and liability concerns, non-enrolled children may not accompany parents when volunteering, chaperoning, or supervising on school grounds or on field trips. Adult volunteers are essential to our school in many ways, and we greatly value you and any assistance you provide to us. We certainly appreciate your understanding of and cooperation with these guidelines.