

# SCHOOL AND OFFICE PROCEDURES

## **Attendance**

California Law has established that full-time education is compulsory until a student graduates from high school or becomes 18 years old. Regular attendance and promptness are essential to successful work.

## **Absences**

Parents/Guardians must notify Helen Wilcox School of all absences. Please call the school attendance clerk on the morning of the absence at (530) 533-7626, extension 212. If you are unable to notify the school by phone, please send an email [narnold@palermoschools.org](mailto:narnold@palermoschools.org) or a note to school with your child on the day he/she returns stating the following:

- Child's teacher and/or room number
- Child's first and last name
- Date of absence
- Reason for absence
- Your first and last name and relationship to child

## **Policies & Valid Excuses:**

- If your child is sick, or if your child is sick for three or more consecutive days a doctor's note is needed. If your child has accumulated 10 or more sick days throughout the school year, a doctor's note must be given thereafter.
- If your child had a doctor's appointment, please send a doctor's note.
- If there is a death in the immediate family, your child is allowed one day in state, and three days out of state.
- Head lice is allowed 3 consecutive days, after that they are no longer excused. If the child has accumulated 10 or more head lice days throughout the school year, they are no longer excused.
- 3 tardies over 30 minutes equal an absence.

## **Independent Study Contracts**

Independent Study Contracts are available if your child is going to miss NO LESS than five consecutive school days for an educational trip. Independent Study contracts will not be approved during STAR testing. You may request an independent study contract from the attendance clerk. This request should be made at least **two weeks** in advance of your trip. This enables the office time to prepare the contract, the teacher time to prepare the work, and the contract to be signed by all parties before your trip. Upon your return, the completed contract, including all work, should be returned to your child's teacher. A successfully prepared and completed contract will allow your child to keep up with the school work and their absences will be excused for a duration of the contract.

## **Tardies**

All tardy students must check in with the office before going to class. A student is considered tardy if not in their seat when the bell rings promptly at 8:25.

## **Registration**

All children new to the Palermo School District are required to provide the following when registering:

- \*Immunization Records
- \*Proof of Age-Original Birth Certificate
- \*Physical-The State of California physical exam requirement for first time First grade.
- \*Dental screening
- \*Proof of residency: rental payment receipt, utility statement, mortgage statement, etc.

## **Classroom Visitations**

You are welcome at Helen Wilcox Elementary School. Our procedures for classroom visitations, which coincide with the Palermo Union School District's Board Policy, are as follows:

- \*Visitations must be arranged in advance with the office and/or teacher
- \*All visitors must register in the school office and wear a visitor's sticker prior to going to the classroom.
- \*Visit should last no more than 30 minutes unless prior arrangements have been made.
- \*The frequency of visitations to any classroom shall not be disruptive to the classroom learning environment.
- \*Parent-teacher conferences are held before or after school

## **Inter-District Transfer**

The parent of a child who lives outside of the Palermo Union School District may request that his/her child attend Helen Wilcox. Approval is based on the following conditions:

- \*District of residence gives written approval
- \*The Palermo Union School District's approved ration of students-to-teachers is not exceeded.
- \*Space is available at the school requested
- \*Parent provides transportation to and from school

Revocation of the inter-district may be necessary if enrollment in the grade exceeds space available during the school year, because of unsatisfactory attendance, scholarship, or citizenship.

You must initiate your request at your home district. Inter-district transfer forms must be completed annually.

## **Medical Appointments/Early Checkouts**

Medical appointment should be scheduled so that they do not interfere with instruction time. Students who find it necessary to leave school for a medical appointment are encouraged to return to school after the appointment has been completed.

Please send a note with your child on the day he/she is to be checked out early. Please come to the office to sign your child out, the office will call the classroom to have your child released. Please give yourself plenty of time to sign your child out and have him/her called from the classroom.

Parents/Guardians are reminded that students must be signed out by an adult (18+). Please remember that students will only be released to the parent, legal guardian or persons indicated on the Student Emergency Card.

Helen Wilcox's policy is to check identification of all persons checking children out of school. Please understand that this is for the safety of your child.

## **Lost and Found**

Any articles found on the school grounds should be turned in to the "lost and found." Very small items (jewelry, glasses, etc) or money should be turned in to the office. In order to insure that lost articles are returned to their owner, please put your child's name on all items.

## **Lunch Procedures**

All children have a 30 minute supervised lunch period. Generally, children spend about 15 minutes of this time eating lunch and 15 minutes playing.

Children may bring a lunch from home or purchase a school lunch. **Sodas and fast food are not allowed.** Glass containers are also not allowed at school.

## **Breakfast/Lunch Prices**

School breakfast meals are \$ 1.00 per day. Breakfast is sold from 7:45 am to 8:20 am. School lunches are \$ 1.75 per day. Please send the exact amount or make checks payable to Helen Wilcox School. Please write your child's name and room number on the check.

## **Free/Reduced Meal**

Applications for free or reduced price meals are included in the first day packet and are also available in the school office.

## **Class Parties/Birthday Recognition**

We do realize that some parents would like to have their child's birthday recognized. (THIS IS NOT MANDATORY). Listed below are some suggestions that parents have used:

- \*A book donated in your child's name to be read to the class, with the child's name inscribed on the inside cover.
- \*A classroom game, puzzle, etc.
- \*Individual party favors, such as pencils, erasers, etc.
- \*Consult with your child's teacher for other ideas.
- \* If you decide to bring in a treat to share with the class, items must be store bought and will be held in the office until after lunch.
- \*We strongly discourage balloons at school. Balloons cause a great deal of distraction on campus and cannot go home on the bus.

## **Animals on Campus**

Please do not bring animals on campus without prior approval from the school principal. This includes after school pick up.

## **Progress Reports**

Progress reports are sent out once a trimester. The dates are as follows:

- 9/17/10 first trimester
- 1/14/11 mid second trimester
- 4/15/11 mid third trimester

## Report cards

Report cards are sent home on the Friday following the close of each trimester. The first trimester's report card will be given to you during the fall parent conference. Parent conference week is November 16, 2009 through November 20, 2009.

The dates are as follows:

Second trimester report cards will go home on 3/11/2011

Third trimester report cards will go home on 6/9/2011

## Illness

Please do not send your child to school ill. If your child is running a fever or has other signs of illness, please do not send him/her to school. A child must be **“fever free” for 24 hours**. When a parent/guardian has doubts as to a child's fitness to attend school, the family physician should be contacted or bring your child in to visit Ms. Nikki.

A child will be sent home automatically with the following:

\*Temperature of 100 degrees

\*Vomiting

\*Diarrhea

\*Any questionable injury or trauma

\*Any evidence (even if questionable) of communicable disease (chicken pox, impetigo, head lice, or “pink eye”)

## Medication

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provide is an individual who is licensed by the State of California to prescribe medication. Medications, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible. California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care provider's written orders. Designated non-medical school personnel may be administering your child's medication. They will be trained and supervised by the credentialed district nurse. Medication will be safely stored and locked or refrigerated, if required.

### **IF MEDICATION IS TO BE ADMINISTERED AT SCHOOL, ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to school by the parent/guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
7. A separate form is required for each medication. Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized health care provider must complete a new form. This authorization must be renewed each year.

## Reporting Injuries

Students who injure themselves or become ill during recess or lunch should report to the health office. During class time minor injuries such as cuts and scrapes should be attended to in the classroom. Students feeling ill should inform their teacher and may be sent to the health office. Parents will be notified when a child has a fever, a head or face injury, vomits, or conditions related to a history of medical problems.

It is the policy of Helen Wilcox to inform parents any time their child received an injury other than an apparent minor injury during the school day. Parents will be notified of any head injuries. Many times children hurt themselves during the school day and do not report their injury to a teacher. Parents are asked to call the office and advise us as to the nature and extent of the injury.

## Community Involvement

### Volunteers

Parents are encouraged to volunteer whenever possible. Parent volunteers help the classroom teacher in a variety of ways. Please contact your child's teacher. When volunteering on campus please "sign in" in the office and please wear the provided volunteer badge. Volunteers must be at least 18 years of age. Siblings are not allowed on campus with volunteers. Please do not sign out until you are actually leaving campus. In an emergency, we must know who is on campus at the time of the emergency; signing out before defeats the purpose. **PLEASE FILL OUT AND RETURN PARENT VOLUNTEER APPLICATION FORM TO THE OFFICE. Please plan early as it takes at least two weeks to process. Please be aware all ON GOING volunteers will need to be finger printed. PUSD will pay for the finger printing process.**

### School Site Council

The School Site Council (SSC) is a representative group at the school site made up of the principal, teachers, staff member, and parents. The purpose of the SSC is to plan, implement, and assess school-wide priority for Helen Wilcox. As a group, the SSC establishes and approves the Single School Plan and budget, assists in the development of the Single School Plan, and monitors and evaluates the effectiveness of the plan on an on-going basis.

### PTG

Our Parent Teacher Group (PTG) serves as a type of forum where parents, teachers, administrators, and other concerned adults may discuss ways to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment and safe neighborhoods. Ongoing activities include fundraising events, Bully Free Zone t-shirts, Anti-Bully assemblies, Accelerated Reader prizes, Red Ribbon Week Celebration, Dr. Seuss Celebration and CAT-6 testing incentives. Please call the office at 533-7626 if you are interested in helping in the PTG.

### Emergency Information

You can count on our caring professionals to provide a safe and secure environment for your children every day and during an emergency.

Our emergency plan is reinforced through drills with students and at regular meetings with our employees.

In most emergency situations, public safety and emergency management personnel will provide guidance to administrators on the appropriate response to the emergency.

During a High Security Alert, the following actions shall be taken.

1. The Superintendent/designee shall communicate with all staff that a “High Security Alert” is in effect.
2. All staff will go to assigned posts to ensure maximum supervision of student movement and to visually monitor the campus and surrounding area.
3. All visitor access shall be restricted to the office area
4. A “High Security Alert” notice will be posted outside each classroom door and office window informing all visitors to go directly to the office.
5. The district’s “High Security Alert” communications system will be activated.
6. The district office staff will post information on the website ([www.palermoschools.org](http://www.palermoschools.org))
7. The Superintendent/designee shall communicate with all staff if a Lockdown is in effect.

During a High Security Alert the Superintendent/designee shall determine which of the following actions will be taken.

1. All school building doors locked.
2. All windows covered.
3. All students inside.
4. Any student movement outside will be under adult supervision.
5. An “emergency” phone message will be made to parents/guardians by the District Office.

*School Staff and students will remain under Security Alert until further instructions are given by the principal or designee.*

## **What can parents do during an emergency?**

In order to provide your children with a safe and secure environment during an emergency situation, we need your help. You can assist us in maintaining an organized and secure site...

1. Please do not immediately drive or walk to the school to get your children. We need the time to re-organize and institute our procedures prior to receiving requests to release students.
2. When you arrive on campus plan on parking off campus as the parking lots will be closed to all but district and emergency vehicles.
3. Refrain from immediately calling the school as our phone may or may not be working and we need to have open lines available to get emergency assistance, if necessary.
4. PLEASE GO TO [www.palermoschools.org](http://www.palermoschools.org) to view up to date emergency information.

## **TIPS FOR PARENTS WHEN HANDLING A LOCAL/NATIONAL CRISIS**

- \*Turn off the TV and talk with your children.
- \*Stick with the “concrete” facts. Answer only what your child asks.
- \*Assure your children that they are safe.
- \*Ask “What feelings do you have about what happened?” “What does this make you think about?”
- \* Share YOUR feelings
- \*Draw a picture, take a walk, prepare dinner together, read a story together. Be there!
- \*Allow relaxation time, down time from the regular busy schedule.
- \*Let your child know that tears are okay.
- \*Make sure your child knows they are in no way responsible.
- \*Remind children to be considerate of classmates, friends and their families.