

Copper Basin Elementary School Handbook 2019-2020

Welcome to our school! We are determined to make this year successful. You can help by being informed of policies and procedures.

Attendance

It is the belief of the school system that students are best served educationally when they are in attendance every day possible. Absences are excused only with parental note (3 per semester), doctor's excuse, dentist excuse, death in the family, and religious observance.

- Students must present a note (parent/professional) within three (3) days of returning to school after an absence.

Truancy terms and conditions are set by state laws, not by schools or school officials and are subject to change.

STATE LAW July 2018

After three (3) unexcused absences the parent must meet at the school, review and sign a contact.

After four (4) unexcused absences the parent will be contacted by the principal for a meeting. At this time there will be consequences such as counseling or court appearances and regularly scheduled follow up meeting.

After five (5) unexcused absences the parent will be called in by the attendance supervisor in the Central Office for a meeting.

- Homebound (for eligible students) is available upon receipt of doctor's completed homebound form.

- Official school business (OSB) is not considered an absence. (example-school trips, ball games, etc.) Students not attending class trips and just staying home will be counted absent.

-Please make arrangements with students if their bus or pickup schedule changes. We will need a note in the office on any day or days that they will be doing something different. **We will not take phone calls or texts.**

Late Arrivals

Students who are late arriving to school must enter with a parent. **Students who arrive after 7:55AM are considered tardy. The parent must report to the office to sign the student in.** Three unexcused late arrivals or early pickups will result in a day of absence for the student.

Parking

Students who are dropped off in the morning should be dropped off at the cafeteria until the last bus has unloaded in the front. Students must be dropped off at the front doors after 7:45. **No one is allowed to park in front of the building.** If you are parking, please use the parking area in front of the school.

Meals

Breakfast and lunch will be free for all students this year. We encourage everyone to take advantage of this opportunity. The participation level this year will help determine if free meals are available to students next year. Our cafeteria staff is making changes to help bring our kids more delicious and nutritious choices. Students aren't required to get a tray if they brought their lunch, however they are welcome to go through the line and enjoy both or share with a friend that may be hungry for more!

Checkout Procedures

Students may leave school **only with parents' permission** and must be signed out in the office. **Students will not be allowed to check out after 2:30.** Time missed because of checking out is accumulated and may be considered truancy.

Safety

It is important that we have a contact number in case of emergencies. If your number changes at any time please let the office know. **We must have a working telephone number.**

Telephone

No student will be called from class to answer calls unless the call is of an emergency nature. Students will not be allowed to use the school phone to call home except when cleared by the principal.

Personal Communication Devices

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be concealed during the instructional day, unless the teacher is allowing a pre-approved (by the principal) lesson in which the device will be used as

part of the lesson. Cell phones and other communication devices must be in the off mode when they enter the building. Cell phones and other communication devices cannot be used upon entrance into the building. Cell phones and other communication devices may not be used as rewards or at any time during the class period without it being part of the lesson as supervised by the teacher and approved by the principal.

A person who discovers a student using a personal communication device shall report the violation to the principal. **The first time the device is taken up, it will be held for a period of five (5) working days. Every time a device is taken up after that, the device will be held for a period of ten (10) working days.**

Students who use a personal communication device are in violation of this policy and school rules and are subject to the related action. (Board approved 6/23/14)

Visitors

In order to maintain the condition and atmosphere suitable for learning, no person shall enter onto the school grounds or into the buildings of public schools during the hours of student instruction except students and other persons with lawful and valid business on the school premises. **Parents and all other visitors are always welcome at Copper Basin Elementary School, but must always report to the main office to sign in and obtain a visitor's pass and sign out when leaving the campus. This includes anyone coming into the building during morning drop off.** Any person improperly on the school premises of a school shall depart upon the request of the school principal or other authorized person.

The principal or other authorized person has complete authority to exclude from the school premises any persons he has reason to believe are disrupting the educational programs in the classroom or in the school and/or are disturbing the teachers or children on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measure. Students of other schools and children not of school age will not be issued passes unless accompanied by parents.

Change of daily routine

Parents will no longer be able to call the school in order for their child/children to be placed on a different bus or onto car pickup. We cannot make changes based on students words alone, although it is helpful for them to know the plan. Anyone who needs for their child to be put on a different bus, Must either send a note in the morning or bring in a note. No changes will be accepted except by written note. There are no exceptions to this policy. These changes must be made by 2:30 and no later. This is to help us keep your child safe.

Dress Code

All students are expected to adhere to the dress code at all times and all places at Copper Basin Elementary School. Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. Students at CBES are expected to follow these guidelines.

- A. No hats are allowed at school.
- B. Shorts may be worn year-round providing they are not shorter than 3" above the knee.
- C. Dresses and skirts must be no shorter than 3" above the knee.
- D. Shoes will be worn at all times.
- E. Writing on body and hair is not permitted.
- F. Any dress considered being a disruption to the school environment will be prohibited

On behalf of all of us at CBES we hope this is a wonderful school year for everyone! We will keep you informed on current school info with both the CBES FB page as well as Class Dojo.

Thanks and I look forward to working with you,
~Ms. Nipper