

Dublin Elementary School  
Student & Parent  
Handbook  
2010 – 2011



Ms. Jennifer Wall, Principal

Mrs. Donna Payne, Assistant Principal

# Dublin Elementary School

600 Dunlap Road  
Dublin, VA 24084  
(540) 643-0337

August 24, 2010

Dear Dublin Elementary families,

We hope that each of you had a fun and rejuvenating summer break. The new school year is upon us, and we are looking forward to filling our classrooms with smiling young faces again.

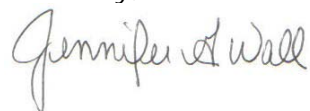
We welcome several new teachers and staff members to the DES family. Joining our physical education program are Mrs. King and Mr. Martin. Our new librarian, Ms. Cox, comes to us from North Carolina. Our new music teacher will be Mrs. Eakin. Joining our special education faculty is Mrs. Hager. We are pleased to welcome Mrs. Gregory as our new cafeteria manager and Mrs. Quesenberry as our assistant manager. Ms. Buttery will be a first grade teacher this year, Ms. Leonard will be teaching kindergarten, and Mr. McNett joins our fifth grade team. Mrs. Betteken will be serving as our Instructional Coach. All of these individuals are excited to begin working with your children and becoming part of the Dublin Elementary School community. If you have any concerns about your child, please don't hesitate to contact his/her teacher. Each of our faculty members has an email address which will be shared with you at the start of the year. Phone calls and notes are also valuable communication tools.

We are thrilled to report that new technology will be available to our students this year. Our two computer labs will feature new computers and we will have computer stations in many of our classrooms as well. You will also see more Smart Boards in the classrooms, which teachers will use to engage our students.

We are continuing to emphasize math and reading strategies this year. Please take time each week to read with your child and practice math skills using flash cards, games, or the computer. Modeling a love of learning at home will help instill that characteristic in your children.

We are looking forward to another fantastic year at Dublin Elementary. If you have any questions, our office assistants, Mrs. Agnes Brumfield and Mrs. Judy Ferrell, are available to answer them or direct you to someone who can. Have a wonderful year!

Sincerely,



Jennifer Wall  
Principal



Donna Payne  
Assistant Principal

# Home-School Connections

## Parent-Teacher Conferences

There are two designated times during the school year for parent-teacher conferences. Dates in each semester, fall and spring, will be specifically set aside for conferences. Information on those dates and times will be sent home with students later this year.

More information regarding the procedure for setting up a conference will be sent home prior to those times.

It is not necessary to wait until the established conference dates to schedule an appointment with your child's teacher. At Dublin, we believe it "takes a village to raise a child," and we encourage your active participation. Either parents or teachers may request a conference at any time during the school year. Simply call your child's teacher to schedule a convenient time. We look forward to having all of our parents involved this year!



## PTO and Parent Volunteers

Dublin Elementary School's PTO will be determining its goals for the year and will need your help. It's important that you show your support of our PTO by becoming a member. Membership allows you to vote on PTO issues or even become an officer! This year's slate of officers is listed below.

President: Cherish Dunnigan      Vice President: Regina Fields  
Secretary: Linda Dobbins      Treasurers: Theresa Hudson, Crystal Sexton

The tentative dates for meetings and activities for the 2010 – 11 school year are listed below. Please join us as often as you are able! Watch for more information from your child's teacher.

Monday, Sept. 13 (6:30 PM)      Monday, Nov. 8 (6:30 PM)  
Monday, April 11 (6:30 PM)      Monday, May 9 (6:30 PM)  
Family Fun Night: Friday, October 1  
Supper with Santa: Friday, December 10  
Family Fun Movie Night: Friday, January 7  
Shamrock Festival: Saturday, March 19  
Out of School Bash: To be announced



DES considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms and with programs and activities such as the Shamrock Festival, pictured above. Please contact one of our PTO officers if you have time or skills to donate. This will help to make our school an even better place for children to learn and grow.

## Midterms and Report Cards



Every student will receive a midterm report halfway through the nine weeks grading period. Please look over this carefully and call your child's teacher if you have any questions.

Report cards will be distributed approximately one week after the end of the grading period. Please sign and return the report card envelope the following day. These two reports will help you stay up-to-date regarding the academic progress of your child.

## Communication

Communication is vital to ensuring a productive and successful year for our students. Dublin Elementary has a web page which is updated throughout the year. The address is <http://www.pcva.us/schools/Des/index.htm>. Email is another way to communicate. Please make sure your child's teacher has your email address if you have access to that tool. Newsletters will be sent home at various times throughout the year to keep parents informed of school happenings.



Every student will receive a *Teachers...Parents Communicator* folder at the beginning of the year. Please make sure to look for this folder daily. One side will be marked *Return to School* and the other will be marked *Keep at Home*. We hope this will be an effective tool for students, teachers, and parents.

## The Home Connection

Public schools are changing! When you visit us, you will probably see a very different type of school than the one you attended. We at Dublin Elementary are committed to meeting the needs of our students in a world which is rapidly changing and growing. Parents can help us with this enormous task by...

- making sure students come to school on time and stay all day,
- making sure students are well rested and eat healthy meals,
- making sure students complete homework and bring all materials to school,
- giving children opportunities to burn off excess energy at home by playing outside and being active,
- reading to your child and having your child read to you,
- signing and returning all forms and papers promptly,
- reminding children about the importance of education,
- asking children about the activities they are doing in school,
- making sure students are dressed in accordance with the county dress code,
- and by being involved in whatever way is possible for you!



# Instructional Program

Our students have access to a well-rounded education at DES. Our program incorporates pre-school through fifth grade. We have 26 homeroom teachers:

## Preschool

Mrs. Shannon  
Mrs. Singleton  
Mrs. Wirt

## Kindergarten

Mrs. Bentley  
Ms. Leonard  
Mrs. Skeens  
Mrs. Souder

## First Grade

Ms. Buttery  
Mrs. Fisher  
Ms. Fuller

## Second Grade

Mrs. Chambers  
Mrs. Gjata  
Mr. Martin  
Mrs. Wilson

## Third Grade

Mrs. Dye  
Mrs. Dishon  
Mrs. Sexton

## Fourth Grade

Mrs. Hall  
Mr. Hocker  
Mrs. Ross  
Mr. Souder

## Fifth Grade

Mrs. Boyd  
Mrs. Castle  
Mr. McNett  
Mrs. Monroe  
Mrs. Sarver



We also have teachers who, together with our classroom teachers, serve to meet the special needs of our students. Ms. Bowling, Mrs. Dalton, Mrs. Hager, Ms. Cox, and Mrs. Stone are our special education case managers for students in kindergarten through fifth grade. Mrs. Shannon works with our preschoolers as well. Mrs. McMillan helps students with speech and language. Our Title I and Reading Recovery teachers help many students improve their reading and math skills. They are Mrs. Carroll, Mrs. Phillips, Mrs. Nester and Mrs. Smith.

Our students also have the opportunity to participate in additional programs.



## Library

Our students have a class in the library once a week led by our librarian, Ms. Cox. Students may read, check out and return books, use computers, and research. Students are allowed to keep their books for one week. They should be returned or renewed the next time the student goes to the library.

## Music

All children are enrolled in music classes for one semester of the year in alternating quarters. Classes are held once a week. Our music teacher, Mrs. Eakin, will provide opportunities for students to develop skills and increase their enjoyment of music. Depending on their age, activities will include singing and playing instruments.



## Art







Art is offered to students once a week in alternating quarters as well. Mr. Gilmore, our art teacher, will offer students the opportunity to develop art skills and gain a better understanding and enjoyment of art.

## Physical Education

Students will have a P.E. class three times a week. The development and maintenance of a healthy body is essential for physical well-being and good mental health. Our teachers, Mr. Martin, Mrs. Moore, and Ms. King, work to create an atmosphere for the development of leadership, sportsmanship, and congeniality. There are a few specific rules due to the nature of the class.



-  Students must wear tennis shoes with no heel. The PE teachers will judge what is or is not permissible based on the safety of the students.
-  Hands and feet must be kept to oneself.
-  All students must attempt all activities.
-  Students may miss P.E. for ONE day with a note from a parent; after that, a doctor's note is required.

## Nurse

Our school nurse, Ms. Haulsee, is responsible for maintaining health records, routine health checks, parental contact concerning health problems, and assistance in health screenings. Please contact her if your child has any unusual health issues. Also, please alert the school if your child is absent due to a communicable disease so that precautions may be made for the other students if needed. The phone number for the nurse is 643-0713.

Ms. Haulsee is also responsible for administering medication at school.

**Students are not allowed to bring any type of medication to school,** including over-the-counter medicines such as Tylenol, aspirin, cough drops, eye drops, etc. We must have a doctor's note on file before any medication can be administered at school. The medicine must then be brought to school in its original container by the parent.



## Counselor

Ms. Stephenson is our guidance counselor. She is available to assist students with questions regarding social problems, family crises, or school related issues. She will also offer classroom guidance to our students as well as personal/social counseling to small groups.



## Computer Labs

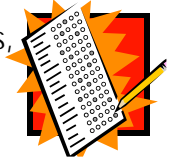
Dublin Elementary School has two up-to-date computer labs that students will be using throughout the year. Mrs. Soper, our Instructional Technology Resource Teacher, and Mr. Smith will be working with your child's classroom teacher to

provide opportunities for students to access technology to enhance their educational experiences. They will also be able to practice for the Standards of Learning assessments in the labs.

### Standardized Testing

Pulaski County is committed to the use of assessments of all type. We test to gain valuable information about the quality of learning our students are obtaining. After testing is complete, teachers and administrators will analyze the results to determine strengths and areas in need of improvement in our program.

Students in grades 3, 4, and 5 will take the Standards of Learning Assessments, which determine school accreditation. These are comprehensive tests that cover the entire K- 5 curriculum. Students in each grade will take various assessments throughout the year. We will be glad to discuss these with you at any time.



## Routine Procedures and Policies

### Daily Schedule



Our school day starts at 8:30 a.m. The building opens at 7:50 a.m. Please do not arrive before that time due to supervision issues. Students will wait in either the gym or the cafeteria according to the list below until 8:20 at which time teachers will pick up their classes.

Gym: kindergarten, 1<sup>st</sup> grade, 3<sup>rd</sup> grade, and 5<sup>th</sup> grade students

Cafeteria: preschool\*, 2<sup>nd</sup> grade, and 4<sup>th</sup> grade students

**\*Preschool students should not arrive before 8:30 a.m.**

Breakfast is served beginning at 7:50 a.m. All students who choose to eat breakfast must be in the cafeteria by 8:20 a.m. (except for students who ride a late bus).

Our school day ends at **3:00 p.m.** First-load buses are boarded at that time. Parents will be released to pick up their children at approximately **3:10 p.m.** each afternoon. All students who do not ride buses must be picked up by **3:20 p.m.**



### Attendance

Regular attendance is essential to a student's success in school. Pulaski County Schools' attendance policy is summarized in this section. When a student is absent, parents should either call the school or send a note upon the child's return to school verifying the absence. If the child visits a physician, please ask for a doctor's note to send to the school following the child's return.

There are three types of absences recorded by the school:

- NOT: the absence was supported with professional documentation (a note from a doctor, dentist, counselor, etc.)
- PC: the absence was verified by a parent either by phone or by a note sent the following day
- UNV: the absence was unverified (no phone contact or note was received by the school)



Once a child reaches 5 absences marked UNV or a combination of 10 days marked PC or UNV, a meeting including the parents and the school's attendance committee will be scheduled and an attendance improvement plan will be created. If a student continues to have absenteeism issues, a referral will be made to the Pulaski County Truancy Team. Court action could follow if the attendance issue is not resolved following these steps.

Students that accumulate a combination of 10 or more tardies or check-outs will also be subject to an attendance improvement plan unless professional documentation is provided. Any time a student enters the classroom after 8:30 a.m., he/she **must** have a note from the office. Parents should escort their children to the office if they arrive after 8:30 in order to complete the sign-in record. A tardy will be recorded (unless a doctor's note is provided) which will count toward the total of 10 allowed tardies/check-outs. Please make sure that children are at school on time. Thank you!

### **Cancellation of School**

Cancellation of school may take place due to inclement weather, equipment failure, or public crisis. The school board and administration are aware of the hardships caused by a change in routine. Therefore, the schedule will only be altered if a safety risk has been posed.

Radio and television stations are notified when school is cancelled, delayed, or has an unexpected early release. DES also has an information line available which will be kept updated. You may call 643-0727 for the latest information. Please call this number instead of the main office. Please do not leave messages on that line as they are not checked



Parents are asked to complete an *Early Release Instructions* form at the beginning of each school year. These forms will be kept on file with teachers so that we can be sure that your child has transportation and supervision when being released early from school.

## Buses

School bus drivers have the tremendous responsibility to transport our students to and from school safely. Our students can do their part by engaging in appropriate bus behaviors. These are...



- 1) remain seated,
- 2) speak quietly,
- 3) stay in your self space (keep hands and feet to self),
- 4) follow bus driver's directions.

When students follow these rules, the bus riding experience will be safe for all passengers. If a student has difficulty following these rules, the driver will report violations to school administrators. A written warning will be issued for the first offense, and the child will be given an opportunity to correct his/her actions (unless the violation is severe). Following that, bus suspensions will be used to reinforce the seriousness of bus behaviors.

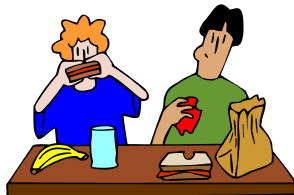
If your child is going to ride a different bus or get off at a different stop, please send a note to the school. If your child is riding the bus with another student, please make sure that the school receives a copy of the plan from the parents of **both** students.

## Lunches



You are now able to pay for lunches by the week, month, or year. Paying in advance helps the cafeteria service line operate more efficiently. Each student has an account in which money can be applied for breakfast, lunch, and a la carte items. Students are asked to add money to their accounts on Monday mornings.

On regular school days, DES provides both a breakfast and lunch program which is available to all students in school during the serving time. Students are encouraged to take advantage of this program. In addition to the regular menu, students may pre-order a chef salad (except on Mondays) or a peanut butter sandwich. As part of our county's new wellness policy, sodas and fast food are NOT allowed in the cafeteria.



Parents are encouraged to join their children for lunch any time. Please call ahead and let your child's teacher know your choice of food items so the cafeteria can plan accordingly. Also, please remember to not bring food from outdoor vendors (fast food) to the cafeteria.

### Prices for the 2010 – 11 school year:

Student Lunch	\$1.35	Reduced Student Lunch	\$0.40
Student Breakfast	\$0.85	Reduced Student Breakfast	\$0.30
Adult Lunch	\$2.25	Adult Breakfast	\$1.10

# Student Behavior

Dublin Elementary School has high standards for student behavior. We are continuing the program we implemented last year to help keep our school a friendly, safe learning environment for all students. Our school motto is...

**S**  
**H** **R**espect ourselves and others  
**A**  
**M** **O**wn our attitudes  
**R** **C**hoose to be responsible  
**O**  
**C** **K**eep it safe  
**K**  
**S**



You will see evidence of our plan throughout the school. Each area of our building will have posted rules that fall under each of these expectations. These are listed below.

## *Cafeteria Expectations*

**Respect ourselves and others**

- ✿ Use quiet voices.
- ✿ Stay in self space.

**Own our attitudes**

- ✿ Use polite words with everyone.

**Choose to be responsible**

- ✿ Keep our space clean.

**Keep it safe**

- ✿ Stay seated with both feet under the table.
- ✿ Carry tray with both hands.

## *Restroom Expectations*

**Respect ourselves and others**

- ✿ Use quiet voices.
- ✿ Respect the privacy of others.

**Own our attitudes**

- ✿ Use polite words with everyone.

**Choose to be responsible**

- ✿ Keep our space clean.
- ✿ Place trash in the trashcan.

**Keep it safe**

- ✿ Keep hands to self.
- ✿ No more than 4 students in the restroom at one time

## *Hallway Expectations*

**Respect ourselves and others**

- ✿ Stay in self space.

**Own our attitudes**

- ✿ Make good choices.

**Choose to be responsible**

- ✿ Walk quietly in a straight line.

**Keep it safe**

- ✿ Stop at the stop signs.
- ✿ Walk on the right side of the hall.

## *Bus Wait Expectations*

**Respect ourselves and others**

- ✿ Use quiet voices.
- ✿ Stay in self space.

**Own our attitudes**

- ✿ Use polite words with everyone.
- ✿ Follow all directions respectfully.

**Choose to be responsible**

- ✿ Keep our space clean.
- ✿ Collect all belongings.

**Keep it safe**

- ✿ Stay seated.
- ✿ Always walk.

### *Bus Expectations*

#### **Respect ourselves and others**

- ✿ Use quiet voices.
- ✿ Stay in self space.

#### **Own our attitudes**

- ✿ Use polite words with everyone.

#### **Choose to be responsible**

- ✿ Keep up with belongings.
- ✿ Leave space clean.

#### **Keep it safe**

- ✿ Stay seated facing the front.
- ✿ Follow bus driver's directions.

### *Playground Expectations*

#### **Respect ourselves and others**

- ✿ Take turns.
- ✿ Stay in self space.

#### **Own our attitudes**

- ✿ Use polite words with everyone.

#### **Be a good sport.**

#### **Choose to be responsible**

- ✿ Keep our grounds clean.
- ✿ Take care of equipment.

#### **Keep it safe**

- ✿ Use equipment the right way.

Students who are exhibiting the expected behaviors will be recognized. All faculty and staff members will be distributing "Shamrockers" to students for demonstrating these characteristics. Shamrockers may be exchanged for various opportunities throughout the year. Each teacher will establish a list of privileges and the cost of each. This will vary from teacher to teacher and will change throughout the school year to keep it fresh. We will also have several school-wide events throughout the year that students may spend their Shamrockers to attend. Expectations will be taught to all students at the beginning of the year and refresher lessons will be provided as the year progresses. All of the adults in the building will model the expected behaviors and reteach as needed. Please make it a point to ask your child about this program and reinforce the expectations at home.

You may wonder why we made the change to an acknowledgement system of positive behavior reinforcement. The following quote is taken from an article from [www.pbis.org](http://www.pbis.org).

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS (Positive Behavior Support) is to establish a climate in which appropriate behavior is the norm.

We are looking forward to continuing a positive climate of mutual respect at Dublin Elementary School!

In addition to the rules above, students are also expected to follow the Pulaski County Student Code of Conduct.

There are times during the school year when students need to pay extra attention to their behavior and be extra courteous. These include being taught by a substitute teacher, attending an assembly, having a guest speaker, and participating in field trips. We are representing Dublin Elementary School and want to do so with pride!

## **Custody Issues**

In order to comply with any particular custody requests you might have, Dublin Elementary must have a copy of any court documents. They will be filed in the child's permanent record. *In the absence of these papers, the school is legally obligated to give both biological parents equal access to records, their children, and the privileges of parenthood.*

**If any item in the handbook is unclear, please don't hesitate to call the school for clarification. Let's work together to make this the best year yet!!**

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

## Student & Parent Handbook Scavenger Hunt

Directions: Have your parents help you read the student handbook and answer the following questions.



1. Who should parents call to set up parent-teacher conferences? \_\_\_\_\_



2. What time is parent pick-up in the afternoon? \_\_\_\_\_



3. What are the two sides of the home-school folder labeled? \_\_\_\_\_  
and \_\_\_\_\_



4. How often will students have art or music? \_\_\_\_\_



5. What type of shoes must be worn in PE class? \_\_\_\_\_



6. Before medication can be given to a child, two conditions must be met. What are they? There must be a d\_\_\_\_\_ n\_\_\_\_\_ and it must be in its o\_\_\_\_\_ c\_\_\_\_\_.



7. True or false? Students are allowed to bring medication to school to give to the nurse. \_\_\_\_\_



8. What is the earliest that a student should be dropped off at school in the morning? \_\_\_\_\_



9. What must the school be provided with in order for a student's absence to be documented (NOT)? \_\_\_\_\_



10. An attendance improvement plan may be created when a student reaches  
a. combination of 10 UNV or PC absences                      b. 5 UNV absences  
c. combination of 10 tardies/check-outs                      d. all of the above



11. What is the phone number for the Dublin Elementary School information line that families can call to see if school is closed or delayed? \_\_\_\_\_



12. How many notes should be sent to the school if a student is riding the bus home with another student? \_\_\_\_\_



13. True or False. Students are NOT allowed to have fast food in the cafeteria for lunch. \_\_\_\_\_



14. Name 3 of the 6 pillars of character. \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

## Student & Parent Handbook Scavenger Hunt

Directions: Have your parents help you read the student handbook and answer the following questions.



1. During which two months are parent-teacher conference days scheduled?  
\_\_\_\_\_



2. What time is parent pick-up in the afternoon? \_\_\_\_\_



3. What are the two sides of the home-school folder labeled? \_\_\_\_\_  
and \_\_\_\_\_



4. How long may a child keep a library book? \_\_\_\_\_



5. What type of shoes must be worn in PE class? \_\_\_\_\_



6. Before medication can be given to a child, two conditions must be met. What are they? There must be a d\_\_\_\_\_ n\_\_\_\_\_ and it must be in its o\_\_\_\_\_  
c\_\_\_\_\_.



7. True or false? Students are allowed to bring cough drops to school without a doctor's note. \_\_\_\_\_



8. After what time in the morning is a child tardy? \_\_\_\_\_



9. What must the school be provided with in order for a student's absence to be documented (NOT)? \_\_\_\_\_



10. An attendance improvement plan may be created when a student reaches  
a. combination of 10 UNV or PC absences                      b. 5 UNV absences  
c. combination of 10 tardies/check-outs                      d. all of the above



11. If you call 643-0727, what are you calling? \_\_\_\_\_



12. If a child is riding the bus home with a friend, who is responsible for bringing a note with the plan? \_\_\_\_\_



13. True or False. Parents may bring in fast food when they eat lunch with their child.  
\_\_\_\_\_



14. Name 3 of the 6 pillars of character. \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_


Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_


Student Name \_\_\_\_\_ Teacher \_\_\_\_\_


## Student & Parent Handbook Scavenger Hunt

Directions: Have your parents help you read the student handbook and answer the following questions.


 1. How often are mid-terms sent home? \_\_\_\_\_

 2. What time is parent pick-up in the afternoon? \_\_\_\_\_


 3. How long will a parent's note excuse a child from PE? \_\_\_\_\_


 4. How long may a child keep a library book? \_\_\_\_\_


 5. How often will the green communication folders be sent home? \_\_\_\_\_


 6. Before medication can be given to a child, two conditions must be met. What are they? There must be a d\_\_\_\_\_ n\_\_\_\_\_ and it must be in its o\_\_\_\_\_ c\_\_\_\_\_.


 7. True or false? Students are allowed to bring cough drops to school without a doctor's note. \_\_\_\_\_


 8. After what time in the morning is a child tardy? \_\_\_\_\_

 9. What must the school be provided with in order for a student's absence to be documented (NOT)? \_\_\_\_\_

 10. An attendance improvement plan may be created when a student reaches  
 a. combination of 10 UNV or PC absences                      b. 5 UNV absences  
 c. combination of 10 tardies/check-outs                      d. all of the above

 11. What is the school's information line phone number? \_\_\_\_\_

 12. True or False. If you are riding the bus home with a friend, only you need to bring in a note. \_\_\_\_\_

 13. True or False. Parents may bring in fast food when they eat lunch with their child.  
 \_\_\_\_\_

14. Fill in the blanks. **Shamrocks...**

**R** \_\_\_\_\_ ourselves and others.

**O**wn our \_\_\_\_\_.

**C**hoose to be \_\_\_\_\_.

**K**eeP it \_\_\_\_\_.

Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

## Student & Parent Handbook Scavenger Hunt

Directions: Have your parents help you read the student handbook and answer the following questions.



1. True or False. Parents must wait until November 13 to schedule a conference.



2. What time is parent pick-up in the afternoon? \_\_\_\_\_



3. How many days can a parent's note excuse a child from PE? \_\_\_\_\_



4. How often does a student have library class? \_\_\_\_\_



5. Before medication can be given to a child, two conditions must be met. What are they? There must be a d\_\_\_\_\_ n\_\_\_\_\_ and it must be in its o\_\_\_\_\_ c\_\_\_\_\_.



6. True or false? Students are allowed to bring cough drops or inhalers to school without a doctor's note. \_\_\_\_\_



7. What time does the tardy bell ring? \_\_\_\_\_



8. What must the school be provided with in order for a student's absence to be documented (NOT)? \_\_\_\_\_



9. An attendance improvement plan may be created when a student reaches  
 a. combination of 10 UNV or PC absences                      b. 5 UNV absences  
 c. combination of 10 tardies/check-outs                      d. all of the above



10. Students in which grades will take Standards of Learning Assessments? \_\_\_\_\_



11. When you are riding the bus home with a friend, who should bring a note to school – you, your friend, or both of you? \_\_\_\_\_



12. True or False. Parents may bring in fast food when they eat lunch with their child.  
 \_\_\_\_\_



13. Shamrocks **keep it safe** in the restroom by allowing no more than \_\_\_\_\_ students in at one time.



14. Shamrocks **choose to be responsible** in the cafeteria by keeping our space \_\_\_\_\_.



15. Shamrocks **respect ourselves and others** by using \_\_\_\_\_ voices on the bus, in the restroom, and in the cafeteria.


Student's signature \_\_\_\_\_


Parent's signature \_\_\_\_\_


Student Name \_\_\_\_\_ Teacher \_\_\_\_\_


## Student & Parent Handbook Scavenger Hunt


Directions: Have your parents help you read the student handbook and answer the following questions.


- 


1. Who should parents call to set up parent-teacher conferences during the school year? \_\_\_\_\_
- 


2. What time does the first bell ring in the afternoon? \_\_\_\_\_
- 


3. What type of shoes must be worn in order to participate in PE? \_\_\_\_\_
- 


4. For how long is a child allowed to keep a library book? \_\_\_\_\_
- 


5. Before medication can be given to a child, two conditions must be met. What are they? There must be a d\_\_\_\_\_ n\_\_\_\_\_ and it must be in its o\_\_\_\_\_ c\_\_\_\_\_.
- 


6. True or false? Students may bring their own over-the-counter medications (such as Tylenol) as long as they do not require a prescription. \_\_\_\_\_
- 


7. What time does the tardy bell ring? \_\_\_\_\_
- 


8. What must the school be provided with in order for a student's absence to be documented (NOT)? \_\_\_\_\_
- 


9. It is very important for parents/guardians to contact the school when a child is absent in order to avoid which type of absence? \_\_\_\_\_
- 

10. After how many total check-outs or tardies (without professional documentation) will an Attendance Improvement Plan be created? \_\_\_\_\_
- 

11. Students in which grades will take Standards of Learning Assessments? \_\_\_\_\_
- 

12. When you are riding the bus home with a friend, who should bring a note to school – you, your friend, or both of you? \_\_\_\_\_
- 

13. Is fast food allowed to be eaten in the cafeteria by parents or students? YES NO
- 

14. What is one way that students **keep it safe** on the bus? \_\_\_\_\_
- 

15. When Shamrocks **respect ourselves and others** by keeping their hands and feet to themselves, they staying in their \_\_\_\_\_.

Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_