

INDIAN ORCHARD ELEMENTARY SCHOOL



Indian Orchard Elementary School

95 Milton Street

Springfield, Massachusetts – 01151

Phone: 413-787-7255

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www.springfieldpublicschools.com/indianorchard

Mrs. Maria Serrazina, Principal

Mr. Craig Santos, Assistant Principal

Mrs. Lori VanZandt, Assistant Principal

**2019-2020
School
Year**



PARENT/GUARDIAN HANDBOOK

Integrity Organization and Excellence

Daily Schedule

8:30 - Student arrival
8:30-8:45 - Breakfast
8:50-3:30 - School Day
11:10-1:10 - Lunches
3:30 -Dismissal

Policies and Procedures

The following policies and procedures at Indian Orchard Elementary School will support and ensure the commitment of this learning community to the goals of academic and character proficiency for all students. Please familiarize yourself with them and talk to your children frequently about them. We expect and are grateful for your support in following these guidelines.

Arrival and Dismissal Procedures

To ensure the safety of our students and your children, we need your cooperation at arrival and dismissal times.

Arrival

- ★ School starts at 8:45 A.M, and doors open at 8:30 A.M. Breakfast is served from 8:30-8:45 A.M. **No students may enter the building or should be dropped off at school before 8:30 A.M. because there is no supervision.** Students are NOT allowed to play on the playground equipment in the morning.
- ★ All walkers will enter school through the main entrance on Goodwin Street. Parents who drop off their students should drop them off in the parking lot on Goodwin Street. Please pull into the parking lot and drop off your child and then continue out of the parking lot onto Goodwin Street following the arrows.
- ★ Do not park in the parking lot as this is reserved for school staff, special transportation and handicapped drivers only. Our walkers and families also use this area as a crosswalk. Allow yourself time in the morning to get your child to school safely. Follow the rules, be patient and use good sense.

Dismissal

- ★ School ends at 3:30 P.M. Walkers in grades K-5 will exit the building through the side door by the playground. Bus students will exit through the front door. Students who are picked up by car will be dismissed through the side door near the basketball hoop. Parents who are picking up in a car need to enter the parking lot on Goodwin Street and follow the arrows up to the gate. Once students enter car, continue through side lot and out back lot onto Milton Street. Students will be brought to designated areas by their homeroom teachers. To ensure safety, you must notify the teacher that you are there to pick up your child.
- ★ There will be no dismissal of children after 2:45. If you need to pick your child up early for an appointment please do so before this time. Busses begin arriving at this time and we are in the midst of final announcements and are getting ready to dismiss classes. If you need to dismiss your child early, please send a note in with your child. This will enable the teacher to give your child any assignments, notices, etc. prior to their leaving. All early dismissals can only be by a parent or guardian per School Department policy which is posted on the door.
- ★ We know and acknowledge that the parking situation is challenging on our side streets. However, the safety of our students is our greatest priority. Please follow the rules, be patient and use good sense. Take the extra time to park or walk from a side street to get your student.

Attendance

It is critical to your child's academic success that he/she is in school every day all day. Avoid absence, tardiness and early dismissal whenever possible; illness and emergency situations only. According to the Springfield Public School's *Pupil Progression Plan*, twelve (12) absences or more during the school year puts your child at risk of retention and not progressing to the next grade. Please work with us to promote excellent attendance at home. The Indian Orchard Elementary School learning community emphasizes good attendance with daily reminders and incentives.

Emergency Forms

It is very important that Indian Orchard School has updated contact information for all of our students. In early September, we will send home blank emergency forms for you to complete and return promptly to school. Please cooperate with this effort so that we will be able to contact you in an emergency and keep you updated on important events here at Indian Orchard Elementary School using the School Messenger a phone informational and automated calling system. Please notify the Main Office if your address, phone number, or list of designated pickup adults changes so that we can adjust our records at school. We also use the emergency forms as a way to keep track of the designated adults to whom we may release your child. **For safety purposes, we will not release your child to anyone who is not listed on his/her emergency form and we will request to see identification as needed. It is imperative that we have a working telephone number on file at all times in case of an emergency.**

Parents/Guardians and Visitors

We welcome parents/guardians and visitors to Indian Orchard Elementary School as vital members of the learning community. You enrich and support our work. To ensure safety and security of the school building and our students, **all visitors must report to the Main Office to sign in and to be given a badge that will clearly identify them as a valid visitor to the school.** We would ask all visitors and parents/guardians to follow this policy even if you have an appointment, are visiting to volunteer or are on PTO or SCDM business.

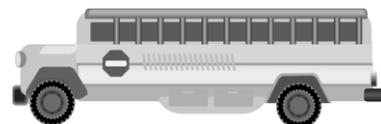
School Based Rules and District Policies

All Students at Indian Orchard Elementary School are expected to follow the rules and policies of the Springfield Public Schools *Code of Conduct*. These rules apply to students while in school, coming to and from school on the bus and during field trips. Students' behavior affects their academic performance. Our goal is to provide a safe and healthy learning environment for all students.

Bus Behavior

If your child takes a bus to school, please speak to him/her about the importance of good behavior. The bus driver must concentrate on driving the bus in order to ensure the safety of all children on the bus. Children must behave during the bus ride to ensure a safe trip for all student passengers. The following is the policy of the Springfield Public Schools regarding bus conduct and safety. It will be strictly adhered to at Indian Orchard Elementary School.

SPRINGFIELD PUBLIC SCHOOLS **PROPER BUS CONDUCT**



- ☺ The bus driver and monitor are responsible for your safety as well as the safety of your fellow passengers.
- ☺ Stand back away from the curb until the bus is completely stopped and the door is opened. At this time, you may board the bus in an orderly fashion.
- ☺ Weapons of any kind are strictly prohibited aboard a school bus and possession will result in school and bus

suspensions.

- ☺ Toys of any kind (baseballs, basketballs, footballs, hand held games, radios, and toy weapons) and electrical entertainment equipment (such as Gameboys, CD Players, and DVD Players) are strictly prohibited aboard a school bus. They will be taken by the Principal and the parent will have to come into to school to pick them up.
- ☺ Live animals are strictly prohibited aboard a school bus. Pets pose a danger of an allergic reaction or injury.
- ☺ Take your seat promptly and remain seated until the bus comes to a complete stop. The driver will instruct you when it is safe to disembark the bus.
- ☺ Windows should not be opened without the permission of the bus driver and or monitor. At no time should any part of your body be extended outside the bus.
- ☺ Smoking, alcohol or drugs are strictly forbidden on the bus.
- ☺ Do not push, fight or indulge in “horseplay” while on the school bus. No bullying allowed. Always respect the rights of others.
- ☺ Treat the school bus as you would an object of your own. Any act of vandalism by a student will result in suspension from the bus and financial restitution for any and all damages incurred.
- ☺ Objects being thrown from the bus are strictly prohibited.
- ☺ For your safety, do not cross any street until you are absolutely sure it is safe to do so. Always cross in front with the monitor if one is present or while the driver is watching you.
- ☺ Upon arrival or departure of buses, never walk or run along the side of the bus.
- ☺ Kindergarten students must be met by a parent at the bus stop. A parent must submit in writing to the principal permission for another individual to receive their kindergarten child from the bus. Violation of this procedure will result in the child being brought to the emergency holding center at Johnson School.
- ☺ Kindergarten, first, and second grade students must wear identification tags at all times.

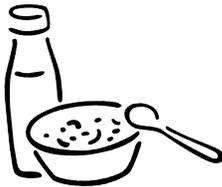
The bus driver or monitor will report any infraction of the bus rules in writing on an Incident Report Form. The Assistant Principal or Principal will take the following action:

- **First Offense** - Verbal warning
 - **Second Offense** – Written warning signed by parent and returned to school
 - **Third Offense** - Minimum of one day suspension from bus with parent conference (the student is expected to come to school).
 - **Fourth Offense** - Up to 4 days bus suspension (the student is expected to come to school) and a meeting with the student, parent, or Principal, and/or the school bus safety officer before resuming bus transportation.
 - **Fifth Offense** - Indefinite bus suspension. A letter is sent to the Superintendent and a parent conference will be held.
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In all cases, the nature of the offense will dictate the appropriate action. Serious offenses could result in suspension and expulsion from school. An appeal to the Principal must be made in writing within 2 days of the suspension. After a full review, the Principal will make a judgment. The student may appeal this decision to the Special Assistant to the Superintendent in charge of Transportation within 48 hours. The Special Assistant's decision is final.

In all cases, the bus suspension will be carried out while the appeal process takes place. If the investigation vindicates the student, the incident will be withdrawn from the student's record. If the bus suspension proves to deny a student his or her education, other options will be sought to render proper discipline. Please refer to the *Student Handbook* for a full explanation of Springfield School System discipline code.

ALL BUSES ARE SUBJECT TO AUDIO/VIDEO SURVEILLANCE



Breakfast and Lunch Program



Breakfast

The City of Springfield offers a **free** breakfast program for all students. Breakfast is served every morning from 8:30-8:45 A.M

Lunch

Our district is providing free lunch for all students.

During lunch time, **children are not allowed to share food in the cafeteria**, due to the number of potential food allergies that students may have. If your child has a food allergy, this needs to be documented by a physician and sent to school.



A daily lunch menu will be sent home monthly with your child.

Frequently Asked Questions (FAQ's)

How will I be kept informed about what is happening at the school?

School Messenger will be used to inform all families of important information or what is happening at Indian Orchard School during the school year. Your child will also receive a monthly calendar that will include what is happening throughout the month at our school. A current phone number is essential in order to receive these messages. Please make sure to update the school immediately of a change in any contact numbers.

What do I do if my child is absent?

Good and consistent attendance is a critical factor for a student's success in school. Students need to be in school all day every day if they are to do well and be successful, so be sure that only emergencies and illness keep your child out of school. If he/she is absent or going to arrive late for school, please call the school office at 787-7255. If you do not contact us, we will call your house to verify the absence.

What should I do when my child returns from an absence?

Please send a note to the teacher on the day of his/her return with a reason for the absence- **even if you called the school or if we have called you**. Excuse forms can be found at the back of this packet for your convenience.

What do I do if my child is late for school?

It is important that students arrive on time to school to build good routines and habits and to receive a full day of instruction. On the rare occasion that he/she will be late, call ahead if possible and let the school office know at 787-7255. When you drop off your child you must come into the office and sign your child in. Excessive tardiness will result in a detention.

What do I do if my child needs to leave school early?

Please make every effort to schedule medical appointments after school hours as any loss of instructional time hurts students and their progress. On the rare occasion that he/she would have to leave school early, written permission from a parent or guardian is required. Students will only be released to a parent or guardian and they must come to the office to sign the student out. Please come to pick up your child before 2:45. There will be no dismissals after 2:45.

What do I do if I want to visit school or drop something off at school for my child?

We welcome parents, guardians and visitors to Indian Orchard Elementary School. However, we value and will protect instructional time in our classrooms and the safety of all students. Therefore, all classroom visits and conferences must be scheduled for a mutually convenient time. Please call ahead or send a note with your child to arrange this. All visitors must report to the Main Office where we will be happy to leave a message for your child's teacher and arrange to deliver what you are dropping off to your child's classroom. **No visitor or parent is allowed to go directly to a classroom during the instructional day without stopping in the Main Office and having an appointment with the teacher.**

What do I do if my child needs to go home a different way?

Students who need to go home a different way, even for one day, must have written permission from their parent or guardian. Without a note, we will send the student home in his/her regular way. Students are never allowed to go on a bus other than the one to which they are assigned.

What if I want to talk to my child's teacher or leave a message for my child?

Please call the Main Office. If there is an emergency, the secretary will notify the classroom teacher immediately. Otherwise, she will leave a message for your child with the teacher. If you wish to speak with the teacher, he/she will return your call as soon they are free of instructional duties. Again, we value and will protect instructional time in our classrooms while ensuring that important information gets to students and teachers in a timely manner.



What type of supplies will my child need at school that I need to provide?

Each teacher has different needs according to the grade level. All classrooms are in need of tissues, pencils and glue sticks all year, so if you are able to provide any of these we would be very grateful. Please look for teacher supply lists which will be sent home throughout the year and teach your child to be responsible for his/her school supplies.



What should my child do with valuables?

Nothing of value should be brought to school. We cannot be responsible for lost or damaged items.



What is not allowed at school?

Personal stereos, CD players, beepers, cell phones, Game Boys or any video game system, toys, gum, soda, candy and other items that will distract students from learning are not allowed at school. These items will be taken and held in the office until a parent or guardian can pick them up.

Am I able to send food into my child's classroom as a treat or for celebrations?

The Springfield School Committee has approved both a Wellness Policy and a Pupil Progression Plan that includes a very strict time on learning schedule. Therefore, classroom celebrations will be limited and teachers will plan them in accordance with curriculum and policy and Principal decision.

Will my child have a snack in school?

A snack is provided by our district 2-3 times a week through the Fruit and Vegetable Program. A schedule of the days will be provided by the district at the beginning of each school year. Otherwise, any snack time is left to the discretion of the Principal. If a snack is served it will follow the nutritional guidelines set by the Wellness Policy and it will be a working snack that does not take away from teaching time. Please do not send food or snacks to school with your child unless the principal has requested it and set the guidelines.



What are the guidelines for what my child can wear to school?

The Springfield School Committee has adopted a mandatory uniform school policy. This mandatory uniform school policy began in September, 2008. The elementary uniform policy reads as follows:

- **PANTS** – Navy or Tan must be worn with a belt at the waist and belts must be through the loops. Pants can be cotton, cotton blend or corduroy. Absolutely **NO** cargo pants, jeans, sweat suit pants, pajamas, logos, insignias, pictures or messages.
- **SKIRTS, JUMPERS OR SKORTS** – Navy or Tan; can be cotton, cotton blend or corduroy; must be knee level or longer. Blouse or polo must be worn under the jumper. Absolutely **NO** hip huggers, cargo pants, baggies, logos, insignias, pictures or messages.
- **SHORTS** – Navy or Tan knee length. Shorts must be worn with a belt at the waist and belts must be through the loops. Shorts can be cotton, cotton blend or corduroy. Absolutely **NO** cargo pants, jeans, sweat suit pants, pajamas, logos, insignias, pictures or messages.
- **SHIRTS** – Light Blue or White plain collared, polo shirt, dress shirt, long or short sleeve. Shirts must be tucked into pants. Absolutely **NO** logos, insignias, pictures or messages.
- **SWEATSHIRT OR SWEATERS CAN BE PULLOVER OR ZIPPERED** – Navy. **NO** logos, insignias, pictures or messages.
- **SHOES OR SNEAKERS** – Shoes/Sneakers must fit securely on the foot. Shoes with open toes or backless shoes (including flip flops, sandals, mules and slides) will not be allowed. Shoes may be laced or buckled. **NO** Heelies or rollers.

NO OVERSIZED CLOTHING WILL BE ALLOWED

No colored wrist bands, neck beads, head bands, or doo rags are allowed. The principal has a right to stop any pattern, for example groups wearing identical earrings, chains, beads, bracelets, etc. or anything that may be mistaken for gang affiliation.

NO COATS, JACKETS, HOODED SWEATSHIRTS, CAPS OR HATS ARE TO BE WORN DURING SCHOOL

ENFORCEMENT

The school will strive to achieve full compliance through the use of positive reinforcement measures, and will resort to disciplinary action only when positive measures and supports fail to assure compliance.

No student will be considered non-compliant with the uniform policy in the following instances:

- When the student wears the dress of a nationally recognized youth organization or activity, such as boys/girls scouts, on regular meeting days.
- When the student's parent or guardian has secured an exemption from the school policy for religious or health considerations. A student may wear religious attire.
- When a student is on school grounds outside of normal school hours, appropriate attire is required.
- When a field trip or school event may require specialized clothing, appropriate attire is required.

NOT IN COMPLIANCE

- **FIRST OCCURRENCE** – A call will be made to the parent/guardian to bring in clothes. A letter will be sent home reinforcing the uniform policy.
- **SECOND OCCURRENCE** – Call home to have parents/guardian bring in clothes and remind them that student must adhere to the school uniform policy.
- **THIRD OCCURRENCE** – Parent/guardian is notified and student will receive detention.

RATIONALE:

School uniform policies can promote school safety, improve discipline, and enhance the learning environment. The potential benefits of school uniforms include:

- Decreasing violence and theft – even life-threatening situations – among students over designer clothing or expensive sneakers
- Helping prevent gang members from wearing gang colors and insignia at school
- Instilling students with discipline
- Helping students resist peer pressure
- Helping students concentrate on their school work; and
- Helping school officials recognize intruders who come to the school

NO ONE STORE WILL HAVE A MONOPOLY. UNIFORMS CAN BE BOUGHT IN ANY DEPARTMENT OR DISCOUNT STORE.

Indian Orchard Elementary will fully implement this directive of the School Committee so our students will be expected to wear their uniforms every day. As outlined in the policy appropriate alternative dress will be allowed on days of field trips. You will receive notification of these events as they are scheduled during the year. For most of them, your child will be invited to wear appropriate clothes based on field trip.

What kind of behavior is expected of my child?

The Indian Orchard Elementary learning community has high expectations for student behavior. It is essential for the safety and order of the school as well as critical to student learning and achievement. Therefore, we follow and adhere to the rules, procedures and guidelines that are outlined in the Springfield Public School's *School Handbook* and the *Code of Conduct*. Hard copies of these documents are available in the Main Office and can be viewed and downloaded from the Springfield Public School's website.

<http://www.springfieldpublicschools.com>

The school rules at Indian Orchard Elementary are as follows: Respect Learning, Others, Ourselves, and Property. We have a school wide behavior plan at Indian Orchard Elementary which is PBIS- Positive Behavioral

Intervention & Supports a colored chart system. PBIS is a school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. We will also supplement PBIS with a daily morning meeting using the Positive Action curriculum. The curriculum revolves around social skills and students intrinsic sense that we feel good about ourselves when we do positive actions. Some educators also utilize the clip chart in their classrooms as added support to PBIS. Students who are following all school rules will stay on ready to learn or move up based on effort and positive behavior. Students who need reminders to follow school rules will receive positive reinforcement through Tiger Tickets. Students who are having challenges with behavior will be supported with different strategies to refocus them and get them back on track. If students are still struggling they might spend time away from the group, go to a buddy room, lose time from recess, etc. Students who are still not following the school rules will be moved may receive a phone call or note home, conference with parents/guardian, receive an office referral, and/ or spend time in our school's time out room doing work until able to be returned to the classroom.

What happens if my student has a conflict with another student or teacher, or chooses not to follow the classroom rules or continues to disrupt classroom instruction?

He or she will receive a specific logical consequence based on the behavior and according to the guidelines of the Springfield Public School *Code of Conduct* and our school's behavior system as stated above.

What is the school's policy toward sexual harassment?

Sexual harassment is a serious issue and can result in a serious disciplinary action. Any improper language or behavior that makes a person feel like a victim because of their gender is not acceptable. Students should not use suggestive or offensive sexual words, gestures or actions in any way or at any time. Please refer to the Springfield Public School *Code of Conduct* for more details.

How can I support school rules and discipline?

Effective discipline is necessary in all areas of the school environment to promote learning. It is essential that parents/guardians know, support and reinforce expected school behavior. For success with school discipline, parent(s)/guardian(s) are asked to:

- Keep informed about your child's behavior and achievement in school
- Instill respect for all school staff and children
- Support school rules
- Ask your student what color they are on each day (Green, Yellow, or Red)
- Consult with Principal/Assistant Principal/counselor/teacher when issues arise
- Work with school personnel to implement appropriate consequences and/or intervention



Detention

Detention will be held from 3:30 – 4:30 for students who have been identified for disciplinary action or excessive absence or tardiness. The days of the week for detention will be determined and parents/guardians will be notified at least 24 hours in advance, or in some cases the same day if needed. Students will need to be picked up or walk home with parent/guardian permission after detention.

How do students and families use the library?

We would like students to feel welcome in the library and excited about having the opportunity to browse books. It is our goal to provide books to encourage a love of reading for our students. Our annual Scholastic Book Fair provides the funds for new books. Please continue to generously support this effort. The library welcomes donations for memory books of a loved-one. In order to maintain what we have at our library, parents/guardians are asked to encourage your child to take care of books they bring home, to return them on time and in good condition. Books that are lost or damaged do need to be paid for by the student, so they can be replaced in a timely manner for others to use.

How can I talk to my student at home so I know what he/she is learning in school?

We hope you will check in with your child and ask these questions at home.

1. What did you do in _____ (Math, Reading, Writing, Social Studies, and Science)?
2. What did you learn in _____ (one of the above)?
3. Why is it important?
4. What reading level are you at and what is for goal for the end of the year?



What can I expect for homework assignments?

Homework is a critical piece of student achievement. The purpose of homework is to:

- reinforce skills taught by the teacher
- develop a sense of responsibility and accomplishment basic to good study habits
- make up work missed due to absences or incomplete work during class time
- make use of research materials from the school, home, library and community
- enhance aspects of the curriculum and for voluntary or project based assignments

The following **daily** timelines have been approved by the Springfield School Committee as part of the Homework Policy:

Grade K- 30 mins
Grade 1- 45 mins
Grade 2 – 1 hour
Grade 3 – 2 hours
Grade 4 – 2 hours
Grade 5 – 2 ½ hours



The teacher in each room on these grade levels will establish their own days for homework, and they will notify you through your child. In grades Pre-K to 5 students will have Home-School Communication Folder that will be brought home every day with homework assignments or any other pertinent information. The teachers will also discuss their homework policy with you on Open House Night in October.

What are some ways I can help with homework?

- ☛ Set aside a time to do homework every day.
- ☛ If possible, provide a quiet area for your child to work. Help set up this area so there is good lighting and materials to work with.
- ☛ Let your child work independently but let them know you are available for help.
- ☛ Be aware that there is difference between being a resource and consultant and hovering over a child with constant advice.
- ☛ Be available to check work for accuracy and completion.
- ☛ Help your child see how an assignment relates to everyday life and life skills.
- ☛ Remember, nothing can help like a hug, smile and a word of approval. Be encouraging and supportive.
- ☛ In all grades please check your child's folder every day for homework and other communication

When will my child receive his/her report card?

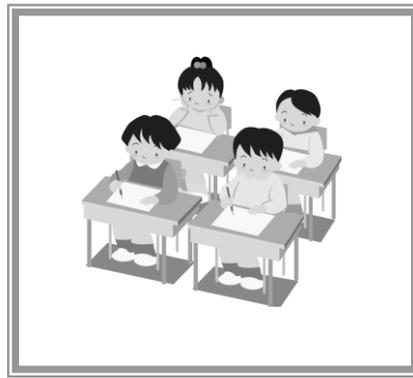
Students in grades 1-5 will receive quarterly report cards. Subject to final approval by the district, we anticipate that your child will receive their first report card in November (grades 1-5). Kindergarten students receive two report cards. Kindergarten students will receive their first report card in January. We will include the approved dates on our monthly calendars.

What standardized tests will my child have to take?

Testing and assessment are a very important part of instruction and your child's progress. Regular classroom assessments help teachers determine what skills and concepts your son/daughter has/has not mastered. In turn, teachers design their instructional plans accordingly to ensure mastery of all necessary skills and concepts. Additionally, the students at Indian Orchard Elementary are assessed regularly with district, state and standardized assessments. The following are the most important of these along with the dates for this academic year (also included in the monthly calendars sent home).

- WIDA ACESS
- MCAS ELA/Math (grades 3 – 5) – March, April, May
- MCAS- Science grade 5
- A/NET ELA/Math (grades 2 – 5)
- DBA – Science Grades 3-5
- District Determined Measure- Writing, Two times a year in grade 3 through 5.

During the course of the year, more information will come home from Indian Orchard Elementary with the specific schedules and dates as they affect your child. Attendance is of course important all year, but is particularly critical during these standardized testing periods.



What support systems are in place for my child?

The following school-based support services are available:

Student Teacher Assistance Team (STAT) - The purpose of STAT is to analyze students' academic, behavioral or attendance needs and weaknesses. The Team problem solves ways to provide support and accommodations for students within the general education classroom. Teachers, parents/guardians and STAT coordinator collaborate on making a STAT plan. The plan may include appropriate services and supports (such as referrals for School Volunteers or outside counseling agencies). Also, this plan is a "work in progress"; the plan will be reviewed and may be revised after 6-8 weeks.

Counseling

School counselors help to implement a comprehensive developmental school counseling program that promotes student success through a focus on academic achievement, prevention, advocacy and social/emotional and career development. Also school counselors provide lessons and activities to meet the needs of students, collaborate with teachers, staff and parents/guardians to enhance their effectiveness in helping students achieve school success.

How can I be involved in my child's education?

As a parent/guardian you have many opportunities to be involved in your child's education. We, at Indian Orchard Elementary encourage and invite all parents/guardians to share in their child's journey in education. We hope that you take advantage of these opportunities and bring us your knowledge and energy. Here are few school based opportunities for parents/guardians to become involved:

1. Volunteering Opportunities

Parents/guardians are welcome to volunteer during the school day. Many Indian Orchard Elementary volunteers participate in the Read Aloud program. This program allows for the volunteer to come six designated times a year to read in classrooms. We also encourage parents/guardians to volunteer for our school's field day. If you are interested, please ask for an application at the front office. This application (which includes a CORI form) will then be processed by the Springfield School Volunteers Office.

2. Parent Teacher Organization (PTO)

The PTO is an active group of parents, guardians and staff members who are committed to providing support and enrichment for our children. This team meets monthly to discuss issues of concern, fund raising and special school activities. If you are interested in joining our PTO please call the secretary at 787-7255. Meetings will be scheduled in the fall based on schedules of the PTO members.

3. The School Centered Decision Making Team (SCDM)

Is an active group of parents/guardians, community and business representatives and school staff members. The Team receives input from other staff members and parents and then assists the administration to formulate policies and procedures for the school. If interested in becoming a member of the SCDM Team, please contact the school at 787-7255. The SCDM meets bi-monthly on Thursdays @ 8:00. Meetings will be held on the following Thursdays: Sept.12, Oct.10, Oct. 24, Nov.14, Dec.12, Jan.9 &23, Feb.13, Mar. 12 &26, Apr. 9, May 14 & 28, June 11.

How do I set-up a conference with my child's teacher?

Conferences are held throughout the school year. If you would like to have a conference with your child's teacher, please call the school at 787-7255 and request a conference.

Classroom visits

The Indian Orchard Team encourages parents/guardians to visit classrooms to observe the wonderful instruction that is ongoing in our classrooms. An administrator or other school staff designee is required to be present during these visits and requests to observe in a classroom should be made at least five days in advance, per district policy. Such visits can prove most beneficial in promotion of greater school-home cooperation and understanding of how we carry out the school and district's mission and goals. Please contact the principal to set up a visit. All requested appointments for observations will be made at a mutually convenient time that does not interfere with instructional time in the classroom.



What does the health office need from me to enter school?

All preschoolers, kindergarteners, and new students are required to have documentation of **up to date immunizations**, a current **physical exam** as well as a **medical history form**. All Kindergarteners will also need documentation of a lead screening.

A subsequent physical exam is also required for all students entering 4th grade.

What if my child needs medication during the day?

Students requiring scheduled medication during the school day will be given their medication during the lunch period. **ALL medication**, even over the counter medication, must have a doctor's prescription. A **medication order form** must be filled out by the doctor, signed, and dated by a parent and or guardian. No medication can be administered without the signed form. The completed form will be kept on file in the nurse's office. Medication must then be brought to school in a prescription bottle by a parent.



What happens if a student becomes ill during the school day?

Parents or guardians may be called to pick up their child if they are ill or injured. Please remember to fill out the Emergency Form with as many current phone numbers as possible so someone can be reached and be able to transport the child if dismissal is required. Please make sure all phone numbers are current and up to date. Please notify the school immediately for any changes in contact numbers. Your child may be sent to the emergency room for evaluation of acute illness if a parent/guardian cannot be contacted.

Forms for Parent/Guardian use at Indian Orchard Elementary School

- 1) Indian Orchard Elementary School Absence Verification**
- 2) Indian Orchard Elementary School Early Dismissal Request**
- 3) Parent Review, Signature & Comment Form**

This section provides you with **forms (#1 & #2)** to use for your convenience when your child has been absent or when he/she needs to leave school early. You may of course choose to use your own note, but tearing these blank forms out to use may make it easier for you. Either way, please remember that written notes are mandatory when your child has been absent or when they need to be dismissed early.

The final **form (#3)** should be completed, signed and returned to school with your child indicating that you have read and reviewed all of the information in this Parent Handbook.

Indian Orchard Elementary School Absence Verification

Please excuse _____ who was absent on _____
Child's Name Date

Reason for Absence

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Absence Verification

Please excuse _____ who was absent on _____
Child's Name Date

Reason for Absence

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Absence Verification

Please excuse _____ who was absent on _____
Child's Name Date

Reason for Absence

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Absence Verification

Please excuse _____ who was absent on _____
Child's Name Date

Reason for Absence

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Early Dismissal Request

Please dismiss _____ on _____
Child's Name Date

at _____ to _____
Time Reason

My child will be picked up by _____
Name

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Early Dismissal Request

Please dismiss _____ on _____
Child's Name Date

at _____ to _____
Time Reason

My child will be picked up by _____
Name

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Early Dismissal Request

Please dismiss _____ on _____
Child's Name Date

at _____ to _____
Time Reason

My child will be picked up by _____
Name

Sincerely,

Parent/Guardian Signature

Indian Orchard Elementary School Parent/Guardian Handbook
Parent Review Signature & Comment Form
Please sign, tear out and return this one form by September 6, 2019

As the concerned parent/guardian of a student at Indian Orchard Elementary School, I have read and reviewed ALL of the information found in the Indian Orchard Elementary School Parent Handbook that will provide the foundation for a successful year for my child. I have also shared this important information regarding school rules and conduct with my child.

Student Name _____

Comments:

Signature of Parent/Guardian _____

Date _____

The Indian Orchard Elementary Team appreciates the time you have taken to review this important packet of information and look forward to our journey with your child this year.

