

Poly Drive Parent/Student Handbook



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Billings, MT 59102

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Billings Public Schools Mission Statement:

Our mission in partnership with our community, is to educate students to become capable, caring, and contributing members of society.

Poly Drive Elementary Vision Statement:

Poly Drives ALL Students to Succeed!

WELCOME TO POLY DRIVE ELEMENTARY

On behalf of the entire staff, I am pleased to welcome you and your child(ren) to Poly Drive Elementary School. Education at Poly Drive School is designed to meet the needs of each individual student. As part of Billings Public Schools, Poly Drive holds high expectations for success and achievement, both socially and academically, for all of our children.

Poly Drive School staff believes that:

- Each child is a unique and special individual.
- All children can and will learn and each requires differing amounts of time and practice.
- The most successful children are those whose parents play an active role in their education.
- Success and positive motivation strategies maximize learning opportunities.
- The best education takes place in a safe, orderly, and caring environment.
- Strong self-esteem is at the heart of successful, happy children.

Ultimately, each student will be successful according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we are not enough. You, the parents, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough and your interest in your children's work is essential. Parents count! Come to school, meet us, talk to us, join the PTA and volunteer your time and energy. Your involvement will show your children that you value their education. Let's work together!!

This parent handbook has been prepared in order to let you know about school policies, procedures, and schedules. I hope that you will take a few moments to review this valuable information. Please do not hesitate to contact the office if you have any questions or comments regarding your child's educational experience at Poly Drive.

BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- Take an active role in the school's PTA
- Sign-up for class and school communication apps. For example: Remind, SeeSaw, and ClassDojo
- Attend open houses, school programs and functions
- Get to know your child's teacher
- Volunteer to help in your child's class or on field trips
- Attend parent/teacher conferences
- Be supportive of the school and school projects
- Encourage your child to complete all homework
- Develop an open line of communication between the school and home
- If a problem arises, deal with it in an appropriate manner, never speak negatively about the school or staff member in front of your child
- Make sure your child gets enough rest and arrives to school on time
- Communicate with office or teacher about a child's absence
- Provide necessary school supplies

PARENT/TEACHER ASSOCIATION

The Poly Drive PTA is an integral part of our total school program and a large reason for the school's success and outstanding reputation. We are blessed with an association of dedicated, hard-working people who serve the students in many ways and thus serve the school. To function effectively, they need a steady supply of volunteer workers with a broad range of talents and skills. Your participation is both welcomed and encouraged. We urge all parents to become involved.

The fee to join the PTA is **\$10 per family**. This fee also gains you a copy of the PTA School Directory, a handy tool when arranging play dates for your children.

The Poly Drive PTA maintains its own website. You will find information about Upcoming Events, Education, Fundraising, when student clubs begin and the online registrations for them. Just go to HYPERLINK "http://www.polydrivepta.com" www.polydrivepta.com. For more information, please call the school office at 281-6217.

ADDRESS/TELEPHONE CHANGE

It is imperative that every student maintains a current address and working telephone number record at the school. We also recommend having an emergency contact on file. Please notify the school office immediately if you have a change of address or telephone number during the school year.

APPEARANCE

We believe that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for both boys and girls. However, we recognize that students' mode of dress and grooming is a manifestation of their personal style and individual preference.

We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness. With this in mind, students must dress in a manner that supports a safe and appropriate environment for learning. Dress that is **disruptive** or contrary to school rules is not permitted. Therefore, the following rules shall be followed in reference to students' dress:

- Shorts and skirts need to be fingertip length or longer.
- Shorts and skirts that show the torso, stomach, or midriff is not allowed. (Shorts and skirts must meet the top of the waistband so that when walking the midriff is not showing.)
- Undergarments (briefs, shorts, bra, etc.) must **not** be visible.
- See-through and fishnet fabrics are not permitted.
- Off-the-shoulder, halter-tops, muscle shirts, tube tops, low-cut tops, short tops, or spaghetti strapped shirts are not allowed unless there is a shirt/top underneath.
- **Hats, bandanas, sweatbands, hoods on hooded sweatshirts**, and head coverings are not to be worn in the building.
- Proper athletic shoes must be worn on P.E. days.
- Brightly colored hair, facial paint, body stickers and other displays that disrupt the learning/teacher process are not appropriate.

The teacher and/or principal reserve the right to consider a student's attire inappropriate or distracting. Students who violate the dress code will be asked to change their clothes or will be sent home to change. Persistent dress code violations will result in disciplinary actions.

ATTENDANCE AT SCHOOL

Regular attendance is essential to success in school. A student not only misses work on the day of absence but also is not prepared for the next day because of missing instruction. Persistent absenteeism (3 or more in a trimester without a legitimate reason) creates a genuine hardship for a student and is regarded as a serious problem. If this is the case a **letter** will be sent to the parents. Continued absenteeism may lead to truancy officer involvement.

If a student is absent because of an emergency or illness, please call the office before 9:00 a.m. on the day of the absence. If communication with the school is not made by this time, the office will contact the parents. In accordance with the State Law, we must know if a student is not at school. The school appreciates knowing that your child is safe and you are aware of his/her absence from school. If your child is absent for more than **eighteen (18) days** throughout the school-year, you will be required to submit medical documentation. If no medical documentation is given after the 18 days, the absence will be designated as unexcused and the truancy plan will be followed. At the request of the parents, make-up work may be picked up at the office at the end of the school day.

Unexcused Absences:

If no contact has been made by the parent/guardian, your child will be assigned an unexcused absence. A note or telephone call from a parent/guardian in the **same day** can change the unexcused absence to an excused absence.

On the fourth (4th) unexcused absence, the student will be referred to the Truancy Center to dispatch the Truancy Deputy for a home visit to the parent/guardian responsible for the child's truancy violation.

On the fifth (5th) unexcused absence, a letter from the school will be sent home. In the letter home, it will specify that the parent has to make an appointment to meet with the school's administration. A school/parent strategy contract will be completed at this time.

On the sixth (6th) unexcused absence, a second visit by the Truancy Deputy will be made to the parent/guardian. Upon completion of the Truancy Deputy home visits, the parent/guardian is responsible for making an appointment with the Truancy Center Director to fill out the Expectation Form. The parent/guardian will receive a copy of the Expectation Form at the end of the appointment.

Continued truancy will result in a referral to the County Attorney office for possible prosecution.

**We want you at school
EVERY DAY ON TIME**

The key is only 3
absences or tardies
per trimester

In a school year:

		
Missing less than 9 days	Missing 10-17 days	Missing 18+ days

United Way
United Way of Yellowstone County

SCHOOL HOURS

School hours are: 8:20–2:20 for grades K-3.
8:20–3:05 for grades 4-5.

Children should arrive at school between 8:05am to 8:20 a.m.

Upon arrival students will enter the playground doors and go directly to their classrooms or begin morning walk procedures outside. If students arrive after 8:20 they will be tardy and will need to enter the front doors.

BEFORE / AFTER SCHOOL

Some of the routine expectations of students and parents include:

- Students will enter the school from the playground doors starting at 8:05am or begin morning walk if their classroom teacher has selected that as the morning choice for the year
- Parents are asked to depart from their child(ren) at the playground door.
- Students use the front door for **tardies**. This is anytime after 8:20am.
- Students are to go straight home after school and not stay on the playground unattended.
- Student use of the telephone is limited to emergency and school-related business only. (Play dates should be arranged at home before or after school.)
- Primary students cannot wait on the playground for their older siblings to dismiss.

DISMISSAL

Kindergarten - 3rd grade are dismissed at 2:20. Students **are not to wait** until the intermediate dismissal for older brothers/sisters. Please arrange another adult to pick them up right at 2:20. Intermediate students dismissal time is 3:05. Teachers have planning meetings, staff meetings, and curriculum work to complete during this time and are not able to supervise the students. Thank you for understanding.

BICYCLES/ROLLERBLADES/SKATEBOARDS SCOOTERS/SNOWBOARDS/HEELY SHOES

For safety reasons, students in kindergarten and first grade are discouraged from riding bicycles to school unless accompanied by a guardian. Students (and parents) should follow the following regulations when riding a bike to school:

- Wear a helmet.
- Ride on the right side of the street with traffic.
- Only one child to a bike.
- Dismount when crossing the street.
- **Walk** bicycles on school grounds, sidewalks, and crosswalks.
- **Do not ride bikes on the school campus.**
- Park and lock bikes in the bike racks.

If students disregard the bicycle safety rules, the parents will be called and the student will not be permitted to ride his/her bike to school.

Roller blades, skateboards, scooters, and snowboards are not allowed because of safety, lack of storage, and possible theft. Heely shoes may be worn to school but the **rollers should stay home, be taken out at school, or left unengaged**. If a child uses the rollers on school property they will be asked to remove the rollers.

BIRTHDAY TREATS AND SPECIAL OCCASIONS

Birthdays and special occasions can be acknowledged in the classrooms. A reasonable treat for each member of the class, passed out at the end of the school day, is acceptable. Please do not plan activities or events that would be disruptive to the learning process and cause other children to have hurt feelings because they may not be receiving the same privileges. Examples are: balloons or flowers being delivered or limousines dropping off or picking up students at the school.

To avoid hurt feelings, we ask that you send invitations for parties, etc., **directly to the homes** rather than distributing them at school. A school directory published by the PTA is available with PTA membership and contains the phone numbers and addresses of those Poly Drive families that have given their permission for this information to be included. Otherwise, the school is unable to release this information to anyone who asks.

CELL PHONES for STUDENTS

Due to the safety concerns of parents whose children walk home from school or attend after school care, students are allowed to have cell phones, watches, and Gizmo Gadgets at school stored in their backpacks. Students should not have these electronics out during school hours and they must be turned OFF. Students should not be using them to call home, take photos, listen to music, charge them, etc. Students not in compliance need to be sent to the office and/or their phones confiscated. However, these guidelines will be enforced:

- Cell phones, watches, and Gizmo's must be OFF during the school day.
- Cell phones watches, and Gizmo's must remain in the student's backpack all day.
- Cell phones, watches, and Gizmo's may be used OFF school property.

If these guidelines aren't followed, consequences are as follows:

1st time: warning

2nd time: item is taken to the Principal and given back at the end of the day; parents are notified

3rd time: cell phone is taken to the Principal; parent is notified and asked to pick up the phone from the Principal at school

TELEPHONE USE for STUDENTS

The school phone is for business purposes. Play dates must be arranged from home. Students can use the phone if they are remaining after school at the direction of their teacher. Other after-school arrangements are to be made in the morning before leaving home. In order to foster responsibility, students will not be allowed to use the phone for forgotten musical instruments and/or assignments.

ELECTRONIC DEVICES

As part of the district's Acceptable Use Policy 3205 students may not use personal electronic devices (IPads, IPods, Kindles, etc.) on school property unless approved by a teacher or an administrator for educational purposes. Bringing these items to school creates problems and distracts the learning environment. The school is not responsible for the theft of any item brought to school.

STUDENT COMPUTER and IPAD USE

Student Guidelines:

Computer and or IPad Rules:

- ☐ Listen to instructions.
- ☐ Students use the computer that their teacher assigns to them.
- ☐ Handle the computer with care.
- ☐ No food, drink, or magnets near the computer.
- ☐ Use equipment when hands are clean.
- ☐ Write only on paper.
- ☐ Be safe online.
- ☐ Keep personal info personal.
- ☐ Use only teacher directed sites.
- ☐ Tell an adult if you see anything that makes you uncomfortable.
- ☐ Leave settings alone on devices.
- ☐ Do not unplug or turn the computer off without permission.

Computer Monitor:

- ☐ Avoid touching the monitor
- ☐ Do not play with the monitor's adjustment settings (please allow the teacher to do this if needed).

Computer Keyboard:

- ☐ Do not pound the keys.
- ☐ Do not remove keys from the keypad.
- ☐ Missing keys need to be reported immediately.

COUNSELING SERVICES

Elementary school counseling services are an integral part of the total school program and complement learning in the classroom. Services are child-centered, proactive, and developmental. Counselors promote positive intellectual, behavioral, and emotional growth. These uniquely qualified professionals work directly with students in individual and group counseling sessions. Classroom guidance lessons are presented in grades K-6. Counselors also consult and collaborate with parents, teachers, and other professionals in the community. School counseling services are intended to enhance the potential of all elementary students.

CODE OF CONDUCT

The Poly Drive staff believes that the conduct of the student should be based on several ideas:

- Teachers have the obligation and the right to teach.
- Students have the right to learn in their classroom.
- Students do not have the right to disrupt the teaching and learning of others.



Poly Drive Behavior Matrix

	HALLWAY	ASSEMBLY	BATHROOM	CAFETERIA	PLAYGROUND
BE SAFE	<ul style="list-style-type: none"> * FACING FORWARD * WALKING FEET * HANDS AT SIDES * SINGLE FILE * STAY TO THE RIGHT OF THE HALLWAY WHEN POSSIBLE * KEEP BODY TO SELF 	<ul style="list-style-type: none"> * BE RESPONSIBLE FOR YOURSELF * BE AWARE OF YOUR SPACE * KEEP BODY TO SELF 	<ul style="list-style-type: none"> * KEEP BODY TO SELF * WASH YOUR HANDS EVERY TIME <ul style="list-style-type: none"> • 1 SQUIRT OF SOAP • 1-2 PAPER TOWELS 	<ul style="list-style-type: none"> * STAY IN YOUR SEAT * KEEP BODY TO SELF * NO SHARING FOOD 	<ul style="list-style-type: none"> * KEEP BODY TO SELF * USE EQUIPMENT PROPERLY * SEEK HELP FROM ADULTS WHEN NEEDED * USE HAND RAILINGS AND RAMP FOR PROPER USE * FOLLOW PLAYGROUND RULES
BE RESPECTFUL	<ul style="list-style-type: none"> * VOICES OFF WHEN WALKING * SILENT WAVE * QUIET FEET 	<ul style="list-style-type: none"> * STAY SEATED ON POCKETS * HANDS IN YOUR LAP * EYES ON THE SPEAKER * LISTENING EARS * RESPECTFUL VOLUME * VOICES OFF WHEN A SPEAKER IS TALKING 	<ul style="list-style-type: none"> * CLEAN UP AFTER YOURSELF * WAIT YOUR TURN * RESPECT PRIVACY * FLUSH THE TOILET * LOCK AND UNLOCK DOOR APPROPRIATELY 	<ul style="list-style-type: none"> * CLEAN UP AFTER YOURSELF * EAT WHAT YOU TAKE (DON'T WASTE) * USE YOUR MANNERS * VOICES OFF WHEN HARMONICA SOUNDS * RAISE YOUR HAND FOR NEEDS 	<ul style="list-style-type: none"> * PICK UP AND RETURN EQUIPMENT * USE KIND WORDS * INCLUDE OTHERS * PLAY BY THE SCHOOL RULES * SOLVE CONFLICT WITH COMMUNICATION * EXIT AND ENTER SILENTLY
	VOICE LEVELS 0 INCH VOICE (NO SOUND)	VOICE LEVELS 0 INCH VOICE (NO SOUND) 3 INCH VOICE (WHISPERING TALK)	VOICE LEVELS 0 INCH VOICE (NO SOUND) 3 INCH VOICE (WHISPERING TALK)	VOICE LEVELS 0 INCH VOICE (NO SOUND) 3 INCH VOICE (WHISPERING TALK)	VOICE LEVELS 3 FOOT VOICE (NORMAL TALKING) 10 FOOT VOICE (LOUDER TALKING)
BE A LEARNER	<ul style="list-style-type: none"> * RETURN TO CLASS QUICKLY * DON'T WAST TIME 	<ul style="list-style-type: none"> * ACTIVELY PARTICIPATE 	<ul style="list-style-type: none"> * RETURN TO CLASS QUICKLY * DON'T WAST TIME 	<ul style="list-style-type: none"> * INTERACT WITH OTHERS 	<ul style="list-style-type: none"> * LINE UP WHEN SIGNALLED

DISCIPLINE

In order for 300+ people to learn, live and work together in a productive, safe environment, appropriate behavior is required! The schools are established for the benefit of all students.

The educational purpose of the school is accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be

tolerated. The school system, the school, and each class has established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption.

The classroom teacher through discussions handles minor problems in a routine manner with the student. Repeated disruptive incidents or severe infractions will be handled by an office visit. In most cases, parents will be contacted by phone or via a discipline form completed by their child and principal, or teacher. Your cooperation and understanding are essential.

The goal is to have a few rules that are well enforced, and this will ultimately lead to self-discipline. The cooperation among parents, teachers, and the principal provides the control that is necessary for a learning oriented environment, which promotes invitations to learning, laughter, and healthy living. Poly Drive has developed the following **general school-wide rules** for this purpose:

- Be safe
- Be respectful to ALL
- Be a Learner

Specifically, this includes:

- “Hands Off” policy – students must keep their hands and feet off of others and their possessions.
- No drugs, weapons (real or toy), tobacco or alcohol are permitted at school.
- Respect the rights, feelings, and property of everyone. Abusive or aggressive language and mannerisms towards students or staff members will not be tolerated.
- Act in a safe manner. Stay where an adult is in charge, obey playground and equipment rules, and leave snow, rocks, and found objects on the ground.
- Help keep the school and grounds safe and clean.

EARLY OUT WEDNESDAYS

On Wednesdays due to teacher PLC's (Professional Learning Communities) dismissal is as follows:

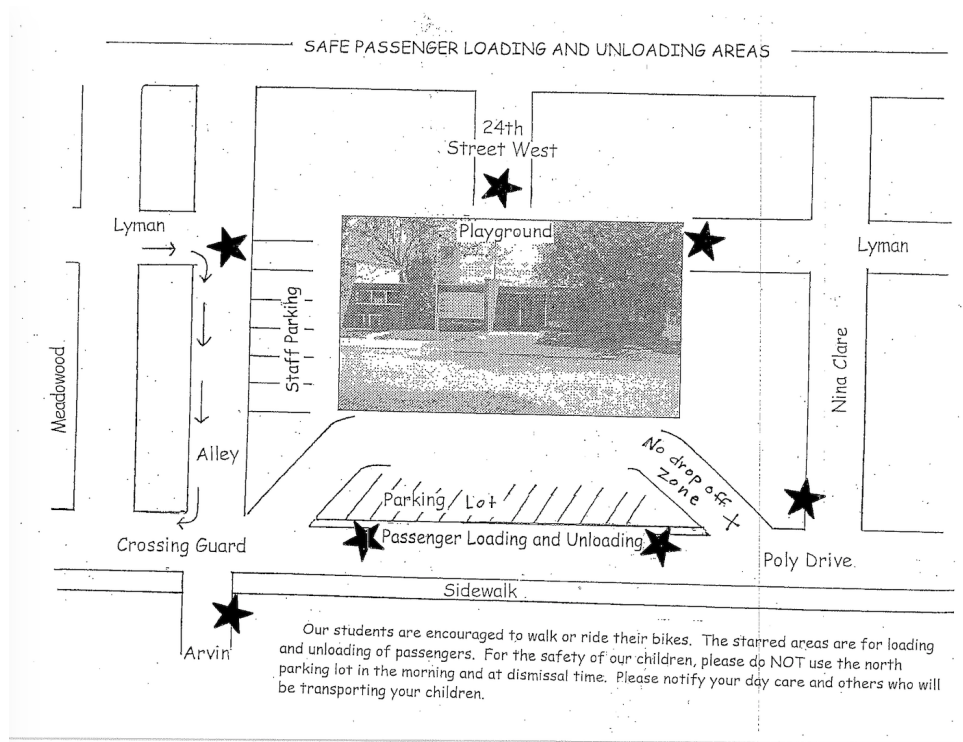
- Primary: 1:20
- Intermediate: 2:05

DROP OFF and PICK UP OF STUDENTS

The north entrance (main entrance off Poly Drive near the front door) of Poly Drive School **is not to be used for the dropping off and picking up of children at entry and dismissal times.**

This is a safety issue that has plagued Poly Drive School for years. We have witnessed double and triple parked vehicles, children running in front of high-profile vehicles, unattended vehicles blocking our delivery entrance, and upset commuters who use Poly Drive street to get to downtown, but are stopped by parents lining up to turn down into the area in front of the school. When the pavement becomes icy, these issues are magnified.

Parents and children are to use the sidewalks, and crosswalks. Please do not climb up and down the rock retaining wall. Please lead by example for our students by doing what is safe. Thank you.



EMERGENCIES AND HEALTH ISSUES

In case of emergency, each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone (connected and working)
- Emergency phone number of a friend or relative (connected and working)
- Medical alert information
- Authorized person(s) allowed to pick up the child

Parents should make the school aware of any medical problems a child might have. In the event of an injury at school, parents will be notified.

EVACUATION PROCEDURE

In the event Poly Drive School has to be evacuated, our designated relocation is St. Francis Primary School on 2202 Colton Blvd. It is very important that school records include current home and work phone numbers. We ask you use the following procedures if you hear information related to an emergency situation at Poly Drive School:

- Listen to information on the radio or television.
- Please DO NOT call the school. We have limited telephone lines that must be used to respond to the emergency.
- Please DO NOT come to the school. The situation may require that emergency personnel and vehicles have access to the building.
- **You will be notified of any emergencies via the district's automated phone system.**

FIRE/LOCKDOWN/PLAYGROUND DRILLS

Fire drills will be held regularly. When the fire alarm sounds, the students will leave the room row by row in an orderly and quiet way. Students leave the room and building by the route designated by the teacher.

- Lockdown drills are designed to protect the students and staff from intruders in the building.
- Playground drills help students to practice vacating the playground in case of an outside emergency.

HOMEWORK

Homework is assigned on a teacher basis in grades 3-5. For grades K-2 some small assignments may be assigned from teachers.

If your child has been absent from school and you wish to collect some homework, please email the teacher or call the school as **early in the day** as possible. The teacher will collect homework as instruction progresses during the day and have it on the front counter in the office for you to pick up at/after dismissal time.

HOT LUNCH

A school lunch program is maintained by the school district. Lunch can be purchased daily, however, the school encourages the purchase of monthly or weekly lunches. Free and Reduced lunches are available for those who qualify. **(All students will have free lunch and breakfast provided for the 2021-2022 school year)**

The month's menu will come home near the end of each month. If your child does not want to eat what is on the menu, you may send a cold sack lunch from home. Children can buy milk. We want the students who eat in the lunchroom to enjoy their meal, but insist that their conduct is exemplary at all times.

The lunch accountant sends notices home with students when their lunch account balance is about to expire, or the parent can follow their child's lunch history by logging into www.mymealtime.com. It is the policy of Sodexo not to allow hot lunch "charges". If a child forgets money or a cold lunch he/she will be served a sun butter sandwich and milk at no cost.

LUNCHROOM

Students are encouraged to eat lunch at school; however, sometimes you and your child will choose to have him/her go home. If your child is going home for lunch, a note needs to be sent to the school so that we know where your child will be going during the lunch break.

LUNCH SCHEDULE

Grade	Lunch, then Recess	
		Resume Instruction
Kindergarten Anderson, Watson	11:10	11:45
1st Grade Bell, Blakesley, Walker	11:20	11:55

2nd nd Grade Asleson, Byrd, Colby/Dimock	11: 35	12:10
3rd Grade Delcamp, Davey, Frey	11: 45	12:20
4th Grade Synan, Wilcox, Phillips (Combo)	12:00	12:35
5th Grade Hanley, Wittmeyer	12:10	12:45

LUNCHROOM RULES

The purpose of the following rules is to provide an orderly, healthy, and pleasant lunchtime atmosphere at the school. Children are expected to use good table manners while showing respect and courtesy for others. Eating at school is a privilege. Parents are informed if there are continual problems. If extreme behavior occurs consistently, to insure the safety of other students, arrangements may have to be made for the student to eat away from school or at the office. Assigned seating is also an option for students or classes that need a more structured eating environment. Lunchroom expectations are as follows:

- Use quiet and normal conversation tones
- Walk at all times, enter and exit quietly
- Never touch, handle, or waste other people's food
- Leave the individual eating area neat and clean

LOST and FOUND

A Lost and Found area is located in the hallway near the gym. All coats, boots, lunchboxes and other large articles can be found here. Students are reminded to check the Lost and Found box. If the tub overflows the articles are given to charity. A box for small items (earring, ring, watch) is located in the office.

MANNERS AND RESPECT TO ALL

It is our goal as teachers, as well as parents, to empower the children in our care by expecting and stressing respectful behavior. People usually rise to the expectations of the people around them. At Poly Drive respect and manners are important to all of us. Each week a new manner is emphasized. It is our hope that by stating and explaining the need for such behaviors that our children will begin to have a renewed and improved regard for themselves and others. It is through the combined effort of home and school that we can help our children understand the importance of treating others as we ourselves like to be treated.

The underlying principles are:

- Manners are the way you behave.

- Manners are the way you treat others.
- Manners are the actions and words that show people you care.
- With good manners, you are polite, thoughtful and considerate.

MEDICINE AT SCHOOL

School employees may not administer medicine, including cough drops and pain relievers to any student unless the school has the appropriate form signed by the parents. **All medication (over-the-counter and prescription) must be in the original container.** All medication is kept in the school safe at the office. Students must report to the office for the medication.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held at the end of the first trimester for all students. Parents who wish to conference at any time during the year are invited to make arrangements with the classroom teacher.

Formally scheduling a meeting with a teacher to discuss concerns is the **best** way to address issues. Teachers are busy before and after school preparing for instruction, fulfilling outside supervision, attending meetings, etc. so a “drop in” talk isn’t as constructive as a planned meeting. Please be considerate of a teacher’s schedule and the demands of their job.

PLAYGROUND GUIDELINES

Always Practice Good Sportsmanship

Chosen games or activities will be played by school rules and within the guidelines of safety.

Students will not be allowed to endanger their own safety or the safety of others. Therefore, certain activities are not allowed.

- Tackle football
- Pushing or shoving games
- Tripping
- Wrestling
- Riding or jumping on another person’s back
- Crack the whip
- Snowball or rock throwing
- Climbing up the slides
- Sliding on ice
- Chasing games
- Red Rover
- Games with excessive contact
- Hanging off the side of equipment
- Truth or dare Games

Shelter Guidelines:

- Running is not allowed inside the shelter.
- Organized games should not be played in the shelter.
- Students may sit on the benches for a limited amount of time, but will be encouraged to participate in activities and games.

PLAYGROUND SUPERVISION AT NOON

The General Duty Aides are responsible during lunch recess. Their duties include:

- Monitoring designated areas of the playground so that all students are following playground rules.
- Being provided with whistles and safety fanny-packs, which include Band-Aids and allowing children to use the restroom one at a time.

The General Duty Aide's job is difficult and often thankless. Fortunately, our terrific Poly Drive kids make their job easier since the majority of them follow playground rules and interact positively with each other. For those times this doesn't happen, early intervention is very important. Often, severe discipline problems progress from minor problems. Early parental involvement is also important. If a severe problem occurs, the student is accompanied to the school office, and the principal will deal with the consequences for the behavior. Typically, the following behavior plan will be used.

STEP 1: WARNING: This will take place at the time of the infraction or shortly after.

STEP 2: TIME-OUT: Take a break for 5 minutes. When the student is ready to leave the wall, he/she must be able to say what they did wrong and how they will handle the situation better next time before they may have permission to return to recess.

STEP 3: TIME-OUT: Against the school wall the rest of recess. The student must state what was inappropriate and how to handle the situation better if it happens again.

STEP 4: NOTIFICATION OF THE TEACHER: (This is done only after all other steps have been tried and the student's behavior and attitude have not improved.) The student's name is given to the classroom teacher and he/she discusses consequences with the child.

STEP 5: Continued problems will be referred to the principal and parents notified.

RECESS

We expect all children to go out for recess unless permission is given otherwise by the teacher. Our policy is that students need exercise, socialization, and fresh air during their recess periods. Normally at recess, even if it is below zero, many teachers will take the children out for a few minutes. At noon recess we will not go out if the wind chill is below zero. Students **MUST** always come to school prepared to go outside.

REPORT CARD

Report cards are sent home each trimester. Please go over your child's report card with your child. **After you have done so, please sign the report card envelope and return it to the classroom teacher as soon as possible.** If you wish to have a special conference with your child's teacher, there is a box on the envelope for you to check.

SAFETY

On a daily basis, parents entrust schools with the safety, health and well-being of their children. Once a student steps on campus, the school is morally and legally responsible for that child until they are picked up by a parent or returned home by bus. If there is an emergency or crisis at your child's school, you will receive a phone call with specific information you will need to know. This information might include a location and time for you to pick up your child. Please do not go directly to your child's school during an emergency until you are notified that it is safe to do so.

REMEMBER...Schools will do whatever they feel necessary to keep the students safe.

PARENTS CAN HELP SCHOOLS BY:

Always filling out the Student Information Forms that are sent home from school with your child. The information on these forms will be used in emergencies. (Please note that only those people listed on the forms will be allowed to pick up your child at a Parent/Student Reunification.)

Always informing your child's school of any phone number changes, as the numbers on the forms will be the numbers called in an emergency. If you do not fill in a phone number, communication between you and the school may be delayed. It is especially helpful to identify which two phone numbers you want called first, as these numbers will be used by our district's computerized telephone system.

Always notifying the school of any pertinent health information about your child. This information will be helpful if your child is in need of emergency medical attention.

Refraining to go directly to your child's school during an emergency, until you are notified that it is safe to do so. Although this is a parent's first instinct, several extra panicking people will disrupt the response procedure that the staff and students have been trained to follow, possibly creating additional safety hazards for everyone involved.

Refraining from taking your child in a line that is walking to another location. This action will disrupt the procedure and interfere with student accountability at the relocation site. Instead, follow the instructions you receive on where to meet your child.

Arriving at a Parent/Student Reunification station, with a picture ID ready to show. Although many school staff will recognize you, there may be volunteers who are helping with this process. Please share this information with any person you've listed as having permission to pick up your child.

All Volunteers will need to complete a background check. Forms will be provided at the office

CHILDREN ILLNESS

Sometimes it is difficult to tell if your child is not well enough to come to school. If your child is not able to participate in usual classroom activities (including going outside), he/she should not come to school.

Please keep your child home if he/she has any of the following symptoms: **Fever of 100 degrees or greater.** Children should be kept home or will be sent home until the next day for running a fever.

Vomiting and diarrhea. Children should be without vomiting and diarrhea for 24 hours before they return to school. Vomiting includes two or more episodes in the previous 24 hours.

Bacterial infections. Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school and should be free of symptoms (sore throat, rash, fever, pinkeye, etc.).

Generalized rashes. There are rashes covering multiple parts of the body or involve more than one member of the family. Rashes are difficult to identify. Children with rashes may need to be checked by a physician before returning to school.

Chickenpox. Children with chickenpox should stay home until their sores are dry (usually 7 days following an outbreak of the rash).

Head lice or scabies. Children with head lice or scabies must be treated with an appropriate product before they can return to school. Please let the school know when there is a problem.

Symptoms of serious illness. Examples would include uncontrolled coughing, breathing difficulty, wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Children with these symptoms should receive an evaluation from a health provider.

Thick green or yellow nasal discharge. If the discharge is persisting longer than three days and is accompanied by any of the following symptoms, the child should stay home: fever, persistent cough, eye drainage, or ear pain.

TEXTBOOKS and LIBRARY BOOKS

Students will be issued textbooks in some subjects. These are only loaned to the student for the year. Textbooks should be covered and are to be kept clean and handled carefully. Students will be assessed for damaged textbooks/library books and/or lost textbooks/library books. Textbooks can cost in excess of \$50 each, and we ask you to encourage your children to take good care of the books.

TRANSFERRING STUDENTS

If a student transfers to another school, parents should notify the teacher and/or principal as soon as possible. Library books and textbooks must be returned before leaving.

TRAFFIC SAFETY

Safety is important. Children should be encouraged to practice good safety habits. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good safety habits by providing safety instructions at home. Questions that begin with “What if...” and “What would you do if...” will give your child a chance to respond with thoughtful answers.

Suggestions for the students include:

- Learn the safest route to and from school.
- Use intersections when crossing the street rather than the middle of the block. Where crosswalks are provided, stay between the lines. It is the child's responsibility to make certain that traffic from both directions has stopped.
- If there are no sidewalks, walk on the left side of the street, facing oncoming traffic.
- Cross the busy streets of Poly Drive/Arvin and Rimrock/Arvin with the Crosswalk Guards that are assigned to these corners before and after school.
- Go directly home immediately after school is dismissed. If an expected ride did not show up, go to the school office and ask for assistance.
- Never accept rides from strangers.

Report to the office, teacher, crosswalk guard, or parents any strangers seen loitering on foot or in a car near the school, playground, or other places where children assemble. Try to remember the license number of the car and write it down. Try to remember what the stranger looked like and what he was wearing. Contact a police officer any time help is needed.

VOLUNTEERS/FIELD TRIP CHAPERONES

Poly Drive is blessed to have a strong volunteer program. Many of the teachers are excited to have help in their many tasks. **All volunteers working with kids will be asked to sign a “Code of Ethics and Agreement to Confidentiality” form along with completing a background check.**

Some of the ways a volunteer can help are: direct work with children during the school day, a typing, coloring, cutting or phoning task that can be done at home, choosing a specific undertaking such as Picture Day

If you would like to volunteer, please complete the volunteer forms and background check information at the office.

WEAPONS

For the safety and peace of mind of students, teachers and parents, no type of weapon (either real or toy), or items made into weapons, may be brought to school. Violation of this policy will result in following the school district consequences and policy. You may recall that students and parents were asked to sign the Weapons Agreement on the first day of school.

WEATHER

As a general guide, winter weather with a **wind chill below 0°** determines whether students stay inside or have an abbreviated outside time. However, many teachers may take their students outside for a few minutes of recess. Just the act of wiggling into coats, pulling on boots, and experiencing a climate outside of the warmth of the classroom will generate enough exercise to restart the brain.

We also remind parents that if our school needed to be evacuated due to a gas leak or some other trouble, students have to be properly dressed to walk the few blocks to our alternate location; St. Francis Catholic School. For these reasons students **MUST** come to school prepared to go outside.

WEDNESDAY WATCH

Every Wednesday your child will bring home a Wednesday Watch Envelope. It will contain your child's work for the week and any important information regarding events at school, our monthly newsletter, lunch menus, field trip permission forms, and many other bits of information. Please check your child's Wednesday Watch, initial that you have done so, and return it to school on Thursday morning. It is our way of trying to keep parents informed of all the activities happening at Poly Drive.

Student Planners (Grades 3-5)

All students in grades 3-5 will be provided with a Poly Drive Student planner. Daily assignments and homework will be added by the student each day. This is an excellent way to communicate with the teacher and keep up to date with what your child is working on in the classroom.

PLEASE REVIEW THE SCHOOL HANDBOOK AND DISTRICT WITH YOUR CHILD.