# TENTH STREET ELEMENTARY SCHOOL

# **POLICIES**

### **ATTENDANCE POLICY**

In regard to a child's education, the parents and the school must work together cooperatively to obtain the most desirable results. With this in mind, we ask your support in promoting good school attendance which is essential to effective student achievement.

If a child is ill, the parent must notify the school before 10:00 a.m. that the student will be absent. If it is obvious that the student will miss several days, it is not necessary to call each day. If parents do not have access to a telephone, they must send a note with the student when he/she returns to school.

At times, parents may need to keep a student away from school to accomplish something which cannot be done at another time. This includes medical and dental appointments. This type of absence must have prior approval of the building principal or designee if it is to be excused. If a student's absence has been prolonged, the school may require a doctor's certificate before the student may return to school. Students are responsible for all school work – absent or not, excused or unexcused. Students will be permitted to make up work which is missed during an excused absence.

## POLICY REGARDING PARENT PICK-UP

For the safety of your child and for legal reasons, we cannot permit your child to leave the school premises without your permission in writing <u>or</u> without you personally picking up your child in the principal's office. In the event of an emergency or unexpected circumstance, a phone call will be accepted <u>only</u> with proper parent verification. Proper parent verification will include the following: (1) child's birthdate, (2) child's social security number, (3) name of emergency contact person. Since all three questions will be asked to verify the authenticity of the call, the parents/guardians are reminded to have this information available on them at all times in case such a circumstance should arise.

When sending a note to school with your child concerning his/her departure, please include the following: (1) child's first and last name, (2) how he/she is going home (cars, bus, walking) and (3) who is to pick him/her up in the carline or the office. Example: John Doe will not ride the bus today. His Aunt Jane will pick him up in the carline.

## **DRESS POLICY FOR STUDENTS**

Parents are asked to see to it that their child is dressed in a manner which would encourage a positive mental attitude toward learning. Any intentional look that would cause most people to take a second look would be defined as disruptive to the educational process. Revealing or disruptive attire will not be permitted. Body piercing, other than in the ears, is considered disruptive to the learning environment and will not be allowed. Hair should be a non-disruptive color and style.

No child should wear shorts from October 1<sup>st</sup> and until after Spring Break, unless special written permission is granted by the principal due to unusual circumstances. Although shorts are not considered to be appropriate school attire, they will be permitted for all grades during extremely hot weather. Prior to October 1<sup>st</sup> and after Spring Break weather still may not be inducive to wearing shorts; we encourage parents to exercise parental judgment on these days and restrict the wearing of shorts. We would like to remind our parents that we have a totally climate controlled building, even the gym. Therefore, even if it is warm outside it is usually quite comfortable inside our school.

It is the responsibility of the parents to insure that their child follows the above guidelines as well as other guidelines that dictate appropriate and proper types of dress for a school setting. When policy is not followed or when good taste in dress is violated, the parents will be contacted by the school.

# UNLOADING STUDENTS BEFORE SCHOOL AND PICKING THEM UP AFTER SCHOOL

PLEASE READ CAFEULLY! There will be two completely separate areas for buses and cars (parents) to drop off and pick up students before and after the school day. Buses will use the front of the school (along Tenth Street) for loading and unloading. Parents are asked to use the former Kundek Street (east side of building) and <u>loop back to the south</u> using the cul-de-sac so that students can be dropped off curbside thus eliminating the danger of students passing in front of other vehicles. It is imperative that parents not use Tenth Street to load or unload students, as they would interfere with bus traffic.

The attendant after school will release your child after the vehicle has come to a complete stop. This is for the safety of all children departing.

If, as a parent, you need to come to school during the school day, we ask that your park in the lot east of the school building and use the appropriate marked crosswalk at the intersection of Tenth Street and the former Kundek Street.

## ASSIGNED STUDENT AREA BEFORE SCHOOL

When students arrive at school in the morning, they will report to the gym and go to their assigned area within the gym. No student should arrive prior to 7:15 a.m. due to lack of supervision. It is best that children arrive between 7:45 and 7:55 a.m.

### **HOMEWORK POLICY**

#### **Definition**

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

# **Philosophy**

#### We believe:

- 1) assigning homework is an acceptable practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to:
  - a) Practice, apply, integrate, extend or prepare for school learning.
  - b) Reinforce independent work-study skills.
  - c) Use school and community resources.
  - d) Develope self-discipline.
  - e) Be original and creative.
- 2) homework must be based on student needs, capabilities, and/or interests.
- 3) each teacher, student, and parent has a responsibility for insuring the success of homework assignments;
  - a) The teacher for following district and school guidelines when assigning homework.
  - b) The student for completing the assignments according to the criteria established by or with the teacher.
  - c) The parent for providing the work area, time, encouragement, and conditions necessary for the student to complete the assignments.

## **HOMEWORK OBJECTIVES:**

- 1) To reinforce learning through the practice, application, integration, extension, and/or preparation of knowledges and skills.
- 2) To develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- 3) To simulate originality and creativity.
- 4) To enrich school experiences and encourage a carryover into leisure and career-centered interests.

# **Elementary School Homework Guidelines**

- 1) Present the skills and processes necessary to complete the assignment independently.
- 2) Determine that the students understand what is expected of them.
- 3) Base the assignment on the students' stages of maturity and academic development.
- 4) Consider the availability and accessibility of necessary materials in terms of location of materials, times material is available, and numbers of students needing the same material.
- 5) Recognize that students have other worthwhile commitments that require their time and attention.
- 6) Make every effort to give assignments sufficiently in advance of due dates to enable students to incorporate them into their personal schedules.
- 7) Use discretion when routine assignments are made for completion over weekends or holidays.
- 8) Use all assignments as vehicles for instruction and/or evaluation.

# **SCHOOL NUTRITION ADVISORY**

All three elementary schools serve nutritious, well-balanced lunches. It has been proven that two essential conditions must exist for effective learning to occur – proper nutrition and sufficient rest and sleep. Keeping with this tradition, Tenth Street and Fifth Street Schools, will offer an equally nutritious breakfast.

We strongly encourage your child's participation in our schools' lunch and breakfast programs. In doing so, you will insure that your child has all the balanced nutrients as prescribed and mandated by the state of Indiana. However, if you choose to send a lunch to school with your child, we encourage a well-balanced meal. We strongly discourage "junk food."

While you have the right to send the lunch of your choice with your child to the cafeteria, please understand, that you do not have the right to supply other children with food.