



# ELEMENTARY SCHOOL

*Home of the Cougars*

**2022-2023**

**PARENT/STUDENT  
HANDBOOK**

**4740 Artistic Circle  
Colorado Springs, CO 80917**

**Office Hours: 7:00 a.m. to 4:00 p.m.  
School (Student) Hours: 7:50 a.m. to 2:50 p.m.**

**Office: 328-7100  
Attendance: 328-7103  
Fax: 596-3614**



**[www.D11.org/Carver](http://www.D11.org/Carver)**



**GeorgeWashingtonCarverElementary**

## Table of Contents

Vision/Mission/Index.....	1	Telephone Use.....	10
Introduction.....	2	Bicycles.....	10
School Hours.....	2	Medication.....	10
Instructional Program.....	2	Valuables.....	10
Textbook and School Supplies.....	2	Pets.....	10
Kiss and Drop.....	2	Lost and Found.....	10
Reporting to Parents.....	2		
Contact Information.....	2		
Communication.....	3		
Checkout procedures.....	3		
Accidents or Illness.....	3		
Attendance.....	3,4		
Homework.....	4		
Student/Parent Conduct.....	4		
Positive Behavioral Intervention and Supports (PBIS).....	5		
Multi-Tiered Systems of Support (MTSS).....	5		
Sexual Harassment.....	5		
Dress Code.....	6,7		
Safety Procedures.....	7		
Emergency Drills.....	7		
Outdoor Recess/Playground Safety.....	7,8		
Field Trips.....	8		
After School Clubs.....	8		
Inclement Weather.....	8		
Internet & Devices.....	8		
Breakfast.....	9		
Lunch.....	9		
Parent, Teacher, Organization.....	9		
School Accountability and Advisory Com.....	9		
Volunteers/Visitors.....	10		
Legal Custody and Visitation.....	10		



### Our Vision

We dare to empower the whole student to profoundly impact our world.



### Our Mission

We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.



### Mission Impacts

- ❖ Each student will innovatively adapt to evolving challenges.
- ❖ Each student will actively pursue learning that continually challenges them to grow and achieve their personal best.
- ❖ Each student will develop personal, social, and cultural competencies and apply them intentionally in their lives.

## INTRODUCTION

Welcome to George Washington Carver Elementary School. We are proud of our school and hope you will share in that pride. This handbook is designed to familiarize students and parents with some of our programs, policies, and procedures at Carver. We ask that you read and review the information, discuss it with your children, and save it for future reference. We can have a successful year when we can operate with a common understanding of school procedures and policies.

## SCHOOL HOURS

**Student hours are:  
7:50 a.m. to 2:50 p.m.**

### Grades: K-5

Children should not arrive to school before 7:40 a.m., as there is no supervision before that time. After-school supervision ends at 3:00 p.m. For the safety of your children, it is necessary that they are either picked up or have left the campus and are on their way home. Any student not picked up by 3:00 p.m. will be brought into the office and parents/guardians will need to sign their child out in the office.

## INSTRUCTIONAL PROGRAM

George Washington Carver Elementary School provides instruction for grades Kindergarten through 5th grade. The elementary school curriculum promotes skill development in core academic areas of reading, writing, math, science, and social studies, as well as social emotional lessons. The academic curriculum is supplemented by music, physical education, and art. Strings and band instrument instruction is an option for students in fourth and fifth grades. Students may also go on field trips. Special education classes, English language learners' classes, social emotional lessons, and gifted and talented classes add to the educational programs and are available for eligible students.



## TEXTBOOK AND SCHOOL SUPPLIES

Textbooks and school supplies are supplied by the school district. We do not require a deposit for books, but the students are responsible for maintaining the condition of the books. In the event the books are damaged beyond reasonable use, or lost, parents/guardians will be charged full replacement price.

## KISS AND DROP

**Morning:** Students should be ready with backpack and lunch. Your child should only open the door once the car has come to a complete stop. Please follow the directions of the staff on duty.

**Afternoon:** The bell rings at 2:50 p.m. Please be patient while you are in line as our staff is working to keep students safe and move everyone along as quickly as possible. You may park your vehicle in a parking space and come pick up your child from the sidewalk using the crosswalk.

## REPORTING TO PARENTS

If you have questions about your child's progress at any time, please contact your child's teacher to set up an appointment for a conference. Report cards are posted online quarterly. Parent-teacher conferences provide an opportunity to discuss your child's progress and are held in October. If you have questions about your child's progress at any time, please contact your child's teacher to set up an appointment for a conference. Assigning "grades" to student work is one form of communication to parents and the student. Grades do not reflect a child's ability to learn, they do aid in alerting both parents and teachers that adjustments may need to be made. Report cards are posted online quarterly. We have programs in place that allow the teachers to understand each child's need and offer after-school tutoring if it is needed.

## CONTACT INFORMATION

Parents are responsible for keeping address, contact phone numbers, emergency contact information, and place of employment current at school. It is very important that the school has

accurate and up to date phone numbers. **All students must have at least two current emergency contact numbers on file at all times.**

### COMMUNICATION

Communication is essential for families and the school to partner in your child's education. Some guidelines for successful communication are:

- ❖ If you have a concern about your child and/or school, please let us know. **Please contact the person most directly involved with the issue first.** If your child is having a learning or social problem, talk to their teacher first. This is the person most familiar with your child.
- ❖ Please make an appointment to see the person involved. When making the appointment, state the nature of your concerns. This will allow the person to have any necessary materials on hand and save you unnecessary delays.
- ❖ Please contact the principal when you have a general school concern or if you need further resolution.

#### School website

Information on the Carver website is updated regularly. The Carver web address is: [www.d11.org/carver](http://www.d11.org/carver)

 @GeorgeWashingtonCarverElementary

### CLASSROOM COMMUNICATION

Our teachers will have their own means of communicating with parents about school events, homework, behavior concerns, attendance concerns, etc. Please check your child's backpack for any communications from the school daily or as instructed or as instructed by the classroom teacher. Please review your child's planner for additional information.

### CHECKOUT PROCEDURES

If a student must leave during school hours, a parent/guardian must check the child out through the office. **The person signing a child out must be a parent/guardian or listed as**

### ***an emergency contact. ID will be required.***

Taking a child out of school prior to the scheduled dismissal time, before weekends, and holidays is highly discouraged. Students will not be called to the office until the parent/guardian arrives in the office to sign them out. Please do not request that your child be dismissed before 2:50 p.m. unless absolutely necessary.

### ACCIDENTS or ILLNESS

In case of serious injury or illness of a student at school, your (parent/guardian) home or work numbers will be called. If you cannot be reached, the person listed on the emergency contact list will be contacted. In an emergency, 911 will be called. It is important that emergency information is up to date, current information increases response time when a child needs medical or parental attention.

If a child is sent to the nurse's office feeling ill and/or with a temperature of 100.4 or higher, the parents/guardian will be contacted to pick their child up from school.

### ATTENDANCE (Board Policy JHB)

One criteria of a student's success in school is regular and punctual attendance. Every child is urged to form excellent habits regarding attendance and promptness. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training, and it includes the compulsory attendance age (6–17 years old), attends school.

Continuity in the learning process and social adaptation is disrupted by excessive absences, tardiness, and early pick-ups. In most situations, the work missed cannot be made up adequately. Students who have good

attendance generally achieve higher grades and enjoy school more. When a teacher has concern about excessive absences, they will contact the family and if absences persist, they will refer the concern to an administrator to follow-up with the student and parent.

Tardiness has the same impact as does an absence. It is defined as a loss of instructional time. The opening bell rings at 7:50 a.m. and students are to line up with their class in the gym to await dismissal to their classroom. After 7:55 a.m., tardy students will need to be escorted into the office by an adult and signed in.

If a student walks to school and is tardy we will call a parent/guardian to let them know that they were tardy.

If your child will be absent, please call before 9:00 a.m. to notify the school on the day affected. The Carver attendance number is **328-7103**.

**The following reasons for being absent from school are considered excused absences by state law:**

- ❖ Temporary personal illness, injury, appointment with a medical doctor.
- ❖ Death in the immediate family.
- ❖ Required court appearance.
- ❖ An absence approved by the principal.

Unexcused absences are any absences not listed. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 days in a month or 10 in a school year.

Steps to follow when your child is absent:

- ❖ Call the attendance line by 9:00 a.m. on the day your child is going to be absent. Please do not send a note to notify the school of an absence.
- ❖ A doctor's statement may be required for an extended illness.
- ❖ We encourage you to make appointments before/after school hours, school breaks

or days off as this will not count against your child's attendance.

- ❖ **Teachers will need a 48-hour notice to prepare take-home work for an extended absence.**

**HOMEWORK**

At times, homework assignments are given by the teacher. Homework includes:

- ❖ Unfinished class work
- ❖ Drill on basic skills
- ❖ Recreational or assigned reading
- ❖ Work on a special project
- ❖ Prescriptive assignments for special help
- ❖ 20 minutes of reading or math online practice

Parents can help by showing interest in their student's work (but should not do it for them), encouraging children to complete the work, providing a suitable study environment, keeping a positive attitude, and avoiding undue pressure. When a student is absent, parents may request homework. The homework will need to be requested by 10:00 a.m. in order to be ready for pick-up by the end of that school day.

**STUDENT/PARENT CONDUCT**

Carver's students contribute to personal success and the success of the school when they:

- ❖ Accept responsibility for their education, decisions, and actions.
- ❖ Act in a way that best represents the school, parents, community, and self to promote a safe, healthy environment.
- ❖ Are active in the school and community.
- ❖ Support fellow students and their activities.
- ❖ Respect cultural diversity, individuality, and the choices and rights of others.

Carver's parents contribute to the success of their students by fulfilling the following commitments:

- ❖ Establish high expectations for our students.
- ❖ Communicate with teachers and know what is expected of our students.



- ❖ Insist on good attendance.
- ❖ Insist that our students accept responsibility for learning and conduct.

### **POSITIVE BEHAVIORAL INTERVENTION and SUPPORTS (PBIS)**

Carver Elementary participates in a program through the Colorado Department of Education called PBIS (Positive Behavioral Intervention and Supports). The primary purpose of the Colorado school-wide PBIS initiative is to “establish and maintain safe and effective school environments that maximize the academic achievement and behavioral competence of all learner in Colorado.”

#### **Behavior Interventions**

To support the classroom expectations throughout the school, and to maintain consistency in our expectations, serious misbehavior (listed below) or chronic misbehavior (misbehavior is repeated three or more times) will be referred to administration for further action.

#### **Corrective measures may include but are not limited to the following:**

- ❖ Teacher-student conference.
- ❖ Time-out in the classroom or office.
- ❖ Communication with parent via note, telephone, or conference.
- ❖ Referral to the counselor.
- ❖ Office referral to the principal.
- ❖ Remedial Behavior Plan.
- ❖ Suspension.
- ❖ Expulsion.

#### **Serious Offenses (Student may be suspended or recommended for expulsion):**

Behaviors listed below require immediate action:

- ❖ Fighting or deliberately trying to harm others.
- ❖ Throwing any object which may cause harm to others.

- ❖ Persistent defiance of authority – not complying with reasonable requests after several attempts at redirection.
- ❖ Using disrespectful and/or abusive language and/or gestures.
- ❖ Bullying behaviors.
- ❖ Sexual, racial, and/or verbal harassment.
- ❖ Cheating/stealing.
- ❖ Possession of a weapon or an instrument used as a weapon.
- ❖ Possession of a harmful substance (drugs, alcohol).
- ❖ Willful destruction or defacing of school property.
- ❖ Smoking on school grounds.

### **MULTI TIERED SYSTEMS OF SUPPORT (MTSS)**

MTSS is an instructional framework that promotes a well-integrated system connecting general, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to students’ academic, social-emotional, and behavioral needs. MTSS uses screening, problem solving, progress monitoring, evaluation, and targeted and intensive individualized supports that are based on data and incorporate evidence-based instructional and behavioral support strategies.

#### **SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. For further information refer to the District Eleven Student Conduct and Discipline Code Policy ACAA.



The Colorado Springs School District 11 Board of Education (the Board) is committed to creating a learning environment that is safe, conducive to high student achievement, free from unnecessary disruption and gang activity or influence. The Board believes that the way students dress, accessorize and groom themselves affects the learning environment. By their acceptable appearance (which includes dress, accessories and other body adornments, and grooming), students help create an environment that is conducive to their own, as well as all students' learning. Students' appearance, therefore, clearly has a direct and indirect influence on school discipline, academic achievement, and student success.

During school hours students' appearance shall be acceptable for the classroom and reinforce a positive learning environment. In addition, students' appearance at school-related functions including, but not limited to, special occasions and activities under the jurisdiction of the school, shall be acceptable for these occasions, regardless of where or when such occasions or activities occur. Clothing for school or school functions is hereinafter referred to as school attire.

Dress code policies are established to promote uniformity of dress and to define and prohibit students from wearing apparel that is deemed disruptive to the learning environment or to the maintenance of a safe and orderly school. Student appearance is expected to be acceptable for a K-12 educational environment.

Any clothing accessories or body adornments that interfere with or disrupt the educational environment are unacceptable.

Parents/guardians of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal.

- 1) Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, back, etc. is unacceptable school attire.
- 2) Clothes, paraphernalia, jewelry, or body

adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are obscene, profane, promote hate, inappropriate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.

- 3) Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire.
- 4) Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments is unacceptable for school.
- 5) Cut-off t-shirts, half shirts, midribs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.
- 6) Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire
- 7) Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
- 8) Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
- 9) Items considered sleepwear or lounge pants are considered unacceptable school attire.
- 10) Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

All students are required to dress appropriately for physical education. The appropriate attire includes tennis shoes and socks, shirts, and shorts/pants that students can freely move around without restriction or revealing private body parts.

Any students who come to school without proper attention having been given to their appearance, which includes cleanliness, in violation of this policy may be asked to cover the non-complying clothing, disciplined, sent home to be properly prepared for school, and required to prepare himself or herself for the

classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion.

A Principal or her/his designee may authorize exceptions from the above dress restrictions for specially-designated days, health reasons, or for school-sponsored activities.

Should you have a concern about any matter related to student dress and attire,

### **SAFETY PROCEDURES**

Two Safety Weeks are held each year, one in the fall and one in the spring. During Safety Week, staff and students practice different drills including, Shelter-in-place, Lockdown, Fire, Tornado, and 300-ft Evacuation. Fire drills are also practiced once a month. In the event of an Off-site Evacuation, staff and students would evacuate to Holy Apostles Catholic Church located on the corner of Oro Blanco and North Carefree.

In the event of a true emergency, it is in the best interest of parents and guardians not to call or come to the school. Parents and guardians should wait until they receive further information from the proper authorities or school/district administration.

### **EMERGENCY DRILLS (Fire/Weather/Lock Down)**

The safety of your child is our greatest concern. Carver has emergency plans for fires, weather, and suspicious/dangerous persons. We will be watchful and vigorous in our efforts to provide a safe learning environment for our students.

**Fire Drills** – Fire drills are conducted monthly. When the alarm is sounded, students exit the building in a quiet and orderly fashion.

**Weather Drills** – Weather drills are scheduled and conducted twice per year. Students practice moving to their assigned area and kneel with their heads covered.

**Lock Down** – Lock downs are scheduled and conducted four times per year. Teachers will guide students through the practice.

**Dangerous Situation** – Appropriate authorities will be contacted during a dangerous situation. Staff members will receive directions on how to proceed. The school will be “locked down” until the situation is resolved. If, as a member of the community, you become aware that a situation is developing in the neighborhood, please contact Carver at 328-7100, to alert the school of the situation.

### **OUTDOOR RECESS/PLAYGROUND SAFETY**

Recess is scheduled as part of the regular school day. This time serves as a break for students. A signed note from the parent explaining the reasoning is required for students to stay inside. A doctor’s note will be required of any child staying in for an extended period. Please specify the number of days you child is required to stay inside during recess.

- ❖ Students must use equipment as it was intended to be used.
- ❖ Students are not to bring personal toys/equipment from home.
- ❖ Basic courtesy and friendly behavior are expected.
- ❖ “Is it safe?” is the governing rule on the playground.
- ❖ Activities **prohibited** due to safety reasons are:
  - Fighting, either “play” or “real”
  - Tag
  - Throwing objects other than balls, including sand, rocks, ice, and snowballs
  - Leaving the designated playground area
  - Unsafe use of playground equipment, such as swinging side to side or on stomach, jumping off swings or spinning, sliding on stomach or sliding backwards
  - Rough play: Such as pushing, shoving, tackling, pulling on clothing or horseplay
  - Sliding on ice or snow
  - Letting go of bars to hang upside down (two hands on bars for safety)
- ❖ Areas that are off limits for recess are Carver Park playground, softball diamond, cement basketball court,



fenced in head-start playground, and the area around the flagpole.

### **FIELD TRIPS**

Field trips are designed to enhance our students' experiences and to extend the learning of the classroom.

A completed permission form from the parent is required in order for a child to attend school-sponsored field trips. Please return these forms as quickly as possible.

There is a student expectation of responsible behavior and courtesy throughout the trip. If students demonstrate unsafe or irresponsible behavior, in school, parents/guardians may be asked to attend a field trip to monitor their child so that we can insure the safety of other students. If you accompany a class on a field trip, please note that younger siblings are not allowed to attend. Parents may not ride buses unless they are signed up with D11 as a volunteer.

### **AFTER-SCHOOL CLUBS**

A student may only participate in an after-school club if the student has met all requirements for the club. Other arrangements for siblings need to be made if they are not participating in an after-school activity. A permission slip must be signed before a student may participate. Please make sure your student has transportation arrangements made following the club dismissal time. If they are not picked up on time they could lose the privilege to participate in the club. Students must follow school behavior guidelines while participating in a club.

### **INCLEMENT WEATHER**

On inclement weather days, District 11 may cancel school or have a two-hour delayed start. On some occasions, school may close early due to bad weather. You can find information about school closures by listening to major radio stations or by watching local TV stations. Information is also available on the district website: [www.d11.org](http://www.d11.org) or Channel 16. In the event of inclement weather, all Kiss and Drop students will report to the gym at the end of the

school day. As parents drive up, a staff member will approach the car and inquire the names of the students that are being picked up. Students will then be called out of the gym.

If there is a late start, before school activities will be cancelled, including breakfast.

Also, please note that:

- ❖ Parents must complete and return an "Early Dismissal Plan" to the school for each child.
- ❖ Parents are responsible for updating these plans as family information and/or circumstances change.
- ❖ Parents are responsible for periodically reminding their children of early dismissal instructions.
- ❖ Students will eat lunch at school unless their "Early Dismissal Plan" says they are to leave before lunchtime.

### **INTERNET & DEVICES**

Use of these education resources demand personal responsibility and an understanding of the acceptable procedures. Student use of the internet and device is a privilege, not a right. General rules for behavior and communications apply while using them. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools.

To view the AUA, go to

<http://www.d11.org/BOE/Policies/SectionE/EHC.pdf>.

[https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/9/Student\\_Electronic\\_Device\\_Agreement.pdf](https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/9/Student_Electronic_Device_Agreement.pdf) for our device agreement.

District policy concerning students' photographs, works of art and awards can be found at the following link;

<http://www.d11.org/BOE/Policies/SectionK/KDDA-R.pdf>

### **BREAKFAST**

Breakfast will be served each morning that school is open. Breakfast is served after the bell

rings until 8:15 a.m. It is free and is offered to all students. Menus can be accessed on our school website and the Carver Courier.

### LUNCHES

School lunches are available for \$2.95 and \$0.50 reduced (\$3.95 for adults) per day including milk. Milk may be purchased at school: white milk \$0.65 and Choc. \$0.75. When students forget their lunch or money, they will not be permitted to call home or charge lunch. Lunches may be purchased by the day or by the week. Payment made by check on Monday mornings is preferred. Carver would encourage younger children to bring their money for lunch or milk in an envelope with their name, grade, and teacher listed on the. Children who do not eat a hot lunch may bring a sack lunch. They will be provided a peanut butter sandwich, vegetable, and milk for that day.

Children from families with low income may be eligible for free or reduced lunches. You may apply for free lunches by checking with the front office or online at [www.d11.org](http://www.d11.org). Click on [My School Apps](#) to be taken to the application.

### VISITORS/VOLUNTEERS

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Please use the buzzer and explain what you the purpose of your visit is. Carver has a visitor kiosk in the office that each visitor is required to sign in to upon arrival and sign out before leaving. This ensures the safety of our students, and staff, and allows us to know who is always in the building. We appreciate help from volunteers; if you have some time and would like to help by working with children or doing clerical work you can register as a volunteer. Volunteer times must be prearranged and you will need to check into the office when you enter the building. If you are not already registered as an approved volunteer through the district, you may apply as a D11 volunteer online at [www.d11.org](http://www.d11.org) by clicking on the NTouch icon. **For the protection of the students, all visitors must report to the**

**office and sign in before proceeding into the instructional area.**

### LEGAL CUSTODY and VISITATION

Either legal parent will be allowed to visit at school unless legal documents stating otherwise are provided to the principal. Any questions regarding legal custody of students between parents should also be settled with appropriate legal documents.

### PARENT TEACHER ASSOCIATION

The P.T.A. involves parents, teachers, and staff interested in supporting school activities. The Carver P.T.A. strives to benefit all our children by providing volunteer assistance and support/resources for instructional programs. Additionally, the P.T.A. supports enrichment activities for students, organizes the school volunteer programs, and makes special purchases to enhance our facilities.

Specific meeting dates and times are published on the school website, the Carver Courier, and the Carver Facebook and Instagram page. All interested parents are encouraged to attend the meetings. Please consider donating your time and talent to our school by becoming active in the [Carver P.T.A.](#) @ 4740 Artistic Cir. Colorado Springs, CO 80917

### SCHOOL ADVISORY COMMITTEE

Carver Elementary has a parent advisory committee made up of a representation of the school community including parents, teachers, and community members.

The Accountability Committee:

- ❖ Represents the community point of view.
- ❖ Presents recommendations and/or advice to the school administration.
- ❖ Serves to facilitate communication to the community and the District.
- ❖ Accountability Committee, including the school's Unified School Improvement Plan. (USIP)
- ❖ Makes recommendations to the school principal regarding priorities for school budget.

### **TELEPHONE USE**

The school telephones are intended for business calls and parent/teacher communications. Student use is limited to emergency situations only, and students must receive permission from the teacher to use the phone. Please make sure your child has their backpack, lunch box (if bringing a lunch), books, supplies, and has made after-school plans before leaving for school in the morning.

### **BICYCLES**

A bike rack is available at the front of the school. Students must provide their own bike locks. As a safety precaution, bicycles, scooters, in-line skates and skateboards may not be ridden on school grounds during the school day and must be able to be locked up on the bike rack. These items will not be stored inside the school.

### **MEDICATION**

If medications need to be given to a student during the school day, it is the policy of School District 11 that no medication is given in the schools without a signed D-11 Blue Medication Form. They are justified in some chronic health conditions or short-term acute health conditions. If possible, medication should be given at home. The medication must be brought to school by a parent/guardian in a container appropriately labeled by the pharmacy or doctor. You may pick up a medication form in the office for your doctor to complete when the medication is prescribed on a long-term basis. You must deliver medications to the school and pick up any leftover medication at the end of the school year. Students are not allowed to have any form of medicine (Tylenol, cough drops, ointments, etc.) in their possession at school.

### **VALUABLES**

All cell phones and devices that are not provided by the school need to be left at home, as well as personal toys and/or equipment. If an item of value is brought to school, the school will not be responsible if the item is lost, stolen, or damaged.

### **PETS**

**Please do not bring pets in the building.**

Many students have allergies and having pets in or around the outside of the building causes concern for student safety.

### **LOST AND FOUND**

A lost and found bin is in the front hallway. At the end of each quarter, unclaimed items are donated to charity. Valuables and small items will be locked in a secure place. Please label personal belongings, including coats, with your child's name.

