

impress on your child that **PROPER BEHAVIOR ON THE BUS IS MANDATORY**. Absences because of suspension from the bus will be considered unexcused.

Late Buses: Please log on to the District website or call the Donaldson Bus Center at 355-5280 for information regarding late buses.

Car Riders

Parents transporting children are asked to use the drive in front of the school to drop off and pick up students. The back drive is for buses only. Parents are to keep to the right around the curb and drive as far down toward the end of the loading awning as possible. Children should only be allowed to get in and out of cars along the curb side of the drive. In order for the traffic to clear the highway quickly, please drive through the driveway stopping only at the direction of the teachers on duty. By moving to the end of the loading lane, more cars can be loaded in less time. Your cooperation is appreciated.

Parents are asked not to park in front of the school, but rather, use the parking lot. If you have an appointment inside the building, please park in the parking lot and come in, crossing the drive in the crosswalk.

If you are late picking up your child, you must park and come in with your photo ID to sign your child out. Supervision by the Thomas E. Kerns staff is provided from 7:15 AM until 2:45 PM. **After 2:45 PM, all parents picking up students must report to the office.** Fees may be imposed for those who are chronically late picking up their child.

Change of Transportation Plans

If your child needs to go home a different way than usual, you must send a note to the teacher so he/she can be sure the change has your approval. In case of an emergency change, call the office before 1:30 PM.

Visitation to the School

To maintain a safe school, all parents, visitors, and volunteers must follow these procedures:

- Upon arrival all visitors must register in the office with a driver's license or ID and receive a name badge. When leaving, visitors must sign out.
- Make arrangements in advance with the principal and/or teacher before visiting or observing in a classroom.
- All visitors in the building must wear badges at all times. Staff members that see a visitor without a badge will ask them to report to the office.

Remember these safety procedures are used to provide better protection for your children.

Withdrawing from Thomas E. Kerns

When a child's family moves outside the Thomas E. Elementary School attendance area, it will be necessary to withdraw the child from our school and enroll the child in the school that serves the new attendance area. Parents should notify the school office of the withdrawal date and receive transfer forms to be taken to the new school.

Thomas E. Kerns Elementary ***CATCH the WILDCAT Spirit!***

Parent — Student Handbook 2018-2019

SCHOOL COLORS: Red and White
SCHOOL MASCOT: Thomas E. Kerns Wildcats



Thomas E. Kerns Elementary School
6650 Frontage Road at White Horse
Greenville, SC 29605
phone: 864-355-1300
fax: 864-355-1351

www.greenville.k12.sc.us/kerns

For a comprehensive overview of student’s rights, please review the U.S. Department of Education’s guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

Textbooks

All textbooks are loaned to students free of charge by the State Department of Education. Students are responsible for lost or damaged books and will be expected to pay for them. Students must pay full price for all lost textbooks. Students are urged to take good care of all books to avoid a damage charge. This same procedure also applies to library books. All debts must be paid before the end of the school year.

Toys/Prohibited Items

No toys or electronic devices should be brought to school by any student. “Silly bands” are not to be brought to or worn at school. Additionally, students will not be allowed to carry cell phones or any other communicating devices on the school campus. The buying, selling, or trading of personal possessions is strictly prohibited. Students who disobey this policy will be asked to surrender such items to their teacher. Only parents may retrieve possessions after a conference with the teacher and/or administrator.

Transportation

Bus Riders

If your child is a 5K or a 1st grade student, he/she must wear a bus tag to ride the school bus.

Routes and schedules are designed according to guidelines from the State of South Carolina. Regular buses begin picking up children at 6:30 AM. More exact times may be established with the individual drivers as the year progresses. Mini bus students are picked up at their homes according to schedules set by the State and drivers. Students who have requested a Change in Assignment to attend Thomas E. Kerns are not eligible for bus transportation.

Children may ride **only** the bus to which they are assigned. Children may not ride home with a friend unless they are assigned to the same bus.

If your child usually rides the bus, **please send a note to the teacher** if you do not want him to ride on a particular day.

For their own safety, children will receive a warning for the first offense of unacceptable behavior on the bus, followed by a suspension from the bus for a second offense. Parents will be notified in writing of their child’s misbehavior on the bus. Permanent suspension from the bus can result if behavior does not improve. No warning will be given for serious offenses such as fighting, which constitutes an automatic one week suspension. Suspension from the bus is a hardship for parents; however, safety on the buses is important. Please

Phone Numbers

Office.....	(864) 355-1300
Health Room.....	(864) 355-1307
Cafeteria.....	(864) 355-1308
Social Worker.....	(864) 355-1303
Transportation (Donaldson Bus Center)	(864) 355-5280
District Office.....	(864) 355-3100

Special Services

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation, speech, hearing, and vision testing is provided at no extra cost to the parent. If you feel that your child could benefit from these services, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.

Standardized Testing

Thomas E. Kerns follows the district and state testing requirements. Standardized achievement and aptitude tests are administered, and test results are available. Standardized test data is not used for grading. It is used to identify those areas in which students show academic strength or weakness and to help improve the instructional program.

Student Emergency Form

A *Student Emergency Form* must be completed for each child. The information on this form helps the school contact parents in the event of an emergency. It is most important that you make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEM. Please inform the school in writing if there are any changes in your address, phone number at home or work, and/or persons to contact in the event of an emergency.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

Welcome to Thomas E. Kerns Elementary School

It is my pleasure to welcome you to Thomas E. Kerns Elementary School and the beginning of a new year. I hope your summer has been safe, healthy, and enjoyable. Our staff is committed to your success this year as we all strive to perform at the highest level. Our academic direction is centered on the three components of the Profile of the South Carolina Graduate: World-class Knowledge, World-class Skills, and Life and Career Characteristics.

Catching the Wildcat Spirit involves making healthy choices, our best effort in academics and behavior, and showing courtesy and respect to others. These words signify our enthusiasm for learning and life and our commitment to a strong work ethic and a healthy lifestyle. In fact, the Wildcat Spirit is evident in everything we do.

This handbook is designed to provide parents and students the rules and policies of Thomas E. Kerns Elementary School. Please review the contents of this document with your child and sign and return the verification form to your child's teacher. Your comments and suggestions are welcome.

I invite you to be actively involved in the Thomas E. Kerns family. Your support is always appreciated. Remember to CATCH the WILDCAT Spirit!

Dr. Mark Adams
Principal

Vision:

The vision of Thomas E. Kerns Elementary School is to encourage a culture of excellence for students, staff, parents, and the community.

Mission:

The mission of Thomas E. Kerns Elementary School is to develop successful, responsible, and respectful life-long learners.

Belief Statements:

We believe all children can learn.

We believe every student can achieve success.

We believe teachers are responsible for providing a high-quality education to all students and encouraging strong collaboration with families.

We believe education should be developmentally appropriate and differentiated to meet individual needs.

Tagline:

CATCH the Wildcat Spirit!

Table of Contents

2	Arrival Process Assignments for a Sick Child Attendance Procedures	12	Placement of Students Playground Rules Progress Reports Related Arts Program Report Card
3	Birthday Parties Bullying, Intimidation, and Harassment CATCH (Coordinated Approach to Child Health) Cafeteria Breakfast/Lunch Program	13	Returned Check Policy Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct
4	Cell Phones and Devices Change of Address or Phone Number Chewing Gum and Candy Class Materials and Preparation	14	School Chorus School Closing-Weather Related School Parties
5	Daily Schedule Discipline Dismissal Process— Early Dismissal	15	Special Services Standardized Testing Student Emergency Form Student Speakers at School- Sponsored Activities
6	Distribution of Material by Students	16	Textbooks Toys/Prohibited Items Transportation – Bus Riders
7	Dress Code	17	Transportation – Late Buses Car Riders Change of Transportation Plans Visitation to the School Withdrawing from Thomas E. Kerns
8	Field Trips Grading Guidelines Guidance Program		
9	Health Room		
10	Honor Roll Internet Access Lost and Found Media Center		
11	Parents— Classroom Visitation Note Required From Parents Parents as Partners Parent - Teacher Conferences		

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JC DAG, Administrative Rule JC DAG, or the report form from your school upon request.

School Chorus

In addition to weekly music classes, fourth and fifth grade students have the opportunity to further develop their musical abilities by participating in the school chorus. The chorus provides the students with an opportunity to develop their singing voices and further their understanding of musical concepts. Fourth and fifth grade students may audition for the chorus and are selected by the music teacher. The chorus rehearses weekly and performs at various PTA programs, local malls, etc.

School Closings -Weather Related

When inclement weather occurs, prior to the school day, the district administrators will decide if schools will open or remain closed. This decision will be broadcast by 6:00 AM on Greenville area radio and television stations and will be posted on the District website—www.greenville.k12.sc.us.

In case of an emergency situation during the school day, parents are asked not to call the school for information, but to listen to your local radio and television stations for information on dismissal procedures.

School Parties

Two parties will be held each school year, Winter Break and Valentine's Day. For other holidays, treats are limited to lunch treats and must be **pre-arranged** with the teacher. Parents are encouraged to send healthy snacks such as fresh fruit, popcorn, pretzels, raisins, Chex Mix or Cheese-its, etc. for birthday and classroom celebrations. Please send treats pre-cut so children can pass them out to the rest of the class, freeing the teachers to eat their lunches. Flowers, balloons, and other similar items will not be delivered to the classroom. In the event that parents do send non-food items, they will be kept in the office and not delivered to the classroom.

Returned Check Policy

Our school and/or the cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. The secretary or cafeteria manager will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. A service charge of \$12.00 will be added to the original amount of the returned check. We reserve the right to accept cash only in the event that this becomes a problem.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDA, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Arrival Process

The doors of the school will be opened at 7:15 AM. Students should not arrive at school before that time. It is important that you do not leave your child unsupervised at school before 7:15 AM.

Breakfast is provided for each student at no cost.

Students are expected to be in the classroom, seated, and ready to begin by 8:00 AM. **Students arriving after the 8:00 AM bell are tardy.**

- **If the student arrives after 8:00 AM, the parent must park, come into the school, and sign in the student.**
- Students receiving three or more tardies will not be eligible for recognition of perfect attendance for the quarter. A doctor's excuse is the only exception. Tardies can also affect perfect attendance recognition for the year.
- After **5 accumulated unexcused absences**, parents will be asked to attend an intervention conference at the school.

Assignments for a Sick Child

If your child is absent from school and is well enough to complete his/her school work, please call the office at 355-1300 by 10:00 AM to request assignments. Books and assignments may be picked up after 2:30 PM in the office. All assignments need to be completed within three days after returning to school.

Attendance Procedures

In order to be promoted to the next grade, all students in South Carolina are expected to attend school 170 days of the 180 days in a school year. Excuses for absences from parents and doctors must be turned in to the office within two (2) days after the student returns to school. If a student misses more than ten (10) days, a medical note is required.

The school day begins promptly at 8:00 AM and dismisses at 2:30 PM. Students are expected to be in school for the entire day. **Students will not be dismissed between 2:00 PM and 2:30 PM.**

Students who are present every day will be recognized at the end of each quarter. If a student is present every day but is tardy more than three times in a grading period, he/she will not be recognized for perfect attendance during that reporting period. If a student has more than three early dismissals in a grading period, he/she will not be recognized for perfect attendance.

If there is a change in the way a student will go home from school, a note should be sent to the classroom teacher. If there is an emergency that causes a change in the way a student will go home, contact the office directly at 355-1300 before 1:30 p.m.

Birthday Parties

Student birthdays will not be celebrated in the classroom; however, birthday treats may be provided at lunch time in the cafeteria and should follow the guidelines for healthy snacks. Please do not send cupcakes, birthday cakes, etc. We request that parents do NOT send or bring flowers, balloons, etc. to school for birthday celebrations. Invitations for private parties may be passed out in the classroom only if all students receive an invitation.

Bullying, Intimidation, and Harassment

Thomas E. Kerns Elementary prohibits acts of Bullying, Intimidation, and Harassment that interfere with or disrupt a students' ability to learn.

Thomas E. Kerns Elementary staff expects students and adults to conduct themselves in an orderly, courteous, dignified, and respectful manner.

School District Policy JCDAG is posted on The School District of Greenville County's website, www.greenville.k12.sc.us. Additional information regarding this policy is located on page 13.

CATCH (Coordinated Approach to Child Health)

The CATCH Program (Coordinated Approach to Child Health) brings schools and families together to teach healthy habits for life. The CATCH Family Component is designed to involve students, parents and extended family members in practicing and adopting healthy eating and physical activity behaviors at home. Our school will focus on providing healthier meals, snacks, and increasing opportunities for physical activities for students. The school cafeteria will continue to prepare healthier meals and help coordinate healthy messages with the rest of the school. High-energy activities during PE and recess encourage movement and fun for students. Talk to your child each day about the foods they eat and the amount of exercise they get.

Cafeteria Breakfast/Lunch Program

The cafeteria staff provides breakfast and lunch each day. All students, regardless of free or reduced status, may eat FREE BREAKFAST at school each day so long as they arrive by 7:50 a.m. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. Students are not allowed to have carbonated drinks at school.

All students receive free breakfast and free lunch at TEK!

Parents are invited to have lunch with their children. Parents eating in our cafeteria are expected to purchase a school lunch. **Just like any other restaurant, Thomas E. Kerns Elementary Cafeteria, requests that food items from other restaurants not be brought to our cafeteria.**

Placement of Students

The placement of all students in classes at the beginning of school year is considered tentative. Changes in enrollment and test results may necessitate assigning students to different teachers. Every effort is made to limit changes; however, all changes will be made with careful consideration to ensure the academic progress of all students.

Playground Rules

- Play without pushing, shoving, or pulling other children.
- Do not throw rocks, sand, mulch, or wood chips.
- No tackle football is allowed.
- Tag or chase type games are not permitted on any of the equipment.
- Jacket drawstrings should be tied or removed when children are playing on the equipment.
- Shoestrings should be tied at all times, especially when on any equipment.
- Sliding boards are never to be climbed up. They are only for sliding down.
- No children are to climb on the outside of the tunnel on the playground equipment.

Progress Reports

Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas. At a minimum, interim progress reports will be sent home once a quarter.

Related Arts Program

Our Related Arts Program is an integral part of our curriculum. Our program is designed to enhance and enrich the arts education in our school. Art, music, physical education, and computer lab teachers work with each class for a 30-45 minute period each week.

Report Cards

Report cards are sent home every nine weeks. This report will grade children in reading, language arts, handwriting, mathematics, social studies, science and health, art, music, and physical education. If a report card is not received at the end of each nine-week period, please notify the child's teacher or school office. Parents will be asked to send a self-addressed stamped envelope to school with their child at the end of the year to mail the final report card.

Parents

Parent - Classroom Visitation

In order to visit the classroom during instruction, parents must contact the teacher to arrange a time to observe.

Note Required From Parents

The school requires notes from parents or guardians for explanation of the following:

- Absence
- Tardiness
- Request for early dismissal
- Request for excuse from recess or physical education
- In reply to notes from the teacher or staff
- For all field trips
- Permission to go home with another student
- Authorization to administer medication
- Changes in usual method of transportation home
- Legal guardianship
- Specific medical treatment or special health needs

Additionally, Disciplinary referrals must be signed and returned to the school.

Parents as Partners

Be a parent partner. Learning is a cooperative venture involving parents, children and teachers. Introduce yourself to your child's teacher early in the school year. Join the PTA by sending in \$5.00 and attend the meetings. Communicate with the teacher regularly. Help your child understand the need for classroom discipline.

Review schoolwork with your child. Read your weekly update and be aware of homework assignments and budget time for completion. Provide a desk or table and study tools. Reduce TV time and turn off the radio while your children are studying. Check the school website for important information and links to great websites.

Parent Portal

Parents can access student grades at any time via the Parent Portal. Please inquire in the office for access to the portal.

Parent - Teacher Conferences

Parent-Teacher conferences will be scheduled at the end of the first nine week period and at the end of the third nine week period. Other conferences will be scheduled when determined necessary by the teacher, parent, or principal.

If a parent plans to eat lunch with his/her child, please contact the teacher and notify the cafeteria ahead of time (355-1308).

The lunch schedule is available on the website and in your class newsletter. Upon arriving, please SIGN IN at the office and get a VISITOR'S BADGE. If lunch guests arrive early, they are asked to wait outside the cafeteria or in the office instead of going to the child's classroom. Parents are asked to say good-bye to the child in the cafeteria.

Cafeteria Standards

- Stand quietly in line
- Wait until all students have their trays before sitting down
- Music plays—silent, No music—talk quietly
- Clean up your area
- Use good table manners

Cell Phones

Cell phones or other text communicating devices are to be turned off and in student's backpack at Thomas E. Kerns Elementary School. Cell phones and other electronic devices used inappropriately by students such as texting during class, will lead to the students being disciplined for their conduct rather than solely for the use of a device.

Change of Address or Phone Number

A student's records must be accurate at all times. Parents should notify the school office anytime there is a change of address or phone number. All parents should provide the school with a telephone number where they may be reached during the day. This information is especially important in case of an emergency.

Chewing Gum and Candy

In order to maintain the appearance of our building, reduce maintenance problems, and maintain good manners, students are not permitted to eat candy or chew gum during the school day on the school grounds, field trips, or on the bus.

Class Materials and Preparation

Students are expected to be prepared for class each day. It is expected that students report to class with the necessary school supplies. These supplies may vary from class to class but generally include: pencils, paper, textbooks, and homework assignments. Shoulder strap book bags are permitted. **Rolling book bags are not permitted.**

Daily Schedule

7:15 AM	Students may enter building-report to designated hall. Breakfast served 7:15 AM - 7:50 AM
7:30 AM	School office opens
7:50 AM	Breakfast ends – all students report to class.
8:00 AM	School begins – announcements and moment of silence. <i>**If the student arrives at school after 8:00 AM the parent must park, come into the school, and sign in the student.</i>
2:00 PM	Early Dismissal opportunity ends
2:30 PM	Dismissal
2:45 PM	Parents picking up students must report to the office with a photo ID and sign out their child
4:00 PM	School office closes

Discipline

Thomas E. Kerns Elementary School is an orderly, disciplined school where students are held responsible and accountable for their actions. Positive Behavior Intervention and Supports (PBIS – www.pbis.org) provides the basis for our school discipline system. Students are expected to show respect for each other and for the teachers at all times. Students can earn individual rewards for demonstrating appropriate, respectful behavior.

Most discipline can be handled between the teacher, student, and parents. However, if the offense is serious or if inappropriate behavior persists, the student will be referred to the office.

Appropriate disciplinary measures will be determined by the administration. Parents will be informed of the inappropriate behavior in writing, by phone, or a parent conference. The Discipline Code of Greenville County Schools is distributed to each home at the beginning of the year in the *Connected* Newsletter. Parents are encouraged to discuss the discipline code and classroom expectations with their children.

Dismissal Process

In order to have a more orderly and safe dismissal process, all students who are car riders in the afternoon will be assigned a number and will be dismissed from their designated areas by using these dismissal numbers.

Please do not get out of your car to come in the building if you are in the traffic line. If you need to come in the building at dismissal time, park in the parking lot and use the crosswalk to enter the building. Photo ID is required to call a child to the office. Late pick up calls will be made once the car line process is complete (after 2:50 p.m.).

Honor Roll

Honor Roll recognition is given to all 2nd., 3rd., 4th, and 5th grade students who earn the equivalent of all A's and B's on their quarterly report cards. There will be a recognition assembly for 2nd-5th grade students at the end of the 1st, 2nd, and 3rd quarters.

Internet Access

In Greenville County there are rules governing the use of technology by students. The Children's Online Privacy Protection Act (COPPA) establishes rules for use of third party computer software applications and web-based services. It is important that you review these rules. You can find a list of programs and terms of use at <http://www.greenville.k12.sc.us/Parents/main.asp?titleid=coppa>.

Additionally, students must have a signed COPPA form on file so that your child can participate in web-based tools and applications for learning. This form was sent home on the first day of school and is maintained in your child's permanent record.

Lost and Found

A lost and found area is maintained in the cafeteria. The school cannot be responsible for lost articles. All outer clothing should be marked with the student's name. This makes the return of articles easier. At the end of each quarter unclaimed clothing will be given to a charitable organization.

Media Center

The school media center functions as an integral part of the whole school program. It is open and staffed every day from 7:30-2:30 with a certified school media specialist. The media center exists to support the curriculum of the school and to help provide the needs of the wide range of students within the school through the variety of its material and the flexibility of its program. Whole classes, small groups and individuals use the media center for enrichment, story hours, listening and viewing, reference and research work, and books for personal reading. Media center skills are taught at all grade levels.

Health Room

The Health Room is open daily and under supervision of a Registered Nurse. Our Health Room number is **355-1307**. Minor first aid will be administered for injuries and for illnesses occurring at school. If our nurse determines your child is too ill to remain at school, every effort will be made to contact you. If parents cannot be reached, the school will follow directions on the *Student Emergency Form*. In the event of a serious situation when no one can be reached who can assume responsibility for the child, EMS will be called. The parent will be responsible for any cost incurred.

Listed below are guidelines for medication to be given in the Health Room.

All medication must be brought to Health Room by a parent/adult. No medication will be returned to a student to take home.

All medications must be in an original container with student's name, date, kind of medication, dosage, and directions for administering.

A note from the parent authorizing the use of the medication (i.e. Tylenol, cough syrup, or prescription) must be sent.

If students take medication on a daily basis, parents must provide a completed *Authorization for Prescription Medication at School* form from the child's doctor. (i.e., Ritalin, inhalers, etc.)

All inhalers require the same *Authorization for Prescription Medication at School* form when brought to school.

Your pharmacy will provide two bottles for prescription medication if you ask for it. This will provide a bottle to leave at school.

All medications containing aspirin (salicylates) will require a doctor's order before school staff may administer this product. Aspirin is not to be given to any student due to the risk of developing Reye's Syndrome, a serious and potentially fatal condition.

Recently, many doctors have recommended excluding any product containing salicylates for any viral illness. Viral illnesses are often very difficult to identify, and for this reason we must implement this requirement. Some of the products frequently used that contain aspirin (salicylates) are aspirin tablets, Bismuth Liquid (Pepto Bismol), and combination products often given for colds, allergies, and pain. Your child's health is very important to us, and this safeguard will help to ensure their well being.

If there is a change in the way a student will go home from school, a note should be sent to the classroom teacher. If there is an emergency that causes a change in the way a student will go home, contact the office directly at 355-1300 before 1:30 p.m.

If you have legal custody of your child and you do not want anyone other than you picking up this child, you must inform the office. A copy of the court order must be brought to the office and filed before we can deny a biological parent from picking up his or her child. Please inform the office in writing that you are the only one to pick up this child.

Early Dismissal

When it is necessary for your child to be dismissed early, please send a note indicating the reason to the teacher. Students will be called by the office staff when parents come to pick them up. A parent must sign his/her child out for an early dismissal. Proper ID will be requested. This procedure is for the protection of your child.

If anyone other than the parent or legal guardian is picking up the child, this should be stated in writing to the teacher. Again, Proper ID will be requested.

Perfect attendance certificates will not be given if a student has more than three early dismissals per grading period. **No early dismissals will be granted after 2:00 P.M.**

Distribution of Material by Students

Students are permitted to distribute non school-related printed materials at school in accordance with the rules established by the staff of Thomas E. Kerns. They are as follows:

- All material must be reviewed and approved in writing by the administration a minimum of one week prior to distribution.
- The administration has the right to deny distribution.
- No obscene materials are allowed.
- Materials must not contain advertisements for unlawful products or services.
- Materials and their distribution shall not cause a disruption of the educational process.
- No school employee shall participate in any way in the distribution of such materials.
- Any distribution is to take place at 2:30 PM and should be done by the student who brought the material.
- The place of distribution will be established when the material is approved.

Dress Code

In accordance with the District Dress Code, the following minimum standards apply and will be vigorously enforced. Students should dress for the educational setting, not the recreational one.

Student dress and grooming will be neat and clean. Shorts are permissible during hot weather, but shorts should be at least as long as the child's arm can reach – below fingertips when hands are placed down by their sides. Clothing that inappropriately exposes body parts or underclothing is not permitted. Slacks/shorts must be worn with a belt at waist level. Excessively baggy clothing is not permitted. Midriff area should not be exposed. Clothing may not drag on the floor.

Students cannot wear clothing or jewelry that is suggestive, displays profanity, or items illegal for use by children, or that which causes a distraction to the learning environment. Attire must not reflect membership or affiliation with a “gang”. Facial jewelry is only permitted to be worn on the ears. Dressy clothes should not be worn on P.E. day. Sneakers should be worn on P.E. day.

A short list of acceptable and un-acceptable school attire is located below. Please adhere to the dress standards listed in this section.

Acceptable School Attire	Un-Acceptable School Attire
Clean, neat clothing	Tank tops
Shirts that have at least a 2” shoulder strap	Spaghetti strap tops
Shirts that are sleeveless	Halter tops
Shirts that are long enough to cover midriff	Vests without shirts
Basketball jersey with a T-shirt underneath	See-through clothing
Shorts that are as long as the arm can reach	See-through Mesh garments
Skirts that are as long as the arm can reach	Shorts that are shorter than the arm can reach
Shorts, skirts and pants should “fit” the student	Athletic or Biker shorts
Pants are to be worn at the waist level	Pants that “sag”
Belts are to be worn with slacks/shorts	Heelies
Shoes suitable for active play – tennis shoes are recommended	Flip flops
	High heeled shoes
	Hats, Hair curlers, Skullies, Bandannas, Do-rags
	Non-human colored hair
	Sunglasses
	Artificial Finger nails
	Extraneous articles hanging from clothing, i.e. chains or other articles

Field Trips

Field trips are an extension of the instructional program. Thomas E. Kerns teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, and monetary obligations, in order to participate.

Students are required to have a signed permission slip from their parents or legal guardian. The permission slip and field trip fee must be turned in to the teacher **AT LEAST ONE DAY PRIOR** to the field trip in order to participate. Chartered bus trips require an earlier date to have fee paid.

Parents are often invited to help by chaperoning field trips. All students and chaperones are expected to ride the bus on field trips. Chaperones must be able to attend to Thomas E. Kerns students; therefore, they may not bring other children with them on the field trip.

Grading Guidelines

The following numerical scale is used in determining grades. Some assignments and/or subjects do not lend themselves to a numerical grading system and other standards are used.

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

Guidance Program

Thomas E. Kerns Elementary School has the services of a full time guidance counselor. The counselor works with students, parents, and faculty to help each child have a positive learning experience at our school.

The counseling program offers students opportunities to develop life skills such as confidence, communication, problem solving, study skills, and decision making through individual, group, and classroom guidance activities. Our guidance counselor will be available for parent conferences at your convenience. The telephone number for the counselor is **355-1360**.