



LAWTON ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK 2018-2019

Honesty, Caring, Responsibility, and Respect

Mission

We believe that everyone involved in the process of educating our children should work to meet the needs of every child, every day. “Every child, Every Day, from Everyone” We believe that all children can learn and deserve opportunities that establish the foundation for our future college and career readiness.

Vision

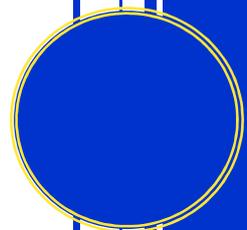
We believe that everyone involved in the process of educating our children should work to meet the needs of every child, every day. “Every child, Every Day, from Everyone” We believe that all children can learn and deserve opportunities that establish the foundation for our future college and career readiness.

Belief Statement

We believe that everyone involved in the process of educating our children should work to meet the needs of every child, every day. “Every child, Every Day, from Everyone” We believe that all children can learn and deserve opportunities that establish the foundation for our future college and career readiness.

Stephanie K. Brown, Principal

2017-2018



Lawton Elementary School

Student-Parent Handbook 2018-2019

Honesty, Caring, Responsibility, and Respect

Table of Contents

Elementary Staff/Phone Numbers	3
School Schedule	4
After School Activities	4
Address and Telephone Changes	4
Arrival at School	4
Attendance Policy	5
Academic Enrichment	6
Auxiliary Services	7
Birthday Invitations	7
Bus Safety	8
Communication	8
Discipline Policy	9
Dress Code	9
Elementary Counselor	10
Emergency Cards	10
Emergency Dismissal	11
Head Lice	11
Homework Policy	11
Illness at School	13
Items from Home	13
Lunch Program	13
Lunch Procedures	14
Medication of Students	15
Messages to Students	15
Playground Rules	15
Reading	16
Selling and Solicitations	16
Snow Days	16
Student Behavior	17
Student Drop-off and Pick-Up	17
Telephones	17
Textbooks	18
Tornado Safety/Severe Weather	18
Vision and Hearing Screening	19
Visitors	19

Dear Parents,

Welcome to the Lawton Elementary School. Our staff is dedicated to providing your children with quality learning experiences in a safe environment. This student handbook is a valuable resource for you, the parent. A clear understanding of our policies and procedures is essential to the overall educational mission of our school. Please read this handbook carefully and keep it available for yearlong reference.

Communication between children, parents, and school staff is a very important aspect of your child's education. Please feel free to contact the school office or your child's teacher (624-7500) with any questions you may have regarding your children's experiences here at Lawton Elementary School.

We also encourage you to visit our school and your children's classrooms. We are committed to meeting the educational needs of your children.

Sincerely,

Stephanie K. Brown

Stephanie K. Brown

ELEMENTARY CERTIFIED STAFF

<u>STAFF MEMBER</u>	<u>ASSIGNMENT</u>	
Kim Emmert	GSRP	624-7556
Michelle Semelbauer	GSRP	624-7557
Jessica Schubert	Kindergarten	624-7534
Lisa Dietrich	Kindergarten	624-7513
Heather Olson	Kindergarten	624-7511
Laura Prior	1st Grade	624-7512
Katie Martin	1st Grade	624-7539
	1st Grade	624-7517
Holly Mills	2nd Grade	624-7514
Betsy Cornish	2nd Grade	624-7510
	2nd Grade	624-7518
Holli Smith	3rd Grade	624-7508
Melissa Stull	3rd Grade	624-7520
Jessica Schultz	3rd Grade	624-7510
Leslie Holder	4th Grade	624-7528
Andrea Oswald	4th Grade	624-7575
David Prine	4th Grade	624-7522
Carolyn Brayman	5th Grade	624-7530
Bethany Jellies	5th Grade	624-7527
Lesley Welburn	5th Grade	624-7529
Laura Mack	Title I	624-7506
Chris Juszcyk	Phys.Ed	624-7533
Margot Kinnear	Art	624-7515
	Music	624-7555
Natalie Resseguie	Music	624-7555
Laura Tremblay	Band	624-7543
Nicole Lycan	Literacy Lab	624-7524
Nichole Sparks	Counselor	624-7607
Deb Mroczek	Special Education	624-7521
Tammy Barkovich	Special Education	624-7541
Mandy Merriman	Academic Coach	624-7507
Stephanie Brown	Principal	624-7503

****School staff not listed can be contacted via the main office number (624-7500).**

SCHOOL SCHEDULE

Students will be allowed to enter the building at 7:50 a.m. School begins at 8:00 a.m. Students arriving after 8:00 a.m. will be considered tardy.

School officially begins at 8:00 a.m. (Please be on time!)

Dismissal time -3:03p.m.

Half day Dismissal time is 11:30 a.m. for all students.

To ensure your child's safety, please plan to have your child arrive at school after 7:45 a.m. when there will be adequate supervision.

AFTER SCHOOL ACTIVITIES

During the school year many volunteer organizations use the elementary building after school. Those groups include Girl Scouts, Boy Scouts, Little League, Rocket Football, Wrestling, Soccer, Basketball, Cheer, and others. If your child is involved in the after school activities, be sure you have a current schedule of events and dismissal time of those activities.

The school is not the sponsor of these activities and other than providing space for the activity, we keep no schedules for meetings, collect no materials or monies, nor do we provide transportation or supervision for these activities.

Frequently, we are asked to cancel these after school activities. Parents should be aware that this may happen, and your child will be coming home immediately after school. Children are not to remain at school if their activity is canceled.

We urge all parents to be aware of the leaders of the organizations and have a source of information about their activities.

ADDRESS AND TELEPHONE CHANGES

During the school year, it is sometimes necessary to change your address or telephone number. We request that you notify the school of these changes as soon as possible in order to keep our files current in case of an emergency. No student will be admitted to the Lawton Elementary School without a valid Lawton address, or registration through open enrollment.

ARRIVAL AT SCHOOL

Students will remain outside the building until 7:50 A.M. Breakfast eaters may enter the building at 7:35 A.M. through the foyer doors off the bus loop. If students are not eating breakfast, they should arrive at school at 7:50 a.m. Students should enter the front doors near the main office unless arriving between 7:40 a.m. and 7:45 a.m. in which case they should join the student bus lines off the bus loop.

Parents should use the drop off loop and have children exit curb side only. Should parents chose to park, they will need to escort their child through the parking lot and may walk them to the lawn area or the "Goodbye" area outside near the office. Only students, teachers, and staff will be permitted in the building.

Once a student has arrived on school property, they are not to leave without authorization. Bus students are considered on school property when they board the bus.

Bicycles must be parked in the rack provided in front of the building upon arrival at school and left until time to return home. Students who ride bikes should wear a helmet at all times. Students are discouraged from using roller blades, skate boards, or scooters as a means of transportation to or from school.

LAWTON ELEMENTARY SCHOOL ATTENDANCE POLICY

The staff and administration of Lawton Elementary School believe strongly that regular school attendance is a critical component of a successful educational experience. This attendance policy is written in support of this belief.

Parents are reminded that when your child is going to be tardy or absent from school a phone call should be made to the elementary/middle school attendance number. That number is **624-7519**. If we do not hear from you, the office will begin making calls to parents of absent children after 9:00 a.m. In order to protect the health of all students, please share with the office the nature of the illness.

We understand that every illness may not require a visit to the doctor, therefore, we do **allow parents to excuse their child up to six days a year via phone call/note/email**. After six parent excused absences, further absences will only be excused by a doctor's note. If you do take your child to the doctor, please request a note for the school as that will not count as one of the six absences you are able to excuse as a guardian.

All absences, excused and unexcused, will be counted toward the total number of absences and subject to the procedures listed below. Please contact the elementary/middle school office if your child has had excessive absences that are due to unusual circumstances. Attendance records are cumulative and will be recorded on each report card. A pattern of poor attendance shall be handled as follows:

Level I: Upon the 10th absence and/or tardy, a letter will be sent home. We allow parents to excuse the first six absences via note or call, however after six all future absences or tardies will be considered unexcused unless accompanied by a note from a medical office.

Level II: Upon the 12th absence and/or tardy, a second letter will be sent home notifying the parent/guardian of the absences as well as explaining ramifications of absences.

Any further absences may result in a referral the Van Buren County Truancy Officer.

Notice: Cases where chronic attendance or truancy has occurred in previous years may result in a Truancy referral prior to ten absences.

Parents are reminded that all students arriving late or leaving early must be signed in by the adult responsible for them in the main office. They will not be admitted to class without a pass issued by the office. School begins at 8:00 a.m. each day. Students arriving after 8:00 a.m. will be marked tardy. Students arriving after 8:45 a.m. will be considered absent for the morning. Should you have any questions about this policy or about your child's attendance, please contact the building attendance clerk.

ACADEMIC ENRICHMENT OPPORTUNITIES

Lawton Elementary understands the importance of enriching our educational program with the “specials” classes listed below:

ART is everywhere, a part of everyone's life. We want to educate all children to appreciate beauty or lack of beauty in their immediate surroundings. An art teacher meets every week with students in grade K-5.

VOCAL MUSIC - A vocal music teacher meets with Kindergarten through grade 4 twice each week. The intent of vocal music is to increase the student's overall appreciation and development of skills in music.

LITERACY LAB - This enrichment class focuses on basic literacy and computer skills including key boarding with the integration of library skills. A primary focus of this enrichment will be supporting the core curriculum in the areas of reading and writing. K - 5th grade students will attend this special class.

PHYSICAL EDUCATION is part of the total educational program at the Lawton Elementary School. To provide your child with the best opportunity to participate safely and successfully, he/she must wear soft rubber-soled gym shoes in gym.

BAND - Fifth grade students have the option to join band. This enrichment meets daily and provides basic skill development in playing instruments.

ANCILLARY SERVICES

REMEDIAL READING - A Reading Specialist and a staff of trained paraprofessional work with teachers and students to improve the level of reading performance. This is also referred to as Title I.

GUIDANCE COUNSELOR - Our counselor works with classroom teachers in a comprehensive approach to guidance. Lessons will be conducted periodically in all classrooms in conflict-resolution, getting along, self-esteem, etc. Individual and small group counseling will be available as needed.

SPECIAL INTEREST PROGRAMS - programs are offered for those students with special interests including: chess club; Girls on the Run; junior great books; spelling bee (4th and 5th graders) and others.

ANCILLARY SPECIAL EDUCATION SERVICES

SCHOOL PSYCHOLOGIST AND SOCIAL WORKER - Children demonstrating educational and/or behavioral problems may be referred by parents. A School Psychologist/Social Worker is assigned to Lawton Elementary on a scheduled basis for in-service, conferences, observations, testing, etc.

SPEECH AND LANGUAGE THERAPIST - Provides diagnostic evaluation and preventive/treatment services for children exhibiting such communication

disorders as articulation, language, voice, stuttering, cleft palate, and hearing difficulties. A Speech Therapist works with students on a regular basis.

OCCUPATIONAL THERAPIST AND PHYSICAL THERAPIST - A therapist works with all students who are diagnosed as having limitations in fine and gross motor skills.

BIRTHDAY INVITATIONS

WHEN YOU AND YOUR CHILD PLAN A BIRTHDAY PARTY, PLEASE DO NOT SEND THE INVITATIONS TO SCHOOL TO BE PASSED OUT. BECAUSE ALL CLASSMATES CANNOT BE INVITED, THERE ARE OFTEN HURT FEELINGS. WE ARE MORE THAN WILLING TO PROVIDE ADDRESSES (WITH PERMISSION) SO INVITATIONS CAN BE MAILED.

BUS SAFETY

RESPONSIBILITY OF STUDENTS:

- A. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- B. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
- C. To obey the driver cheerfully and to report promptly to the school principal when instructed to do so by the driver.
- D. To cooperate at all times with school officials.
- E. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- F. To be in the place designated both morning and evening ready to board the bus at the time shown on the schedule in the bus. It is recommended that you be at the stop in the morning five (5) minutes before the assigned time. The driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
- G. Not to throw any articles of any kind on the bus.
- H. Not to bring any type of animal, insect, or reptile on the bus; even in a container.
- I. Not to bring any glass containers on the bus.
- J. To obey the crossing signal of the driver.

RESPONSIBILITY OF PARENTS:

- A. To ascertain and insure that their children arrive at the bus stop on time in the morning.
- B. To provide necessary supervision for their children when going to and from the bus stop.
- C. To accept joint responsibility with the school authorities for proper conduct of their children.
- D. To make a reasonable effort to understand and cooperate with those responsible for student transportation.
- E. Students are discouraged from riding home with friends for social reasons. Any request for transportation to any location other than the established stop must be put in writing and approved by the principal.

SAFETY ADVICE TO CHILDREN:

- A. To stay off the traveled roadway at all times while waiting for a bus.
- B. To wait until the bus has come to a stop before attempting to get on or off.
- C. To leave the bus only at the consent of the driver.
- D. To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
- E. To cross the traveled road if necessary after leaving the bus in the following manner:
 - a. Make certain the bus is stopped.
 - b. Watch for signal from driver.
 - c. Walk (not run) in front of the bus when crossing the road.
- F. Keep hands and head inside bus at all times.
- G. Inform driver when absence is expected from school.
- H. Report to the driver, at once, any damage to the bus that is observed.
- I. Help keep the bus clean, sanitary, and orderly. (No eating on the bus).

When a child is removed from the bus for disciplinary reasons, school authorities will make an effort to notify the parents. It should be noted however, that it is the responsibility of the child to inform his/her parents of misbehavior on the bus and the punishment for the misbehavior.

1st written referral: warning by the principal

2nd written referral: 1-3 day bus suspension

3rd written referral: 3-5 day bus suspension

4th written referral: up to 10 day bus suspension

5th written referral: Suspension from the bus for up to a semester (90 days).

**After 30 days without referral, a student may return to warning status.*

COMMUNICATION

Communication between the home and school is extremely important. To keep you informed about total school activities, there is a bi-monthly district newsletter. It contains minutes of board meetings and school activities of all three buildings. If you do not have a Lawton mailing address, your child may pick one up in the office at the time of publication or arrangements can be made with the Superintendent's office for mailing.

Elementary Newsletters containing current elementary information are sent home with the children periodically during the school year. Teachers or other school personnel will also be in touch by telephone if any serious problem occurs during school time. Teachers are also expected to call with good news about your child.

Other forms of information include the Progress Report (Report Card) which is either given to parents during conferences or sent home with the child once every nine weeks. Non-custodial parents who wish to have copies of progress reports should contact the elementary office.

Discipline Policies

The best learning environments are those in which students are well behaved. The Lawton Elementary Discipline Plan has the following goals:

- To treat disciplinary incidents with consistency in all areas of our campus.
- To give teachers/staff a tool that makes them the initial and most important source of student discipline.
- To develop a school climate based on honesty, caring, respect, and responsibility.
- To work collaboratively with the home to reduce the number of disciplinary incidents building wide.

The major components of the plan are listed below:

Principles of Character – We expect all students to observe the principles of Honesty, Caring, Respect and Responsibility.

Positive Behavior Support – We have school wide and classroom incentives for proper behavior. Students adhering to the rules/expectations may be given a ticket. Tickets are collected and can be redeemed for prizes or privileges in the school store.

Home Communication - Teachers are expected to regularly communicate with the home including phone calls, email and notes home. Many teachers also send home regular newsletters.

Classroom Interventions - Each teacher has their own system within their classroom and is expected to work with the child and family to correct inappropriate behaviors.

Data Collection – Behavior reports are written as needed and provide the school with information that helps us address the problem effectively.

Board Policy - Board Policy will be followed for serious offenses (criminal behaviors). Board policy typically involves suspensions from school.

Dress Code

We are hopeful that what a student wears to school will reflect the parents' and the student's personal concern and pride in him/herself and in the impression he/she creates for him/herself and his school before the community and its visitors.

CODE: CLOTHES MUST BE CLEAN AND IN GOOD TASTE, CLOTHING ADVERTISING ALCOHOL OR TOBACCO PRODUCTS ARE NOT ALLOWED.

- A. Slacks and jeans may be worn all year.
- B. Shorts of decent length and in good taste may be worn April to end of October.
- C. No midriff or tieless tops for boys or girls.
- D. Feet must be covered.
 - a. Shoes and socks (Halloween to Easter)

- b. Acceptable foot coverings include tennis shoes, sandals and regular shoes. Flip flop type sandals should not be worn. All shoes should have a back that secures the shoe to the foot.
- E. Coats, hats and other "outside" apparel should not be worn in the classroom.
- F. The principal reserves the right to determine the appropriateness of any item of clothing worn to school.

Please label any clothing that might be removed at school with the child's name. This is especially important for such items as tennis shoes, coats, hats, gloves, etc. Our "lost and found" gives away items not claimed or identifiable after a reasonable length of time.

Listen to the weather forecasts and dress your child appropriately. All children are expected to participate with their class in outdoor activities and children should come prepared to go out every day. If you have difficulty providing appropriate clothing, please contact the counselor who can arrange for certain clothing to be provided.

Your Elementary School Counselor Helps...

Children

- build positive self-images.
- develop lifetime skills such as making friends, resisting peer pressure, making good choices, goal-setting, etc., through classroom guidance and exploring careers.
- cope with crisis: death of a loved one or pet, illness, parent job loss, divorce, moving, etc.

Parents

- understand normal developmental behaviors and their child's school environment
- understand the importance of the role of a parent in a child's education.
- locate other helping resources: materials, agencies, other parents or counselors.

Teachers

- counsel children with concerns and helping them to achieve success.
- understand the individual needs of children.
- provide support to create a positive learning climate.

The counselor and/or principal can also supply you with information related to services available outside of the school including behavioral, drug and alcohol abuse, learning difficulties, and others.

For further information please see Mrs. Nichole Sparks, or call 624-7607.

Emergency Cards

At the beginning of each school year, cards are sent home for you to list other people to call when your child is ill or injured and you are unavailable. It is important that this card be completed and returned as soon as possible after the beginning of the school year. We also ask that you keep the card current when you change jobs, addresses, telephone numbers, etc.

Emergency Dismissal of Students

Occasionally, an emergency situation may require that students be dismissed early. Please stay posted to the radio or television in the case of severe weather. Should school be dismissed early, the district will send an all call to parents. Your child's emergency card should include your instructions in the event of an early dismissal. Typically, early elementary students will not be dropped off by the school bus prior to the established release time.

Head Lice

Head lice infestation is a continuing problem among many school-aged children in Michigan. In order to prevent it from becoming a problem among our students, we are asking that you check your child's head carefully on a regular basis. If you find evidence of head lice, treat the child and any other infested family member before you send the student to school.

School wide head checks are done periodically by parent volunteers. The office staff and counselor also conduct classroom and individual checks as needed.

If lice or nits are found on a student at school, you will be notified by phone or a written notice sent home with the child. Students may return to school after one treatment **and removal of all nits**. Students will be rechecked when they return to school after treatment, and they **must be free of lice and nits**. A parent or responsible adult should accompany all children returning after head lice. Quite often, nits remain and the child must be sent home for additional treatment or combing.

Please caution your child about sharing combs, hats, or other clothing.

Lawton Elementary School Homework Policy

I. RATIONALE

- A. A building wide homework policy will improve consistency between rooms and grades.
- B. Regularly scheduled homework can reinforce work habits that are essential for succeeding in later grades.
- C. Homework allows parents to become better informed and a part of the learning process.
- D. Homework allows practice time for reinforcement of skills/concepts learned during the school day.
- E. Homework fosters a sense of initiative, responsibility, and independence in students.

II. TYPES OF HOMEWORK

- A. *Practice Assignments*: these assignments reinforce newly acquired skills or knowledge.
- B. *Preparation Assignments*: these might include reading text prior to a lesson; collecting materials for a class project; studying for a test; etc.
- C. *Extension Assignments*: these assignments often involve long-term projects that parallel classwork and might be considered extra-credit. They are often optional and require student initiative.

III. FREQUENCY OF HOMEWORK

The benefits of homework must be balanced with the out-of-school demands on our children. While regularly scheduled homework does have benefits, the amount given must be reasonable based on the child's age. Please note that daily reading and math fact practice is to be included in this time. Should you have concerns with homework time for your child specifically, please contact your child's teacher.

HOMEWORK FREQUENCY CHART

	<u>Minimum (minutes per week)</u>	<u>Maximum (minutes per week)</u>
Kindergarten	30	50
First Grade	40	50
Second Grade	50	90
Third Grade	60	150
Fourth Grade	60	150
Fifth Grade	75	200

II. WHAT PARENTS SHOULD EXPECT FROM TEACHERS

- A. That the amount of homework given will correspond to the chart above.
- B. That each homework assignment will be one of the 3 types listed above.
- C. That homework will be relevant to the district's curriculum.
- D. Communication with students and parents in terms of homework expectations and guidelines. (Example: clear directions, due dates)
- E. That homework will not be regularly assigned on weekends. If assigned, weekend homework assignments should be brief.
- F. To be informed as to how homework will affect students' grades.
- G. Inform parents of consequences for not completing homework. And provide positive reinforcement for completion.

V. WHAT TEACHERS SHOULD EXPECT FROM PARENTS

- A. That timely completion of homework will be emphasized at home.
- B. That parents will assist children with homework when necessary but will realize that homework is the child's responsibility.
- C. Create an environment that is conducive to successful completion of homework. (Quiet work area, regular homework time each day)
- D. Contact the teacher with concerns about homework assignments.
- E. Provide the child with praise for good effort on homework assignments.
- F. That a note will be sent to school to excuse an assignment if parents and or child do not understand what has been assigned.

Illness in School

A student who finds it necessary to leave school because of illness must:

- A. Be excused by the classroom teacher to the office.
- B. Be picked up from school by the parent or persons designated on the emergency card.

Please be sure your child's emergency card is current so you may be contacted if necessary. If a child becomes ill, it is the parent's responsibility to care for the child. We have limited facilities and feel the child deserves the care of his/her parent when he/she is ill.

Children will be sent home if they show evidence of rashes or symptoms which suggest possible infectious or communicable disease. We believe fresh air and recess is healthy and beneficial to children. A doctor's slip is required for non-participation in outdoor activities, including outdoor recess.

Items from Home

We request that children do not bring non-school related personal items to school unless they have special permission from the classroom teacher. Games or toys which interfere with the learning process will be removed and may only be picked up by the parent. The school is not responsible for safe-guarding the student's personal property. Do not send or allow valuable possessions to come to school.

Lunch Program

Lunches are purchased using a computerized system. Students should bring lunch money to school in an envelope with, (1) the student's name, (2) the teacher's name, and (3) how many lunches or cartons of milk you wish to purchase. As lunch money is received, that amount is credited to each child's account. Each child will be given their lunch scan card before lunch. The scan card will be given to the cashier and the amount of their lunch purchase will be deducted from their account. Milk is included with lunch, but if a student wants a second carton or desires to purchase milk to drink with a cold lunch, the cost is \$.35 a day. Breakfast can be purchased and eaten at school for \$2.00 per day.

Lunch accounts can also be accessed and added to through the on-line lunch account payments. Email bmaury@lawtoncs.org or kwalters@lawtoncs.org for your log-in information.

Lunch menus can be accessed through our online website at www.lawtoncs.org. Once onto the website, click "About Us" and find Food Service Information, and select "Elementary School".

Lunch prices: \$2.75 per day

We strongly encourage parents to pay by the year or month, as it is a great time saver for busy families. In addition, if \$25 or more is deposited into an account, you will receive a 5% discount. This applies for individual students only (not \$25 for multiple children). Please contact food service 624-7538 for details. We also encourage parents to use checks as your means of payment. Checks are traceable and serve as your receipt.

Many students qualify for free or reduced price lunches. All parents are strongly encouraged to complete the free lunch application.

All parents are cordially invited to have lunch at any time during the school year. **Adult price is \$3.75 which is paid at the line. Parents wishing to have lunch or recess with their child must first stop in the office for a pass.**

Lunch Room Procedures

Students are requested to walk to lunch in an orderly manner. They are not to cut in line or save spots for other students. The lunch room supervisors are in charge and will ask students to obey the following rules:

Dispose of all waste in the proper containers and replace all trays in the proper place.

To be reasonably quiet and to observe proper table manners at all times.

There is to be absolutely no disturbance or throwing of food in the lunchroom.

All food is to be eaten in the lunchroom. When finished eating, students are to leave the lunchroom quietly and go to assigned areas.

If students spill food on the floor or tables, they are to help clean it up.

Pop is not allowed in the elementary lunch periods.

Students who do not follow the above rules may be subject to the following disciplinary measures:

- A. Work assignments such as cleaning tables, picking up trash off the floor.
- B. Assignment of a seat for a specific period of time or eating lunch in a different room.
- C. Lunch time suspension during which the student will eat lunch in the office and lose recess.

Medication of Students

Children receiving medications which must be taken during school hours must have a written order from their physician stating the reason for which the child is taking the medication, the name of the medication, directions for administering, possible side effects which may be anticipated and length of time child is to receive such medication. Long-term medication orders should be reviewed each year by the physician and a written statement must also be obtained from the parents for the teacher or other designated person to remind the child to take his medicine. Typically all medications including over the counter medications and cough drops are administered in the office. With the approval of the physician and parent, students who require asthma inhalers may keep them and use at their discretion. We do require those students to report each use to their teacher and the office.

If medication is administered by a school employee, it shall be administered only in the presence of another adult employee of the school district and in strict compliance with the above-described written physician's order. In addition, a written record of the date, time and amount of medicine administered, together with the names of the employees administering the medication shall be maintained.

(IF YOUR CHILD MUST TAKE MEDICATION AT SCHOOL, PLEASE COMPLETE THE NECESSARY FORM AVAILABLE IN THE OFFICE ALONG WITH THE MEDICATION IN THE ORIGINAL PRESCRIPTION CONTAINER.)

Messages to Students

Messages to students must be in the office one-half hour before dismissal. If a child is to go someplace other than home, he/she must have a signed note from the parent. Only in an extreme emergency will children be notified after the deadline. Parents may also leave such messages on the voice mail of the classroom teacher who should check all messages at the end of the day. Please try to limit changes to your child's routine.

Playground Rules

I. General Rules

- A. Walk to and from the playground. Look both ways before crossing the street and obey the crossing guard.
- B. Stay on the playground until the end of recess unless you request permission to leave from the playground aide.
- C. There is to be NO fighting or rough play on the playground or on school property.
- D. Games involving fake fighting or tag are not allowed as they often result in injury.
- E. All accidents should be reported to the playground aide, your teacher or the office.
- F. There is to be NO food on the playground during recess or lunch.
- G. There is to be NO throwing or kicking of sand, stones, snow or snowballs.
- H. There is to be NO use of profane or obscene language on the playground.

II. Ball Games

- A. All games involving the use of balls should be played in the field area beyond the equipment.
- B. Ball games that involve "tackling" are strictly prohibited.
- C. No baseballs (hard balls) are allowed on the playground for any recess games.
- D. Children are expected to follow the rules of the game and display good sportsmanship.
- E. If you bring equipment from home, you are responsible for its appropriate use.

III. Equipment Use

- A. Slides--Climb up using steps only. Remain seated while going down slides--feet first.
- B. Swings--Swing while seated in the swing in a back and forward motion. NO jumping out of the swing while it is in motion.
- C. Monkey bars, Fort, and Log Cabin--Don't walk on top of monkey bars or other equipment. Students should not push, shove, pull, play tag, or knock people off that are using the equipment. Know your limits. If you can't use the equipment properly and safely; then stay off.

Reading

Reading ability is the key to learning in all subject areas. Therefore, reading instruction is a major priority at Lawton Elementary. Children will be instructed using the Pearson Reading Street Common Core Program. Those requiring additional help may also receive assistance from the Title I Reading Staff. We encourage parents to read to or with their children every day.

Selling and Solicitations

Children in the elementary are forbidden to sell any item to other students. This includes items from home as well as retail goods including but not limited to candy, gum, toys, school supplies, etc.

There will be no soliciting for funds by any group outside those that are school-sponsored or school approved parent-teacher activities. All fund raisers are strictly voluntary. Parents and students may choose not to participate.

Snow Days

When the weather requires school to be closed, the district will use our School Messenger System to call and text parents. The following news and TV stations will also be informed:

WWMT (Channel 3)	WGRD	COSY	WKPR	WKFR	B-93
WOOD (Channel 8)	WQLR	WNWN	WKZO	WMUK	
(Channel 41)	WHFB	WWMT	WOODWJJM		

Whenever possible, these stations will be informed by no later than 5:30 a.m. If a storm should arise during the day, and school is dismissed early, these same stations will be notified. Also, if early morning fog or ice require school to start one or two hours late, these stations will be alerted. Please do not call the school when the weather is bad. It is important that the school phone line be kept open.

Student Behavior

Our students are here to learn and grow as individuals. Therefore, appropriate behavior is expected at all times. Respect for school staff, peers, and facilities is essential if we are to accomplish our goals. Each teacher is expected to develop their own classroom rules, post them in the classroom, and share them with their students. Observance of these rules is a must if an effective learning environment is to be created. School wide rules must also be followed.

Students who are unable to follow rules will be dealt with according to the information provided in the following handbook section: discipline policies. Your child's discipline is a responsibility shared by the school and the family. We must work together to promote appropriate behavior.

Student Drop-off and Pick-up

Traffic problems before and after school can be minimized by observing a few simple guidelines.

- A. The south side of Second Street may now be used for student pickup and drop off. The north side of Second Street is no parking from 7AM – 4PM on school days. The same is true for the south side of Third Street.
- B. Parents may also park in the east lot and escort their children to the front doors.
- C. Those wishing to simply drop off or pick up their children should use the yellow curb area of the east parking lot. Please do not exit your vehicle when using this lane here and do not park in the left lane.
- D. Students must be escorted by an adult to cross to/from the parking lot to the sidewalk. Speed in the drive should be limited to 5MPH.

- E. The drive that passes the southeast side of the building is for staff parking and bus transportation only. Parents should not use this drive at any time during school hours.

Telephones/Staff Listing

The Lawton Community Schools have phone messaging in every elementary school classroom. After office hours, and if you have a touch tone phone, you may dial the main elementary number (624-4241) and from there the automated system will direct you to any classroom or voice mailbox you wish to contact.

By connecting to a teacher's mailbox, your child can hear the homework hotline or press the # key to bypass the hotline and leave a message. During office hours, office staff will be able to direct your calls to the mailboxes. The following is a list of main district office numbers.

Office of the Superintendent	624-7901
Business Office	624-4661
Transportation	624-7291
Elementary Main Office	624-7500

Textbooks/Library Materials/School Supplies

Required textbooks will be distributed to students at the beginning of the school year. Students are held responsible for the proper care of the books. Loss of a workbook will result in the child paying replacement cost for that book. Any student who does not return or has damaged a book will be assessed a charge for said book and/or damage.

Library materials are the property of the school. When a student borrows these materials, he accepts responsibility for them. Failure to return materials or unreasonable damage to materials will result in fines being assessed against the user. When materials become "overdue", the student is not permitted to check out other materials until the "overdue" materials are returned.

Students will be provided periodically with paper, pencils, pens, and other necessary school supplies. Students who consistently waste these items may have to provide their own until the teacher distributes the materials again.

Tornado Watch and Warning Procedures

Children will remain in school in the event of a Tornado Watch or Warning. During a warning, students will proceed to a safe location within the school and assume a protective posture.

PLEASE DO NOT call the school. Individual calls tie up the switchboard so we can't call out.

In the event of a Tornado Warning, you may not pick up children other than your own without written permission from their parents.

Vision and Hearing Screening

Lawton Elementary through the County Health Department schedules vision and hearing screening for all kindergarten students each year. Students in grades 1 - 5 will receive vision screening one year and hearing screening the following year. If you object to your child's vision being tested, you may complete the waiver form found at the back of the handbook and return it to the school office.

Visitors

All visitors, including parents, are required to report directly to the office when visiting our school. You will need to sign in and receive a visitor's pass.

Enrolled students are not permitted to bring personal guests or visitors into the building without approval from the classroom teacher and office. This must be granted in advance of any student visit.

Animals or pets are not allowed in the building without the permission of the classroom teacher.