

Student & Parent Handbook

WARREN Elementary School



MISSION

- Warren Elementary School students, staff, parents, and community members will work together and support a student centered learning environment.
- Warren Elementary School staff will utilize student data to drive instruction and implement best practice strategies to support achievement growth for students.
- Warren Elementary School will work to build collaborative partnerships among education, business, community and government leaders.

VISION

- All Warren Elementary School students will achieve a year's academic growth each school year. (Measured by mClass, NWEA, Teacher's Data)

General Information

OFFICE HOURS

Office hours are 7:30 a.m. - 4:00 p.m.

SCHOOL DAY

Doors open: 7:30 a.m.

Morning Bell: 7:55 a.m..

Tardy Bell: 8:00 a.m. (unless late bus)

Dismissal: 3:00 p.m.



Students eating breakfast should enter through assigned doors and follow breakfast procedure. Students who are not eating breakfast should plan on arriving at 7:55 a.m. If you are dropping off a student, please use door #14.

Students arriving after 8:00 a.m. must use Door 1. **Parents need to accompany child to office and sign the student in,** and obtain a tardy slip from the attendance officer or secretary.

Dismissal

Students are dismissed at 3:00 p.m. If you are picking up your child at dismissal time, please use door # 14; enter the north entrance into the lot. This will help ensure safety for the students and less congestion with the buses.

If you have an unexpected change in plans and need to pick up your child, you need to contact the office by 12:00pm. This allows for communication with teachers that does not interfere with instruction time for your student. We do understand that sometimes an emergency can arise after this time.

A child will be released only to a parent, unless we have been notified in writing that someone else will be picking him/her up. This PARENT SIGNED note must contain the name and telephone number of the person authorized to leave school with your child. The authorized person picking up your child must provide a valid ID before student is released. Your cooperation in this matter is essential because your child's safety is our first concern.

Emergency School Closings

In case the Superintendent, because of an emergency, would close the school, please see that your children know exactly who to contact and where to go upon leaving school. Please listen to local radio and television stations during inclement weather conditions for information on school closings. Please do not call the school for this information.

Visitors

Parents/guardians are always welcome to visit the school. If you wish to visit a classroom, please make an appointment with the teacher 24 hours in advance. All visitors and parents are required to report to the school office prior to visiting a classroom. Parents and/or guardians who receive permission to visit in the building **must** sign in and pick up a visitor's badge, which will identify them as an official visitor. All visitors must use Door 1. Door 1 has a buzzer for security and you will be asked to state your name and reason you are here before entry will be granted. Visitors attending events that are held at the school and supervised by staff will not require a criminal background check (ex: Grandparents Day, Parent Breakfast or Lunch with your child.)

Criminal Background Check

Any parent that volunteers or goes on field trips at any South Bend Community School Corporation School, must have a criminal history check done through the Human Resources Department. All volunteers and/or chaperones must have this on file in our office to participate in school activities. If you need any additional information please contact the office.

Field Trips

Permission slips must be signed by a parent or guardian in order for your child to go on a school sponsored field trip and will **not** be accepted on the day of the trip. Due to necessary preplanning for field trips, we would appreciate your cooperation with this deadline. If a problem arises, the principal or teacher will contact you as soon as possible.

Fundraisers

In order to help defray the cost of field trips, awards, and other expenses, we hold fundraisers to help with the cost. Each child benefits from the profits of these activities. We ask that each family support at least one of the sales as best they can. We are also participating in the following programs:

Box Tops
Pop tabs (for Riley)

Contacting Teachers

If you wish to contact your child's teacher, please call the school and leave a message, or email your teacher. The teacher will return your call at their earliest convenience.

Telephone calls will not be transferred during the instructional day. We believe the first priority is to keep the educational process continuing with as little interruption as possible. Teachers' email addresses are found on the school's website, and may be contacted via the internet or through PowerSchool.

Emergency Information Card

All students are required to have emergency information card on file in the office. Please notify the school of any address or telephone changes during the school year or request a new emergency card. This is critical information for the school to have in case we have an emergency with your child.

Accidents

If your child is seriously injured at school we will administer first aid and call you immediately. If you cannot be reached, we will use the emergency contact information you have provided. A current emergency card **must** be on file in the office. If necessary we will send your child to the hospital even if we cannot contact you.

Birthdays

Parents may send small, individually wrapped snacks/treats for their child's birthday. These **items must be purchased from a store.** The treats need to be brought to the office no later than noon. Please **DO NOT** send balloon bouquets to your child at school due to potential latex allergies and the disruption to the classroom learning environment. Bus drivers will not allow balloons on the bus. Finally, invitations to any party should not be passed out at school unless **ALL** children in the class are invited. Your support in these efforts is appreciated.

Attendance Policy

Please see the South Bend Community School Corporation Attendance Policy for rules and regulations at sb.school.

Excused Absences:

1. Personal illness
2. Death in the family
3. Medical/dental appointments
4. Religious observance
5. Court appointment
6. Any other absences authorized by State law and/or principal

Students must make up work missed due to excused absences and will receive credit for their work.

All absences must be verified by a note from the parent/legal guardian. An absence not verified will be noted as unexcused. In the event of frequent or extended absence attributed to personal illness, the principal or the attendance officer will request written verification of a student's illness from a licensed physician.

A parent note or other verification must be received within two school days after the absence or it will count as unexcused.

Teachers are responsible for recording the nature of the illness, so notes stating "ill" or "sick" are **not acceptable**. Please clearly state the nature of the illness (ex. Flu, sore throat, fever, etc.). You are able to keep track of this on PowerSchool as well.

Unexcused Absences

An unexcused absence will be recorded when the reason for the absence fails to qualify as "excused". Unexcused absences are as follows: Family Trips; Missed Bus; Bus Suspension; Babysitting; Overslept; Car Trouble etc...

If a child experiences five unexcused absences, the administrative assistant will report such to: The Casie Center and The Juvenile Justice Center, Intake Director, 1000 S. Michigan St., South Bend, IN 46601.

Student Withdrawal

If you need to withdraw your student from school you will need to come to the office and complete a form. We must have a **signed** withdrawal form in order to withdraw your student from our school. Thank you for your cooperation in this regard.

School Nurse Policies

Illness

If a child is running a fever, it is necessary that he/she be picked up. Children should not be sent back to school until their temperature is normal for 24 hours. Your cooperation in this is essential for the health of all involved.

Medication

No medication – including over the counter – is to be brought to school by a student!

If a child is given a prescription medication that needs to be taken during school hours, the doctor's instructions for administering the medication must accompany it. The medicine must be brought to school in its original container with the label intact and a medication form must be filed in the nurse's office. The medication will be stored and administered in the Nurse's office.

Immunizations

Immunizations are required by law and must be complete before the child enters school. A window of time to get these in will be granted. After that time a suspension is given until they are complete. If you do not have health insurance that covers this, please contact the school nurse at 393-2800 for information on locations and for any other questions regarding immunizations.

Head Lice

Check your child on a regular basis and inform the office immediately if you find head lice or nits on your child. Upon returning to school: **DO NOT** send the student on the bus after a head lice incident until they have been cleared to ride the bus. Children returning from treatment must be checked by a school nurse to be readmitted to the classroom. **Please call the nurse if you any questions.**

Drills

Fire drills are held monthly; tornado drills a minimum of twice a semester. Intruder and earthquake drills are also held quarterly. In the event of a real situation, all necessary precautions will be taken as directed by school corporation policies and directives. A phone message will be sent to the students' homes.

Lost and Found

All personal items should have the student's name on them for proper identification.

Valuable items **should not** be brought to school. If an item is missing, the teacher should be notified by the parent or student as soon as possible. There is a lost and found box located in the lunchroom. Items of value are held in the office and must be picked up by the parent/guardian. All electronic devices and toys should stay at home, see student code of conduct. Students should check in both areas for lost articles.

Lockers

Locks are not permitted. The South Bend Community School Corporation retains the right to inspect the locker and its contents.

Library

Our library has an open, flexible plan of operation that is an integral part of our school curriculum. The Warren library is used by students and staff. The circulation of books is automated.

Students may check out books for a two-week period unless they have:

1. An overdue book
2. An unpaid fine for a lost or damaged book



Parent, guardian, or grandparent volunteers are always welcome to visit our library. Call our librarian for additional information if you are willing to volunteer a few hours on a regular basis.

Computers

Students in grades K - 5 receive instructional time on computers in the lab and/or in the classroom daily. They use a curriculum-based program that enhances classroom instruction and promotes word processing and keyboarding skills. In order to have use of the Internet,

students and parents/guardians must sign the Internet Use Agreement form supplied by the office. Students bring this home in the first few weeks of school.

Cafeteria Rules



There are many students in the lunchroom, which makes it necessary to set rules. The student should follow the rules posted in the cafeteria at all times.

No food is to leave the cafeteria unless in lunch box or lunch bag. No sharing of food due to health regulations.

Bottles and cans of pop MAY NOT be brought in lunches. Please use a thermos to carry beverages. Bottled water is acceptable and/or available to purchase. Extra milk can be purchased for .50 cents/carton. Please **do not send** fast food, candy, pop or sugary items for lunch. State policy is for each child to have a well balanced meal at school.

Lunch/Breakfast

Lunch is served daily. Breakfast is served each morning in the cafeteria. Students who participate in the breakfast program are expected to be in their classrooms by 8:00 a.m. Students are considered tardy after 8:00 a.m. unless their bus is late.

Free/Reduced Lunch

Free breakfast and lunch is served to all students at Warren Elementary. However, an application must be completed each year by every family. Please make sure to accurately complete this form as it also impacts the book fees for your students. If you need another application contact the Food Services Department.

Homework Requests For Absences

Success in school is dependent to a great extent on attendance. If your child is absent and needs homework assignments, you should call the school before 8 a.m. and leave a message for the teacher to prepare homework in order to have it ready for pick up that day. If you call later in the day the teacher will do their best to get it to you as soon as possible.

Report Cards

Report Cards are issued to students at the end of each nine-week grading period. The first and third quarter report cards are issued at Parent/Teacher conferences. The report card must be signed by the parent or guardian and returned to the classroom teacher within five days of issue.

Volunteers



We always welcome the help of parents and other volunteers. Remember you must have the criminal background check before you can start.

General School Rules

Warren Elementary School Uniforms

On the top:

- Light Blue, White, Navy or Royal Blue dress shirts or polo shirts **with collars, and free of emblems and logos.**
- Long or short sleeves
- Cardigans, sweaters, sweatshirts and fleece are permitted and **must be uniform colors.**
- No hoods are permitted
- Shirts must be tucked into pants, shorts or skirts.

On the bottom:

- Navy, Black or Khaki (Tan) dress slacks, capris, shorts, skirts or jumpers.
- Shorts and skirts must be worn AT or BELOW knee level.
- A belt is needed for all pants, shorts and skirts that have belt loops.
- No "SAGGING" - shorts or pants, etc., must fit properly at the waist.
- No jeans, jeggings or leggings are to be worn as pants.

On the feet:

- Shoes that have either laces or backstraps, dress or tennis style shoes are allowed.
- NO flip flops or open back sandals are allowed as they are a safety hazard on the playground equipment.

Please also remember

- No Pajama pants or tops
- No Tank tops (spaghetti strap or athletic types) are allowed **NOT EVEN ON DRESS DOWN DAYS!**

Classroom Rules

Classroom rules are created in individual classrooms, posted, and discussed with students. These rules are sent home to parents at the beginning of the year. They are expected to be followed by all students.

Common Area Procedures

Common areas are: hallways, offices, and restrooms.

1. **P**practice quiet voices and quiet movements so you do not disturb others.
2. **A**lways respect the property and privacy of others.
3. **W**ork to treat others, as you want to be treated.
4. **S**tudents that follow adult directions are successful at school.

Conduct

Each child is responsible for appropriate behavior in the building. When they choose to break rules, they must face the consequences. Your support in this will help your child learn he/she is responsible for his/her actions. If your child is involved in a fight, causes such classroom disruption that the teacher loses his/her right to teach, or commits other serious offenses, it is to be expected that he/she may be suspended from school.

In dealing with pupils who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may use, but are not limited to, any or all of the following techniques:

1. Positive reinforcement
2. Conferring with parent(s)/guardian(s)
3. Redirection
4. Counseling
5. Rearrange class schedules
6. Detention
7. Referring pupil to social worker
8. Removing from or restricting extra-curricular activities

REFER TO THE SBCSC CODE OF CONDUCT

In order for elementary children to learn in a positive environment, the schools have the following lifelong guidelines which are: **Truth, Trust, No Put Downs, and Doing Your Personal Best.** Each child is expected to act according to these guidelines.

Students need to follow these expectations along with the SBCSC Student Code of Conduct.

Recess Rules

We believe that children benefit from outdoor recess play. This gives them a chance to get fresh air, exercise, and release energy. We monitor the official NOAA weather station. If the temperature is above 20° and the wind chill is above 20°, your child will be going outside for recess. Be sure they are dressed appropriately for outdoor recess in the winter months with hats, gloves/mittens, scarves & boots, etc. Only when the wind chill factor reaches a temperature below 20° will the children stay indoors.

Rules Of The Playground

Do not use equipment without adult supervision.

Wear Proper footwear

Pushing or shoving will result in disciplinary actions

For safety reasons we request that you avoid the following

1. **SWINGS**
 - NO Twisting swing chains
 - NO Standing on swings
 - Do NOT Stand close to a moving swing
 - Do NOT Jump off of moving swings

2. SLIDES
 - NO Climbing the slides
 - NO Hanging from slide
 - NO Pushing or Shoving others
3. CLIMBING EQUIPMENT
 - NO Jumping from equipment
 - NO Pulling at another students clothing
 - NO Pushing or Shoving others
4. HORIZONTAL LADDER
 - NO Standing on top of ladders
 - NO Use of ladder when rungs are wet
 - NO Pulling on others in use of ladder

After School Detention

Warren has an after school detention program for those students who are having behavioral problems. The detention room is staffed by an adult who will supervise the students. Parents/guardians will receive notification of their son/daughter's placement 24 hours in advance of the student's attendance. After the second detention parent/guardian will be contacted to discuss child's behavior. Detention begins at 3:00 p.m. and ends at 5:15 p.m. Any student assigned to a bus will have a bus take them home at 5:15 p.m. Students who are always car riders will have to be picked up by a parent at 5:15 p.m.

Transportation



Bus Safety

Riding a bus in Indiana is a privilege and not a right, and when a child violates a safety rule or misbehaves on the bus he/she can be denied transportation. It then becomes the parent/guardian's responsibility to transport the student. Distractions to the driver can result in tragedy, and will not be tolerated. All adults must emphasize to children that they must follow bus rules and respect the driver. Each family receives a copy of the school transportation rules and regulations from the transportation department. Please go over this carefully with your child. A copy of the bus behavior write up will be sent to the parent/guardian. If you have questions, or need to contact your child's driver they can be contacted through the transportation department at 393-7000. You can leave a message for them to contact you.

Bus Disciplinary Procedures

Fighting will not be tolerated. It will be an immediate bus or school suspension.

1st incident: Bus driver and bus monitor will give student a verbal warning

2nd incident: Will be Bus Write-up #1 and parent will be notified.

3rd incident: Will be Bus Write-up #2 and will result in one day detention

4th incident: Will be Write up #3 and will result in two days detention.

5th incident: Will be Write up #4 and will result in one day bus suspension.

6th incident: Will be Write up #5 and will result in two day bus suspension.

CARS ARE NOT PERMITTED IN THE BUS DISMISSAL AREA

Child Abuse and Neglect

Warren Elementary School, along with all schools in the South Bend Community School Corporation, is expected to follow Indiana Public Law 31 – 6 – 4 – 3, which deals with child abuse and neglect.

Warren School Staff members **must** report all suspected or known incidents of child abuse or neglect. Reports are to be made quickly so that Child Protective Services can investigate.

It is our hope that proper reporting will help provide immediate protection for children and help for their parents or guardians.

IMPORTANT **CONTACT INFORMATION**



Main Office (574) 393-2800

Gretchen McEndarfer, Principal
gmcendarfer@sb.school

Tamisyn Grantz, Administrative Assistant
tgrantz@sb.school

Dawn Wesolowski, Secretary
dwesolowski@sb.school

Bilingual Services

Miss Zamyra Magallon Maciel, Bilingual Education Specialist
zmaciell@sb.school

Nurse: (574) 393-2808

Pat Lyons plyons@sbcsc.k12.in.us
Anna Kimble akimble@sb.school

Social Worker (574) 393-2814 (**Tuesdays and Thursdays Only**)

Maria Pedraza mrobledo-pedraza@sbcsc.k12.in.us

Warren Primary Center Web address for additional information:
warren@sb.school