

Startown Elementary School
“Home of the Tigers”
2016-2017

4119 Startown Road ▪ Newton, NC 28658
Phone: 828-464-1257 ▪ Fax: 828-465-6568
Website Address: www.catawbaschools.net

Kim Jordan
Principal

Grace Ann Sevier
Assistant Principal

PRINCIPAL’S MESSAGE

Welcome to the 2016-17 school year at Startown Elementary School. I am looking forward to collaborating with you to ensure a successful year for your child. At Startown we are committed to excellence while honoring tradition and building upon past successes. While we continue to strive to “reach for success,” our schoolwide theme this year is for our entire school community to “be the change we wish to see in the world.” While it is evident that Startown is a great place to be due to our hardworking students, dedicated staff, and supportive parents and community members, it is also vital that we prepare our students to become successful global citizens. My charge to you as Lead Learner at Startown is to join with me on this journey to ‘be the change’ as we continue to ‘Lead and Inspire.’

Please take the time to read through this handbook with your child, as it is filled with information regarding school policies and procedures. When you finish going through the book, please **sign and return** the form on the last page to your child’s teacher. Keep the book with you throughout the school year so that it may prove helpful in answering questions.

Catawba County Schools Core Beliefs

Positive relationships are essential to the learning process and must be established and nurtured for learning to take place.

Schools must set an expectation for excellence in all areas of study through challenging and relevant curricula.

Schools must continually evolve to meet the needs of an ever-changing, global society.

All partners in education must embrace diversity and promote equity.

All students and staff are entitled to and responsible for a safe and nurturing learning environment.

All students can learn through differentiated and relevant instruction that embraces critical thinking, creativity, collaboration, and communication.

Schools and families must collaborate to educate the whole child – socially, emotionally, cognitively and physically.

Family, business, and community partnerships are essential for the success of all students.

Catawba County Schools Mission Statement

The mission of Catawba County Schools is to Teach, Learn, and Lead for the future.

Startown School Belief Statement

We believe Startown School is a safe and nurturing place where everyone will learn and grow and be responsible citizens. At Startown School we respect each other's differences and help each other reach for success.

Grievance Procedure

It is required by the Rehabilitation Act of 1973 (s504) that each local education agency has a policy and procedure that enables a student and/or parents to file a grievance in the event they feel that they have been discriminated against. In the Catawba County School System this has been addressed by Policy 10.250 STUDENT GRIEVANCE PROCEDURE. The school counselor is the school grievance officer.

Telephone Directory

Main Office/Receptionist.....	464-1257 ext. 101
Principal (Kim Jordan).....	464-1257 ext. 102
Assistant Principal (Grace Ann Sevier).....	464-1257 ext. 103
Secretary (Tammie Marley).....	464-1257 ext. 105
Data Manager (Cindy Bumgarner).....	464-1257 ext. 217
Guidance Counselor (Jodi Hutto).....	464-1257 ext. 601
School Nurse (Brandy Forbes).....	464-1257 ext. 214
Cafeteria.....	464-9602
Quest (before and after school care).....	464-1257 ext. 106

Startown Daily Schedule

7:10am – 7:20am.....	School open for students-report to class
7:20am.....	Universal Breakfast served
7:30am.....	Tardy Bell Rings
2:25pm.....	Afternoon Dismissal for bus riders
2:30pm.....	Afternoon Dismissal for car riders/after school program
250pm.....	All car riders must be picked up by this time

Student-Parent-Teacher Agreement

At Startown School we are all committed to excellence. We know that high achievement can only take place when there is a combination of caring, motivation, and effort. The combination is made complete by a working together of school, home, and community. Together we will continue to improve teaching and learning. Together we will continue to “reach for success.” Students are expected to bring their agendas/planners to school everyday and home every night. Parents are expected to encourage and monitor the proper use of agendas/planners, helping the student become better organized.

Parental Involvement

Parents are encouraged and welcomed to volunteer in the school. There are many opportunities to serve as a regular classroom volunteer, office volunteer, and in special projects or at special events. Remember, true parent involvement begins by helping extend your child's education experience at home. New volunteers must attend a volunteer orientation session before he/she can volunteer in the school. Volunteers must sign in at the office and obtain a volunteer badge before reporting to the area where he/she is volunteering.

Parent-Teacher Organization

The Startown PTO is strictly a volunteer organization that provides support to the school. The PTO works to develop better parent-teacher relationships and sponsors various activities and projects to help raise money for school-wide needs. All parents are encouraged to attend meetings and participate in the activities of our PTO.

Change of Student Information

The school is to be notified at once of any changes in the student's home information (address changes, phone number changes, parent job changes, emergency contact changes, health issues and care plans, etc.).

For the safety and well-being of your child, it is critical that you keep student information current in case of an emergency with your child. You may contact the Data Manager and/or the child's homeroom teacher with any changes throughout the school year.

Use of School Telephone

The school phone is for business purposes. Students with a legitimate reason may use the phone with teacher approval.

Calls to Teachers/Staff

All calls to teachers will be sent directly to voice mail to avoid interruptions to instructional time unless the teacher notifies the office of an expected call from a particular parent in advance. If you have an emergency, the office will be happy to assist you.

Attendance

The importance of regular attendance cannot be overemphasized! A child should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. If a student is repeatedly absent without proper cause, the school social worker will be notified. It is the student's responsibility to make up all assignments, projects and tests he/she missed during his/her absence.

Tardiness

Any student arriving at school after 7:30am must report to the school office before going to the classroom in order to be counted present for the day and receive a pass to class. Parents are required to walk in his/her child/children and sign them in. **If the yellow tardy sign is in place, PLEASE do not drop off your child and leave him/her unattended!** Parents...please remember how far your child has to walk to class when sitting in the car rider line. Daily attendance is taken at the sound of the tardy bell. Excessive tardiness (10 or more) will be reported to the school social worker. Parents should remember to get a slip from a doctor or dentist if his/her child has an early morning appointment and is going to be late; otherwise, without that note, the tardy will be coded unexcused late. Please place tardy notes in the basket in the front office. If tardies become an issue, parents may want to consider having his/her child assigned to a bus route. Please note that the Newton Police officer on duty directing traffic is paid by the City of Newton, **NOT** Startown Elementary or Catawba County Schools, therefore, may not always be there to move cars through the line, especially if he/she gets a call to go elsewhere. Tardies for traffic issues are not considered excused; therefore, give yourself plenty of travel time.

Absences

If your child has been absent from school, please write an excuse giving name, date(s) of absence(s), reason for absence, and parent signature. The excuse note should be given to the homeroom teacher immediately following day(s) absent. A student's absence may be excused legally for the following reasons: personal illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings and educational opportunity (**requires prior approval**) – forms are available in the school office upon request. **Prior approval for educational opportunities will be limited to 5 school days per year.** Any type of contagious illness (strep, pink eye, flu, etc.) will require a doctor's note before coming back to class and absences being marked excused. It may be helpful to acquire this note at the doctor's office at time of treatment. **If no note is received within 2 days after returning from the absence, the absence will be coded unexcused. No note will be accepted after that.** Excessive absences (10 or more) will be reported to the school social worker.

Field Trips

Field trips are provided as an extension of classroom learning to provide enriching grade level appropriate opportunities for your child. Occasionally, parents will be asked to volunteer to chaperone. Please understand that by agreeing to chaperone, you may be responsible for several students throughout the day. Also, because field trips are considered part of the instructional day, siblings and other family members may not attend as part of the school group.

Homework

Homework may be given to students to review and enrich. The teacher will give a clear explanation so homework will be a learning experience. Generally children have a higher achievement when parents show an interest in their homework. It is difficult for a teacher to stop during the school day to prepare homework for absent students. If you must pick up homework for your child, you must call early in the morning to give the teacher(s) ample time to prepare for the pick up of homework. Otherwise, the student may have to wait until the next day (if still absent) or when he/she returns to school to gather missed homework assignments.

Report Cards

Report Cards are issued at the end of each nine weeks. The report card jackets are to be signed by a parent and returned to the teacher. Mid-term progress reports will be issued four and one-half weeks into each nine-week grading period. Parents need to send in two stamps when returning the report card envelope after the third nine weeks so that the last report card may be mailed. Please do not send money for stamps. If no stamps are received for your child, the report card will remain at school for pick up by the parent during the summer months. The previous year's report cards will not be held after the new school year begins.

Media Center

Our Media Center is a vital part of our instructional program. Students are encouraged to explore the many resources available to them. Our major goal is to provide the materials and motivation needed to encourage reading for information as well as fun. Students are allowed to check out 3 books at a time. If a book gets lost or damaged, please let us know. The Media Center provides a flexible schedule for circulation, technology, literature and reference classes. Battle of the Books is offered for 5th and 6th grade students. Startown Journal is offered for 6th grade students. For more information regarding the media program, call the media coordinator, Wendy Hildebran, at 464-1257, ext. 221.

General Music/Chorus

General Music is offered to all students in grades K-6. Emphasis is placed on singing, movement and basic note reading through simple instruments. In fourth grade students are given an opportunity to play the recorder, an ancient woodwind instrument now designed in durable plastic. All students in fourth grade must participate in this unit of study, and will be given a grade based on his/her participation. Chorus is offered for 5th and 6th grade students after school. Selection and participation in this group is at the discretion of the conductor, and any student who does not follow the written code of conduct distributed at time of acceptance may be excused from the group.

Physical Education

Physical education is offered to all students in grades K-6. If a student needs to be excused because of physical limitations, please submit a written doctor's note to the PE teacher. Appropriate regular clothing and soft sole athletic shoes are required for PE activities.

Guidance

The counselor is available to discuss any home, school, or social concerns. Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs.

Visitors

Visitors are always invited and welcomed to Startown School, however, please be mindful of interruptions to instructional time when planning a visit to the school. Conferences with teachers must be prescheduled. Items such as forgotten assignments, book bags, lunch and/or field trip money, projects, class party items, etc. may be dropped off at the office. The office will then call the student up for the item(s). **Startown Elementary has a secure entry system for all visitors. Please have your photo ID (Driver's License, Work ID badge, passport) in hand and ready to show at the camera at the door. Once identification is confirmed, visitors will be buzzed in and should report directly to the office, sign in on the sign-in sheet and obtain a visitor badge to be worn while visiting.** For the safety and well-being of all students at Startown, visitors not wearing a badge on school grounds will be escorted to the office to sign in before being allowed to go to the designated area he/she plans to visit. Please do not carry badges in hand, since this makes it very difficult for staff to identify you as a visitor. Visitors are required to return to the office to sign out before leaving the school. Visitors wishing to pick up a student early must wait in the office. The office will call for the student. Visitors should park in the visitor parking directly in front of the school near the flag pole. Please **do not** park in the car rider line, staff parking lot, funeral home lot beside the staff lot or any area not designated as visitor parking or any area that would obstruct the flow of traffic.

Bus Transportation

Bus transportation to and from school for all students (excluding out of district students) is provided. Riding the bus is a privilege – **NOT** a right. Students who misbehave on the school bus will be denied transportation privileges. Students are to

ride the same bus every day unless permission has been granted to ride another bus. Parents must request in writing, permission for their child to ride a different bus or get off at a different bus stop. Requests are made through the office and are approved by the principal or assistant principal. **Requests for a student to ride home with a friend on another bus may be denied if the bus he/she wishes to ride is at/over capacity on the requested date.** If this occurs, parents will be notified by phone to make other arrangements. The bus stop must be an established stop; otherwise a "Request for Bus Stop Change Form" must be filled out. These forms are available in the school office. Once completed, the form is faxed to the bus garage for approval, which may take 24 to 48 hours to be approved or denied. Please note that bus drivers **do not** have to stop at any stop if there are no students present at the stop as he/she approaches. Situations do occasionally occur that may make a bus early or late. Please call the school to determine if the bus is running late due to mechanical problems, etc. Students should always be at his/her designated bus stop at least ten minutes before the scheduled pick up time. Items hauled by students riding the bus should fit comfortably in book bag or in the student's lap. Items that block driver's view of traffic, could break, will roll and present opportunity to end up under the driver's feet causing a potential hazard will not be permitted on the bus and will have to be picked up by a parent. The final decision to allow or disallow items on the bus will be at principal's discretion.

The State Board of Education has approved the use of hand signals between the bus driver and students to signal when it is safe to board the bus. Bus drivers will use a standard hand signal that tells students a roadway is safe to cross. The hand signal has three steps. First, the driver holds up his or her palm facing the student until it is safe to cross. Second, the driver gives a "thumbs up" to the students. For the third step, the driver points with his or her index finger the direction in which the child should proceed across the street. This policy has been put into place due to motorists passing stopped school buses and endangering our students. Our goal is to transport your child to and from school safely and this new safety procedure will help with that goal.

Car Rider/Car Traffic

The safety of our students is a priority in our school. It is critical that cars do not enter the bus parking lot between 7:10am and 2:45pm each day. A safe speed of 15 M.P.H. should be maintained while on school property. Parents/guardians (or others designated on Student Emergency Sheet by the parent) must have a car rider sign in the windshield of his/her vehicle when picking up a student. If no sign is present (and parent did not call in to change transportation or send a letter doing so) the individual picking up will be asked to park and go into the office for clearance to pick up. Students riding in cars should be dropped off and picked up **only** at the designated areas where there is adult supervision. **Do not park and allow students to cross in front of car rider traffic or walk from staff parking area, funeral home lot, etc. Please do not drop off your child until you reach the front door or car rider area.** If you need to enter the school, please do not leave your vehicle in the car rider line. There are visitor spaces by the flagpole in front of the school. The earliest a car rider may be dropped off is 7:10am. The latest a car rider may be picked up is 2:45pm. **Parents should not make a habit of coming into the office out of the car rider line to pick up children merely to avoid traffic or requests may be subject to approval by administration.**

Before and After School Care (Quest)

This service is provided by Catawba County Schools from 6:00am to 7:20am and from 2:30pm to 6:00pm. Please call 464-1257, ext. 106, to make arrangements or to obtain further information on this program.

Early Dismissal

Early dismissal is strongly discouraged due to the accumulation of time missed from classroom instruction. It is important that a child participate in the full instructional day that ends at 2:25pm daily. Any student leaving for an appointment before the cut off time of 11:00am and **NOT** returning will need to bring an excuse note from doctor/dentist the next day in order for the absence to be counted excused. Without a note, absence will be counted unexcused. A request to have a child excused from classes early should be made in the school office. **Parents may not attempt to go retrieve his/her child from the classroom on his/her own.** The office will notify the child's teacher to send the child to the office for dismissal. **ALL** students leaving earlier than 2:25pm must be signed out by a parent/guardian on the blue sign-out sheet in the office before leaving. **Parents habitually requesting a child be checked out early (particularly between 1:45-2:15) may be asked to provide doctor/dentist notes or present an acceptable reason to administration. The office will be closed to check-outs after 2:00pm unless approved by administration.** If you know in advance you will be picking up your child early on any given day, please send a note on that particular day so that the teacher will be sure to have him/her packed and ready when you arrive. Please do not call in to the office to have students wait in the office for you to arrive, due to the loss of instructional time.

Change of Student's Transportation

Parents/guardians may send in notes to change transportation for their child. Notes must state child's name, normal transportation, present date, transportation change, and length of change. **Due to security reasons, transportation changes will not be accepted by phone without administration approval.** Notes should be received in the office for approval in the morning. If it is necessary to write a note to send your child home with another student, (no matter if it is bus, car, after school, etc.) the other student's parents/guardians must also send a note indicating he/she is aware of the change and agrees to the change. If at

any time any of the buses become overloaded, students not normally assigned to a particular bus may be asked to call a for pick-up or he/she may have to go home his/her normal way. Please do not request a change of transportation on a teacher's voicemail or by email during the instructional day. ALL changes must come through the office.

Check Policy

Checks may be written for field trips, yearbooks, book orders, pictures, lunch money, etc. Checks must be written in the exact amount and may not combined any other payment. If a check is returned by the bank for insufficient funds, you will be notified by the school via letter. After two attempts are made by letter, a certified letter will be sent. Check writing privileges will be revoked until the returned check is picked up. If no payment is made after the certified letter, our Catawba County Schools Office will be notified, which may result in revocation of check writing privileges for all schools within the district. It will be up to the county office at that point to choose whether to seek legal action.

School Insurance

Parents have the opportunity to purchase school accident insurance. School-time and twenty-four hour coverage is available. An information/sign-up sheet explaining the program is sent home the first day of school.

Personal Belongings

Bringing personal belongings to school is not encouraged. Cell phones and other digital devices must remain off and out of sight during the school day unless used for instructional purposes. Items may be confiscated by the staff and kept for parent pickup in the office. Startown School will not be responsible for lost or stolen belongings.

Lost and Found

Items found in or around the school should be turned in at the school office. Items will be placed in bins for safekeeping. Students are invited and encouraged to check with the office if he/she has lost an item and may claim the item by identifying it. Items will be kept for a total of 60 days before being discarded or turned over to charitable organization. Reminders will be sent home prior to the donation of found items. Startown School will not be responsible for the cost of lost items or unclaimed found items.

Clothes Closet

Startown School will no longer be able to store extra clothing for students to use in case of accidents. All K-2 students will need to keep a change of clothes in a gallon size plastic re-sealable bag in his/her book bag in case the need should arise. Students in grades 3-6 are also encouraged to do the same. Any student in any grade level not having a change of clothes will call home and it will be the responsibility of the parent or guardian to get clothes delivered to the school.

Book Bags

Rolling book bags are not allowed for any grade level, due to the confinements of space in the classroom and on the yellow school buses.

Birthday Treats/Gifts /Birthday Invitations

All cupcakes, cookies, etc. brought in for birthdays, parties, etc. must be "store bought" not home baked. Gifts and/or balloons may be delivered to students at school; however, due to a safety hazard and bus policy, no balloons or glass vases will be allowed on the yellow school buses at any time.

If your child wishes to hand out birthday party invitations in the classroom, he/she must bring enough for each student in the class. If planning a birthday party outside school and he/she only wishes to invite a few individuals, it is the responsibility of the parent throwing the party to obtain that information. FERPA rules no longer allow the school to release addresses or phone numbers to parents.

Fire/Tornado Safety

Startown School will have monthly fire drills. The teacher is in charge of the class as they walk, without talking, quickly to the designated evacuation area. Tornado drills will also be held during the school year.

Inclement Weather

If early morning conditions require that school open late or be closed for the day, local radio and TV stations will announce the adjusted schedule. Announcements will also be posted on the CCS website and communicated through a variety of social media outlets. Be prepared in advance for an early dismissal due to weather conditions. Instruct your child of procedures he/she is to follow. In the event school dismisses early, please do not call the school. It is essential that telephone lines be kept open for emergency calls.

Automated School Messages

Our school will use an automated telephone communication system for quickly delivering school wide emergency information as well as general information concerning school events and activities.. Emergency information includes early dismissals, delayed openings, and school closings. Automated calls are placed using the emergency contact information you provide Startown at the beginning of the school year. Please make sure to contact Startown Elementary if any of your emergency contact information changes throughout the year in order to receive your automated messages.

Power School System

The Power School System allows Startown parents access to their child's grades for each Nine Weeks. For third through sixth grade, parents can track their child's weekly progress on assignments and review course. Please note that teachers are given a time frame to enter assigned grades into the Parent Portal System. Grades from the previous week should be accessible by Thursday of the following week. For students in Kindergarten through Second Grade, parents will only be able to review final nine weeks grades due those students receiving letter grades (S, N, U, etc.). Parents may also update contact information in Power School (phone, address, etc.). Parents must request access to the Parent Portal in person in our school office.

Communication

In order to help parents and community members stay informed about school news and events, Startown Elementary utilizes a variety of media outlets. Follow us on Facebook at "We Love Startown!," on Twitter @StartownTigers, by signing up for our free SchoolWay app (myschoolway.com/Catawba) or by visiting our website at www.catawbaschools.net/schools/Startown.

Dress Code

Startown School seeks to maintain an orderly environment for education. To accomplish this, we have a standard of student dress that is conducive to a proper educational climate. The following list is considered to be inappropriate:

- Appearance or clothing that is provocative, obscene, vulgar, suggestive, lewd, transparent, profane, or suggest acts of violence
- Hats, bandanas, headgear of any kind within the building unless for an approved special event or project
- Bare midriffs – males or females
- Tank tops, shirts and/or dresses with spaghetti straps without a covering or with straps less than 2 inches in width.
- Dresses worn to school must be at least fingertip length when arms are down by your side and **shorts must have a minimum 5 inch inseam.**
- Spandex pants, yoga pants, and leggings are not allowed unless shirt covers to top of thigh or longer in front and back.
- Clothing that shows undergarments of any kind are not allowed
- Pants worn in such a manner that (1) undergarments are exposed (2) drag the ground or floor (3) are excessively bagging
- Advertising, naming or referencing any alcoholic product, tobacco product, controlled substance, firearms, weapons on any jewelry, clothing, or book bags
- Chains or jewelry, including those that hang from wallets, studded collars or bracelets that may be used as a weapon, cause injury or hinder movement
- Dark glasses worn within the building (medical exceptions honored)
- Lack of shoes or lack of appropriate foot covering. **Flip flops are strongly discouraged due to recess and PE.**
- Any dress, book bags, materials that reflect association with or promoting to a "gang" – determination is made by the administration or resource officer
- Appearance or clothing that is reasonably foreseeable to cause a material or substance disruption or endanger the health or safety of the students or others.

Students who do not meet dress code will be asked to call for a change of clothing. Parents and volunteers should also adhere to the dress code rules listed above.

PBIS (Positive Behavior Intervention Support)

PBIS is a positive behavior program used by our to unify school rules so that students have the same expectations in every area of the building. The Startown Behavior Expectations Matrix in the handbook section outlines these expectations: **Safety First, Terrific Attitude, Accept Differences, and Reach For Success.**

To recognize positive behaviors here at Startown, we use yellow star tickets through out our building given by all faculty and staff members to recognize STAR behavior. Students also have the opportunity to earn tickets on the school bus and in our before and after school program (if they attend). Students place their earned tickets in boxes provided in the hallway and each week we draw student names from these boxes. We announce the names during our Startown Journal TV edition on Fridays and these exceptional students are awarded special passes to use as an incentive to continue striving for STAR behavior. Startown students also have the opportunity to earn classroom tickets by showing STAR behavior in all areas of the building.

Classes choose their ticket goals and rewards and are recognized on the morning announcements prior to their celebration. We also celebrate all together by having a school-wide PBIS assembly which recognizes exceptional character, improvement in academics and a Rachel's Challenge/Principal's Award. These students receive ribbons for their achievement as well as TERRIFIC KID recognition and classroom awards. This is an awesome time to gather and show off our phenomenal students!

DISCIPLINARY ACTION

On a day-to-day basis in classrooms, teachers will follow an orderly process when they experience minimal problems with students. Startown uses a "3 minors equals a major" system. Teachers will first teach and reinforce expectations. If a student receives a "minor," a parent will be contacted by the teacher. If a student receives 3 minors within a nine week period, the student will receive an Office Discipline Referral. At that time, consequences may be assigned by school administration, which may include:

- Administrative conference with student and/or parent
- In-School Suspension/Time Out
- Out of School Suspension

For more severe behavioral incidents, Startown Elementary follows the CCS Code of Student Conduct.

Sick Students

In accordance with the State of North Carolina Department of Health and Human Services, sick students and staff should stay home from school until they have been without fever for a full 24 hours to help prevent spreading illness to others.

Medication

ALL MEDICATION, including over the counter medications, that are to be administered at school have to be authorized by a physician. Forms are available in the office upon request and on the Catawba County Website under the school nurse section. A new request must be filled out for each individual medication each school year. Medication must be sent to the school in the original container and labeled by the pharmacist. Extra bottles (if you must leave medicine at home as well as sending medicine to school) can be obtained from your pharmacist upon request from the parent/guardian. It is the parent's responsibility to get the medicine to school and keep up with when to send additional medication as needed. All medications are locked up for your child's safety. A locked refrigerator box is also available for medicines that must be refrigerated. Arrangements must be made by the parent to pick up leftover medications at the close of the school year. Medications not picked up within 2 weeks after the last day of school for students will be disposed of without notice. Lip balm, cough drops, sunscreen, and saline solution are acceptable but may not be shared with classmates.

Cafeteria Information

The Child Nutrition Department is self-supporting, which means we must generate our own funds to help purchase food and supplies, pay employees, provide worker's compensation, repair or replace equipment, etc. That is why we offer a wide variety of supplemental sale items including baked chips, low-fat desserts, bottled water, pretzels, low-fat ice cream, etc. Parents must sign a permission slip at the beginning of the school year for his/her child to purchase such extras. It is the goal of the Child Nutrition Department to provide nutritious and healthy meals each day for your child. We offer breakfast and lunch daily. Universal Breakfast is available daily to all students for no charge. Parents are welcomed to eat breakfast and/or lunch with his/her child. We encourage you to pay in advance to allow for more efficient serving time. Any money not spent by the end of the year will be credited to your child's account for the next school year unless otherwise notified. Checks for school lunch/breakfast must be written separate from field trip, book order, yearbook order, etc. No change will be given back from a check. Please look over the additional breakfast and lunch program handout that your child will receive the first day of school which better explains the program in detail. The handout will explain how your child is charged, how breakfast and lunch components are counted, and other helpful information. We hope that the handout will be beneficial to you. If you have any questions or concerns, please do not hesitate to call the School Cafeteria Manager at 464-9602, or you may call the Child Nutrition Director at the Central Office at 464-8333, ext. 362

Dear Parent/Guardian:

Thank you for your attention to the content of this agenda handbook. We hope that you have reviewed the handbook with your child. Please sign, date and return the bottom half of this handbook page to your child's homeroom teacher.

.....

My child, _____, and I have reviewed and understand the Student Handbook for the year 2016-2017.

Student Signature

Date

Parent Signature

Date