

# South Clinton Elementary

## Parent/Student Handbook

### Message from the Principal

Welcome to South Clinton Elementary School. We are glad you are a part of our school family. This handbook is designed to give you some basic information about our school activities and policies. Please read and go over these items with your child. The Clinton City Schools Handbook and calendar are other valuable sources of information about our school system. Please look to it for school system policies and procedures as well as important system-wide dates.

If you should have questions or concerns, please feel free to call, schedule an appointment for a conference, or email me. I look forward to working with you and your child.

Sincerely,

LeighAnn Bonesteel  
Principal  
bonesteell@clintonschools.org  
457-2684

### Arrival/Dismissal Procedures

*The drive inside the school grounds will be one-way from 7:15-8:00 a.m. each morning and from 2:30-3:15 p.m. each afternoon.*

Our school day begins at 7:45 a.m. Students should not be brought to school before 7:15 a.m. Teachers and staff members do not begin early duty until this time. Please help us keep our students safe by not leaving him/her on school grounds before 7:15 a.m. If a student arrives after the 7:45 bell rings they must go by the front desk for a tardy slip. If they are in the building, but not in the classroom they must also report to the front desk for a tardy slip. It is very important that students are in the classrooms and ready to learn. Interruptions affect the whole classroom.

All students must enter through either the front entrance or the cafeteria entrance for a temperature check before entering the building. Once they are checked and cleared to enter, they will report to classrooms. Breakfast will be provided in the classrooms this year. It will be the same price as in years past. If you think you might qualify for free or reduced meals, please make sure to fill out and return one of the forms to the school as soon as possible.

School is dismissed at 2:45 p.m. for all students. Everyone should be picked up from school no later than 3:00 p.m. During the first week of school each student will be given two cards with their names on them. Please give a card to the person picking up your child to be placed in the window during pickup to help make this process go smoothly. All cars without these cards **will be** asked to provide identification. We will be more than happy to make multiple cards for you if more than two are needed. Please be patient as we are implementing new dismissal procedures this year to promote social distancing. Dismissal may take a little longer than usual at first. We appreciate your understanding as we are making changes to keep all our students safe.

## Morning Drop Off

Parents may drop students off in front of the school or by the cafeteria door on the side of the school. The cafeteria drop-off point can be accessed by the back entrance to the school. Please do not use the parking areas for drop-off points. Since our parking situation is very limited, please do not walk your child into the building unless you have an appointment. Please don't park your car in the drop-off lane. This interrupts traffic flow for everyone. All students must enter through one of these doors in order to get a temperature check upon arrival.

## Afternoon Pick-up

- **All students to be dismissed through the front drive.** There are three lanes on the entrance way and they are numbered one through three. We ask that you fill each lane completely before filling the next. Please do not park past the sidewalk to allow room for cars to turn into the additional lanes. You will be asked to move if you park beyond the sidewalk. The original drive offers a fourth lane which allows us to keep all traffic off city streets.
- When dismissal begins an adult will remove each cone one at a time to let each lane go up to load children.
- Please display your students' name cards in your front window to speed up the loading process.
- All parents/guardians are asked to use the proper procedures for picking up students. All students who are car riders should be loaded into cars by staff members. **Please do not park your car and get your child out of the car rider line. This is not safe and it also impedes the flow of traffic.**
- **If your child is a walker, they must walk home. All students who are picked up in a vehicle must be picked up through the front pick up line. Due to traffic and safety concerns, you may not park outside the back gate to pick your child up.**
- All students are expected to be picked up no later than 3:00 p.m. each day unless they are staying for an after school activity.
- In order to make dismissal as smooth as possible and ensure the safety of our students, we ask that parents **pick up their children through the front dismissal line.** Unless it is an emergency, we ask that you please not check your child out after 2:30. The less traffic that is created in the front entrance of the school at dismissal, the easier it is to get students quickly and safely to where they need to be to start on time. Of course, emergency situations do occur and if you need to check your child out at that time we understand but we ask that when you check them out that you go ahead and get your child and exit with them so there is less traffic in the main entrance area when dismissal begins.

## Attendance

Attendance is very important to your child's success in school. We do realize that from time to time it may become necessary for your child to be absent. When these times occur we ask that you follow the procedure below.

- Send a note to your child's teacher within three days of your child's absence. Include your child's first and last name, the date they were out, and for what reason.
- Only six parent notes will be accepted for excused absences.
- A doctor's note will be required upon the seventh day of illness.
- The school must receive all parent or doctor notes within three days of the student returning to school.

Please consult the Clinton City Schools Handbook for more details.

## **Change of Address and Telephones**

It is very important that your child's teacher and the school office have a correct address and telephone numbers to reach you in time of emergency situations. If any of your registration information changes, please notify your child's teacher and the office as soon as possible. The safety of your child is very important to us.

## **Check-out Procedures**

Although we are a small school it still takes time to get to know all of our student families. Students safety is a priority. You will come to the front entrance and ring the bell. Someone will ask you who you need to check out. Our SRO or another staff member will come to the door to verify your identification and your child will be brought to you. This is for your child's safety.

## **Communication**

Newsletters will come from the principal's office at the beginning of each month. All teachers will send home a newsletter at least once every nine-week grading period. Web pages are also available for each teacher in the building. Email addresses are available on the web and in teacher newsletters for contacting teachers. Academic learning time is precious. Telephone messages can be left for teachers to return your call during their planning times or after school. Please don't call and ask to speak to a teacher during class time.

Two official conference days will be scheduled during the year; however, you are welcome to call for a conference whenever you feel necessary.

You are encouraged and welcome to communicate with your teacher frequently.

## **Custody Arrangements**

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a student is not to be released to a specific person. Once again, there **must** be a written legal document. A handwritten note is not sufficient. This information needs to be brought to the school's attention each school year as situations change.

## **Emergency/Security Drills**

As part of our safety plan we are required to conduct monthly drills to practice in the event of an emergency. We will be conducting these drills to practice our fire, tornado, and lockdown procedures. It is our intent to prepare students should an emergency occur. Teachers will speak with their classes about what we would do in the event of each emergency before we have our first drill.

## **Emergency Contact Information**

Emergency forms should be updated whenever there is a change. Please be sure to notify the office immediately of any changes to home address or home phone number. It is also extremely important that we have correct working numbers for parents in case of emergency. In an emergency, the parents will be called first. However, if parents cannot be reached, we must have at least three local available friends or relatives to contact in case of illness or emergency. Children are released only to an adult listed on the emergency form.

## **Emergency Plan for Closings Due to Inclement Weather**

In the beginning of the year packet you will find an Emergency Dismissal plan. This plan is to inform your teacher how you would like your child dismissed in the event that school was closed early because of inclement weather or other emergency. Please complete this form and return it to your child's teacher. We need to have a plan in place long before we need to use it.

## **Field Trips/Field Trip Chaperones**

A parent or guardian must sign a Parent/Guardian Permission form for all off campus trips before a student may participate in any field trip. If you serve as a chaperone with your child's class or another school class, school policy requires that siblings not attend the field trip with you and you must provide your own transportation for any off campus trip. At this time we will not be taking field trips for the safety of our students due to COVID-19. However, this information is important to know for when we are able to resume off campus trips.

## **Leaving School Property**

Students may not leave the school grounds without parent and school permission. Students leaving the school before 2:45 p.m. must be checked out through the school office. Early checkouts should be limited, and students should not be checked out early unless absolutely necessary. The end of the day is very important as students continue to receive instruction, directions on homework, and reminders until the dismissal bell rings.

Parents must come to the front entrance and ring the bell. The SRO or another staff member will verify your identification. You may not check your child out without a photo ID. The school secretary will call the student's room and have them report to the office. Teachers are not permitted to let a student leave without notification from the office unless in the case of a special event and the principal notifies all staff of the change.

## **Medication Policy**

It is preferred that medications be given at home if at all possible. There are situations where a student does need to take long-term medications daily at school. If a student needs to take medicine at school, the following guidelines will be used:

- All medicines will be kept in the clinic, labeled, and locked in the cabinet.
- Written instructions signed by the parent and physician for all prescription medicines will be required and will include: student's name, name of the medication, purpose of medication, the time to be administered, dosage, and the termination date for administering the medicine. Medication **WILL NOT** be given without the information described.

### **Non-Prescription Medicines**

Written instructions signed by the parent or guardian will be required for all nonprescription medicines and will include: student's name, name of medication, purpose of medication, and time and amount of dosage. This medicine must be kept in the clinic. Non-prescription medicines can't be kept longer than ten school days.

### **Non-prescription cough drops**

Students may have non-prescription cough drops in the school. Teachers may use their discretion as to whether they want these kept at their desk or allow students to keep these on their person or in their backpacks.

## **Principal**

The principal welcomes all parents who would like to meet with her. To be sure of an appointment, please call the office to arrange a time. In the event of a problem, please contact your child's teacher first. The principal will enter the problem solving process if the parent and teacher are unable to develop a mutually agreeable solution.

## **Report Cards/Progress Reports**

Report cards are issued every nine weeks. A midterm will come home after the fourth week of each grading period. Report cards and progress reports will be sent home in student folders on the fourth school day following the end of the grading period. If the fourth day is on a Friday, the report cards will be distributed the following Monday. If the fourth day falls on a school vacation, holiday or on a day that students do not attend school the report cards will be distributed on the first day school resumes.

## **Students Going Home with Other Students**

If a student plans on going home with another student, school policy requires that we must have written permission from the parent of both students. Students should bring these notes to the principal's office in the morning.

## **Tardies**

Students who arrive at school after the 7:45 bell rings must come to the front office for a tardy slip. Please make every effort to have your child at school on time. Students who arrive late not only miss valuable instruction, but also cause interruptions in the classroom. Tardies are forwarded on to the juvenile court system in the event that absences become a problem.

## **Visitors/Volunteering**

At this time, due to health and safety concerns, we will be limiting outside visitors. However, if you need to meet with your child's teacher, the principal, or have business that needs to be taken care of in the front office, please call the school secretary at 457-2684 and schedule a time to come in. We typically welcome visitors into our school, but right now our priority is the health and safety of our students and staff. Thank you for understanding.

## **Social Media**

South Clinton Elementary has a Facebook page that is updated frequently with information, announcements, and pictures of events that are taking place at our school. This is a great way to stay informed of what is happening!