

Student & Parent Handbook

WARREN PRIMARY CENTER



Home of the Wildcats!

MISSION

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

VISION

- ✿✿✿✿✿ All Warren Primary Center students will achieve a year's academic growth each school year. (Measured by mClass, Acuity, Teacher's Data)

CULTURAL PROFICIENCY VISION

- ✿✿✿✿✿ We will seek to know ourselves and work to build positive relationships that exhibit respect, dignity, and acceptance of all cultures, resulting in a positive impact on school climate, student engagement, and student achievement.

General Information

Office Hours

Office hours are 7:30 a.m. - 4:00 p.m. The secretary is available during these hours. We ask that if you are calling for a teacher that you leave a message with the secretary and your call will be returned as soon as possible.



School Day

Breakfast begins: 7:50 a.m.

Doors open: 8:05 a.m.

Morning Bell: 8:05 a.m.

Tardy Bell: 8:15 a.m. (unless late bus)

Dismissal: 2:20 p.m.

Buses leave: 2:25 p.m.

Students eating breakfast should enter through assigned doors and follow breakfast procedure. Supervision is not available for students not eating breakfast until 8:00 a.m. If you are dropping off a student, please use door #14.

Students arriving after 8:15 a.m. must use Door 1. **Parents need to accompany child to office and sign the student in,** and obtaining a tardy slip from the attendance officer or secretary.

Breakfast

Students eating breakfast are dismissed to class after they eat.

Dismissal

Students are dismissed at 2:20p.m. If you are picking up your child at dismissal time, please use door # 14; enter the north entrance into the lot, drive to the turn around and park facing west, on the north side of the building. This will help ensure safety for the students and less congestion with the buses. In the event that a child is going to the home of a friend or a different sitter, thereby riding another bus, the parent/guardian must provide a written note, which must be

presented, to the teacher, driver, and school office for approval that morning by 10:00am.

If a note is not received in the morning, the student will follow regular bus or pick up procedures. If the bus is not at capacity, approval can be expected. If you have an unexpected change in plans and need to pick up your child, you need to contact the offices, as early as possible, in person. Notification must be done by 12:00pm.

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. The office will page the child from the classroom. Your cooperation in this matter is essential because your child's safety is our first concern.

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. Classroom deliveries, such as lunches, money, work etc., are to be left in the office to prevent unnecessary disruptions to instruction. 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. For the safety of your children, please don't be offended if you have forgotten your badge and someone asks if they may help you, or directs you to the office to check in. All visitors must use Door 1; all other entrances are locked for safety purposes. Door 1 has a buzzer for security. All visitors in classes, on field trips, and unsupervised adult visits will require a criminal background check. 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.)

Bulletins

Parent bulletins are distributed each month. This bulletin is also available on the Warren Primary Center's Website: https://www.edline.net/pages/warren_primary_center. Special flyers and bulletins are sent home and posted online as needed.

Contacting Teachers

If you wish to contact the teacher, please call the school and leave a message, or call after 2:30 P.M. The teacher will return your call.

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 Power School.

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 when 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.**

Attendance Policy

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

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. **For every one day of absence the student has 2 school days to return make-up 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; Weather – No Approval.

The Administrative Assistant will contact a parent either by phone or mail as soon as possible after the student's second incidence of unexcused absence. 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 are moving and are withdrawing your child from school, please come to school a few days prior to your child's last day. This will give us time to prepare the necessary paperwork to take to your child's new school. Thank you for your cooperation in this regard.

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.

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 sent 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 Nurses office.

Immunization

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 283-7955 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 polices 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 lunch room. 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 - 4 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



Realizing this is an important part of the child's day, and a time for them to visit with their friends; we try to keep the dining room a pleasant place for all. There are many children in the lunchroom, which makes it necessary for the following rules:

1. **P**practice your inside voice.
2. **A**cept only the food you receive from the kitchen.
3. **W**ork to respect & obey the adults.
4. **S**tay in your seat until directions are given.

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 8:15 a.m. Students are considered tardy after 8:15 a.m. unless their bus is late due to bad weather.

Free/Reduced Lunch

Free breakfast and lunch is served to all students at Warren PC. These forms are mailed by the South Bend Community School Corporation to each home. An application must be completed each year by every family. Please make sure to accurately complete this form it also impacts the book fees for your students. If you need another application contact the Food Services Department, at 283-8123.

Homework



The Warren Primary Center goal is:

1ST- 4th Students homework Monday – Thursday is:

- Read 15-20 minutes every night
- Write a response for the reading
- Practice basic math facts for 10 minutes every night

Homework directions may vary for each of these tasks according to the grade level but each student is expected to complete their assignment each evening and return it to school Tuesday – Friday.

No homework should last more than 60 minutes each evening. If this occurs please contact the teacher to discuss how we can support your student.

Kindergarten homework will be focused on reading each evening and practicing the skills of that school day.

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 school begins and leave a message for the teacher to prepare homework. You may pick it up in the office between 2:20 p.m. and 3:20 p.m. on the day of your call. You may also designate a student to pick up the work.

Homework assignments will be posted on line for the school year in Power School.

Report Cards

Students will receive a progress report at the mid-term for each nine-week grading period, as necessary. As necessary means they are falling behind in their academic progress.

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. Report cards will contain the academic and social progress of each student. Attendance will be reported on the report card. The report card must be signed by the parent or guardian and returned to the classroom teacher within five days of issue.

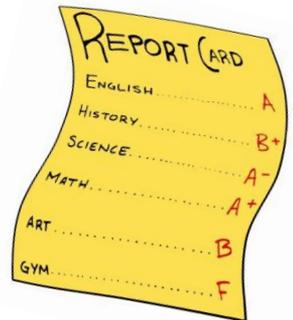
Grading Scale (for 3rd and 4th Grades)

The following is the grading scale at Warren School:

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- 59 – 0 = F

Honor Roll

Students in grades 2 – 4 receive honor roll recognition by maintaining a “B” average. Students receiving a “C”, “D” or “F” in any subject area will be automatically eliminated from honor roll recognition. A recognition assembly is held at the end of each



grading period, to which parents/guardians are invited. Times of the assembly will be listed in the monthly parent bulletin.

Birthdays

Parents may send small, individually wrapped snacks/treats for their child's birthday. Treats must be a healthy one. Some examples would be a rice krispie treat, fruit cup, or granola bar. These **items must be purchased from a store**. Cake, ice cream, gifts, etc. are not appropriate. 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.

Criminal Background Check

Any parent that volunteers or goes on Field Trips with Warren Primary Center, South Bend Community School Corporation, must have a criminal history check done through the South Bend Community Corporation Human Resources Department. All volunteers and/or chaperones must have this on file in our office to participate in school activities. You will need to re-new your background check every school year (Aug – June). You may do so by coming to the Warren PC office to fill out a form and will take approximately 3-5 school days to clear. Any additional information please contact the Warren PC 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.

Fund Raisers

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:

Martin's (4729), Target
Campbell Soup labels
Truck Pull

Box Tops
Pop tabs (for Riley)

This school year we plan to focus on continued field trip funding for each quarter of the year. Field Trips provide our students with experiences that support their research and reading.

Volunteers



We always welcome the help of parents and other volunteers. If you have a consistent time that you can come weekly and help your child's teacher please let them know. If you can't come weekly, but have a special talent or skill that may be useful to the curriculum, please let the teacher know. Remember you must have the criminal background check before you can start.

If you are interested in volunteering for the "Read to a Child" program or the Mentoring program, please contact the school.

The PAWS has many opportunities for volunteers. For more information please check the newsletter or call the school.

Parents And Warren Staff work for students!

Discipline/General School Rules

Warren Primary Center Uniforms

Uniform Description:

Bottom: Navy blue pants, skirt, skort, shorts or jumper
Khaki pants, skirt, skort, shorts or jumper
Black pants, skirt, skort, shorts or jumper

Tops: Navy, White or Blue polo shirt with a collar

Navy, White or Blue sweater or long sleeve shirt with a collar

(all shirts with collars, unless they are Warren Spirit Wear)

Accessories: Closed shoes, tennis shoes, loafers, etc. NO flip flops, open back shoes, or high heels.

Dress Code:

- Students must wear the official school uniform daily
- Uniforms must be neat and clean
- Uniforms must be correct size (no oversized pants/shorts)
- Clothing must be the correct color (Only the colors listed above)
- Shirts must be tucked in
- A belt must be worn when there are belt loops on the pants, unless elastic pants
- No blue jeans
- No T-Shirts / unless they are Warren Spirit Wear

Before School

1. All students report to homerooms upon entering the building.
2. Kindergarten, 1st and 2nd graders enter through the south doors by the first grade rooms, Door #2
3. 3rd and 4th grade students enter through the doors by the office, Door #1
4. Students going to breakfast report directly to the lunchroom through Door #1, without stopping at the restroom, offices, another classroom, etc.
5. Students returning from breakfast report directly to their room, without stopping at the restroom, office, another classroom, etc.
6. Students will not linger in the halls outside their classrooms in the time between entering the building and the 8:15 a.m. bell.

All students must have a hall pass to be in the hall for any reason.

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: closets, hallways, milling areas, 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. You will be called.

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 NEW CODE OF CONDUCT

General School Rules

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.

We also follow 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°, the children will stay indoors.

Rules Of The Playground

Do not use equipment without adult supervision.

Do not use equipment when wet.

Pushing or shoving will result in different recess activities.

Use play equipment properly.

Wear proper footwear. For safety reasons we recommend that you avoid the following

1. SWINGS

Twisting swing chains

Standing on swings

Stand close to a moving swing

Jump off of moving swings

2. SLIDES

Climbing the slides

Hanging from slide

Pushing or Shoving others

3. CLIMBING EQUIPMENT

Jumping from equipment
Pulling at another students clothing
Pushing or Shoving others

4. HORIZONTAL LADDER

Standing on top of ladders
Use of ladder when rungs are wet
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 2:20 p.m. and ends at 3:45 p.m. Students will need to be picked up no later than 3:45 pm. Parents must transport their students after detention.

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 287-7477. You can leave a message for them to contact you

Warren Primary Center 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: Bus driver will contact parent.

3rd incident: One day detention

4th incident: Two days detention. (At this point the Bus Monitor/Principal will establish contact with parent.)

5th incident: One day bus suspension.

6th incident: Two days bus suspension.

THE TEACHER MUST HAVE A NOTE IF YOU WISH YOUR CHILD TO GO HOME A DIFFERENT WAY OR IF HE/SHE IS STAYING FOR AN AFTER SCHOOL ACTIVITY. AND APPROVED IN THE OFFICE TO ENSURE SAFE DISMISSAL.

CARS ARE NOT PERMITTED IN THE BUS DISMISSAL AREA

Student Services

BEFORE AND AFTER School Care for Students

BRIGHT BEGINNINGS Program
Monday through Friday 6:30 a.m.- 8:15 a.m.

KALEIDOSCOPE After School Program
Monday through Friday 2:20 p.m.- 5:30 p.m.

In the Kaleidoscope Club students are transported to the childcare site from their assigned school, and parents transport them home. You must register for either program. For locations and registrations call Liz Monnier at 283-8083

Child Abuse and Neglect

Warren Primary Center, 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.

If you have any questions regarding this law and its interpretation, please call the school.

Speech and Hearing

Services provided through the speech, language and hearing program include the following:

1. Hearing screening for all first and fourth grade students at the beginning of the school year.
2. Hearing screening for any child suspected to have hearing difficulty.
3. Screening and diagnostic testing for any child suspected to have a speech and/or language disorder.
4. Regularly scheduled therapy sessions for any student identified as having a speech and /or language disorder.

These services are provided by a speech and language pathologist employed by the school corporation so there are no fees charged for any of the services.

These services are available to any elementary school student and any preschool child beginning at 3 years of age.

WE ARE HERE TO HELP YOU SCHOOL PHONES NUMBERS

Main Office 393-2802

Mrs. Angela Buysse, Principal

abuysse@sb.school

Mrs. Dawn Wesolowski, Secretary/Treasurer

dwesolowski@sb.school

Mrs. Melissa Walkowski, Administrative Assistant

mwalkowski@sb.school

Warren Primary Center Web address for additional information:

Warren@sb.school

Nurse: 393-2808

Anna Kimble akimble@sb.school

Fran Voreis fvoreis@sb.school

Bilingual Services 393-2806

Miss Zamyra Magallon Maciel, Bilingual Education Specialist

zmaciell@sb.school

Social Worker 393-2814 (Tuesdays and Thursdays Only)

Mrs. Maria Robledo-Pedraza

mrobledo-pedraza@sb.school

Cafeteria Office 393-2811

Mrs. Julie Scott, Cafeteria Manager

jscott@sb.school



WARREN PRIMARY CENTER

Our family has reviewed the Student Handbook and Student Code of Conduct. We understand and support Warren Primary Center in the efforts to keep students safe at school.

Student Name: _____

Parent Signature: _____

Date: _____

Teacher: _____

One for each student in your family

**THIS PAGE MUST BE RETURNED TO SCHOOL
FOR THE OFFICE FILE.**

Thanks for all you do to help support our Students

Angela C. Buysse
Principal
Warren Primary Center

