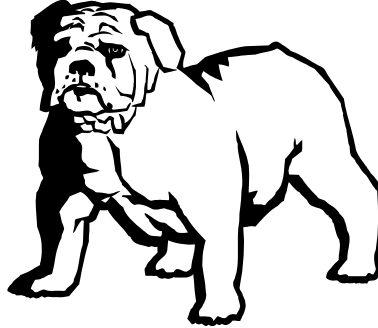


REAGAN ELEMENTARY HANDBOOK SUPPLEMENT 2011-12



www.brownsburg.k12.in.us

Information regarding school policies, curriculum, staff, schedules, calendars, supplies, medical forms, lunch menus and school newsletters are available on our corporation's website.

SCHOOL HOURS:

Grades K-5

Doors Open	8:40
Classes Begin	9:00
Dismissal	3:45

SCHOOL SCHEDULE

8:40-9:00	Breakfast served. (Walkers and car riders must arrive in the cafeteria <u>no later</u> than 8:50.)
8:40 AM	First bell- All other students may enter building
9:00 AM	Tardy bell- Students must be in their classrooms.
3:35 PM	Shuttle students are dismissed
3:40 PM	Walkers and car riders are dismissed
3:45 PM	Bus riders are walked out by teachers

ABSENCES

Parents must call the school if their child will be absent from school. You may call the school 24 hours a day to report an absence. If you are calling during school hours, please tell the secretary that you wish to report an absence. If you are calling before or after school hours, simply call **852-1060 and press 5** for the automated attendance line. The attendance software used by the Brownsburg Schools labels a student as "tardy" if he/she arrives late to school or has to leave early. If the student is late or has to leave early due to a medical appointment, (or any other "excused" absence according to the attendance policy) he/she will be marked "tardy/excused". The student can make up the work missed for credit. This information is documented on the report card.

TRAFFIC INFORMATION FOR WALKERS AND CAR RIDERS

Children who are driven to school or who walk to school should arrive between 8:45 - 8:55 a.m. Supervision at school is not provided before 8:40 a.m. Crossing guards are provided at the crosswalk on Bulldog Way and at the sidewalk at the southeast corner of the playground between 8:40 - 8:50 a.m. Students must wait for the crossing guard before crossing the street on to school property.

Car traffic at school arrival and dismissal times is very congested. Traffic will move quickly and safely if drivers are patient and if the following guidelines are followed:

- When coming to school, all car riders must be dropped off at the back of Reagan.
- No car may park (driver not in car) in the driveway at any time. If you are coming into school, please park your car in the front parking lot. Cars should form a single line close to the curb when picking up or dropping off students. It is not safe for students to go between cars and cross the driveway to meet cars in the parking lot.
- Cars may not wait for students in the left lane of the driveway. Students will not be allowed to go between cars to meet a ride.

CAFETERIA INFORMATION

A student may purchase a hot lunch or bring a lunch from home to eat in the school cafeteria. **Fast foods and soft drinks are not permitted in the school cafeteria.** Hot lunches, extra milk, and a variety of juices can be purchased on a daily basis. The cafeteria will accept lunch prepayment every morning between 8:45 and 9:00 a.m. The prepayment plan is computerized to allow for more prepayment options. Please register on www.MyLunchMoney.com. For example, parents are encouraged to prepay on Mondays for a week (\$9.50), two weeks (\$19.00), 4 weeks (\$38.00), etc. All money sent to school will be deposited into your child's account. No change will be returned to your child. At the end of the school year, any unused money in your child's account can be carried to the next school year or returned to the parent.

Breakfast is available to all students Monday-Friday while school is in session. Walkers and car riders must arrive no later than 8:50 if they plan to eat breakfast. Breakfast is not served on delayed start days.

Adults are always welcome to eat lunch in the school cafeteria. We ask that adult visitors not bring fast food in to the cafeteria.

Cafeteria prices are:

Adult tray:	\$3.00
Student tray:	\$1.90
Student Breakfast	\$1.35
Milk	\$.40

CAFETERIA RULES

1. Students will use restrooms before entering the lunchroom.
2. Students will wait in the serving line in an orderly fashion.
3. Students may talk quietly to boys and girls who are close to them.
4. Students may not leave their seats during lunchtime unless given permission by the lunch supervisor.

5. Students may not trade or throw food. We expect considerate table manners of all students.
6. Students will obey the directions of the cafeteria supervisor.
7. Students may request assistance from the cafeteria supervisor by raising hands.
8. Students will carry trays to the dish window when the cafeteria supervisor dismisses their table.
9. Students will walk quietly to an assigned place and wait for the recess supervisors.
10. Lunches brought from home may not be “fast food” nor may they include candy or soft drinks.

Lunches Served

	<u>Lunch</u>	<u>Recess</u>
Full Day K	11:00	11:30-12:00
1 st	11:30	12:00-12:30
2 nd	11:45	12:15-12:45
3 rd (& 2/3)	12:00	12:30-1:00
4 th (& 4/5)	12:15	12:45-1:15
5 th	12:30	1:00-1:30

Book Rental Fees 2011-12

Full Day K	82.50
Grade 1	106.00
Grade 2	93.50
Grade 2 = HA	94.25
Grade 3	98.50
Grade 3 = HA	97.50
Grade 4	101.25
Grade 4 = HA	97.50
Grade 5	99.00
Grade 5 = HA	91.00

Those who are unable to pay rental by August 27th should contact the school office to make arrangements for payment or complete an application for aid from the State. The superintendent's office will contact those who fail to comply. If rental is not paid, the attorney will proceed with collection and add any additional fee. Textbooks, workbooks or library books which are damaged or lost must be replaced by payment of the cost of a new book. We ask that books be taken home in a plastic bag or book bag.

CHECK PROCEDURES:

Due to vigorous State Board of Accounts enforcement, all checks must be written for one use and for one use only. ***Example: A separate check must be written for textbook rental and a separate check for lunch, even though the child may be paying for both on the same day.*** We cannot issue change, so please make sure that checks are made out to the right account, and for the correct amount. This applies to lunch purchases also.

**** There will be a \$20.00 fee assessed for any returned check.****

SCHOOL CLOSINGS:

The decision to close school for an entire day will be made as early as possible but no later than 6:00 A.M. on the given day. If questionable conditions exist due to dense fog, snow or other hazardous conditions that may subside relatively soon, the decision may be made to delay the opening of school for either one or two hours. The procedure used for canceling school will be utilized to notify employees and patrons of a delay in the opening of school.

See School Closings, please refer to the 2010-11 Elementary School Student Handbook for dismissal times and procedures for early dismissal.

DO NOT CALL SCHOOL TO INQUIRE ABOUT CLOSINGS.

The following radio stations will be notified:

AM	FM
WIBC 1070	WFBQ 95
WTLC 1310	WFMS 95.5
	WZPL 99.5
	WRZX 103.3

The following television stations will be notified

WISH - Channel 8
WRTV - Channel 6
WTHR - Channel 13

It is imperative that you and your child both know what procedure the child is to follow in the event of an early dismissal of school. Plan now, to avoid confusion for your child and yourself

in the event of early dismissal.

ADDITIONAL INFORMATION:

Students will not be called from class to receive telephone calls. Emergency messages will be delivered. Please make arrangements for sitters, scouts, etc. before your child leaves for school. Students will not be allowed to use the phone, except in an emergency. The forgetting of homework, lunch money, bus arrangements, etc. are not considered emergencies.

Items brought to school for students, (ex: lunch money, homework, supplies, etc.) will be placed in the student's classroom teacher's mailbox in the office. Students will not be called from class to immediately receive these items.

There will be no selling, trading or buying of any personal items such a sports cards, cars, pencils, etc.

The weekly newsletter “Reagan Roundup” will be sent home every Friday.

Written permission is required for field trip participation. Phone call permission is not acceptable.

Applications for accident insurance will be sent home in the first day of school. These must be returned to the teacher by September 5th. There is no accident insurance for students carried by the school corporation. All medical, dental and hospital accident costs must be covered by your private insurance, or this insurance for which parents must pay. It is recommended that you subscribe, especially if your child participates in sports.

There will be no guns, knives, dice, playing cards, batons, hard balls, footballs, skateboards, radios, tape players, pagers, portable phones, sling shots, frisbees or other items designated by the principal brought to the school. School persons are not responsible for loss or damage to personal items, or money which are brought to school.

We assume no responsibility for damage or theft to bicycles on school property. We recommend that bikes be locked. Racks are provided for bike parking. Students who ride bicycles are to park them in the racks upon arrival. Students are to walk bicycles on the sidewalks which approach the school. Written permission must be on file before a student can ride his/her bike to school.

Helmets must be worn at all times by students who ride bikes on school property. (Refer to Elementary Student Handbook)

Visitors must enter the building at the main entrance and must report to the office and sign in before going to other parts of the building. Visitors must obtain a visitor sticker from the office to wear while in the building. Visitors must sign out before they leave. All doors except the main entrance will be locked at 9:00 am.

We request parents make appointments with teachers for conferences before visiting the classroom. We can avoid conflicts with scheduling and testing this way. We do not feel that a normal atmosphere exists when parents are in the room; thus long visits are not suggested.

A child may stay in at recess because of illness only when a note is sent by the parent stating the reason and duration of the request. If the illness extends over a week, a doctor's statement must also be sent.

Students must have supplies needed for class activities as requested by the teacher, (pencils, paper, rulers, art supplies, tennis shoes for P.E., etc.) Parents need to replenish supplies as needed.

Children who need to be excused from physical education for one period must have a note from the parents. For a longer period of time, a doctor's excuse is needed stating the reason and duration. Flat-soled athletic shoes that are not slip-ons are required for P.E. classes. Inexpensive shoes are satisfactory. A special pair is not required to be left at school. However, the shoes the child is wearing to school on gym day must be clean and acceptable. (clean soles, no cleats or turf shoes)

Children are expected to participate in outdoor recess on a daily basis and should be dressed accordingly. For the safety of all, parents are not allowed on the playground at recess without prior arrangements with the principal.

PLAYGROUND RULES

A. Each child will:

1. walk all the way to the playground.
2. play in the sight of one of the playground supervisors at all times.
3. go into the building only with permission from a playground supervisor.
4. respond immediately to the whistle as a signal to pay attention to the playground supervisor and/or line up.
5. walk quietly back into the building after recess.
6. walk immediately to the playground supervisor if the fire alarm sounds.

B. Playground Safety Rules

1. No pencils or sticks will be taken to the playground.
2. Gymnastics, break dancing, tackle football, chasing, fighting, karate and rough playing are not allowed.
3. Rocks, dirt, sticks, glass, snow, and ice are not to be picked up by students. (Stone markers for hopscotch are an exception.)
4. No objects (purses, bags, toys, etc.) should be in the possession of a child while the child is on the playground equipment.
5. Clog shoes and flip flops are not allowed. Shoes must be anchored at the heels.
6. Tag games will not be played on or around playground equipment.

7. Radios, electronic games, and radio-operated cars are not allowed on the playground.

C. Equipment Rules

1. Slide

- a. Three children may be on the slide at one time -- one sliding down, one at the top of the ladder and one at the bottom of the ladder.
- b. Children will slide feet first in the sitting position only.
- c. Objects may not be rolled up or down slide.
- d. No one may stand under or at the bottom of the slide.
- e. Students must not put their fingers between rollers of the new slide.

2. Swings

- a. Only one child may swing on a swing.
- b. Swinging will be in a sitting position, back and forth only.
- c. Children passing in front of or behind swings must walk far enough to avoid being kicked by swingers.

3. Jump Ropes

- a. Jump ropes may be used for jumping only.
- b. Jump ropes are carried to and from the playground rolled up.
- c. One handle group jumping is not permitted.

4. Jungle Gym (large timber)

- a. Rules for slide and swings apply to the jungle gym.
- b. Students will move in one direction on the cross bars, the rings, and the bridges. Students must only hang from their hands right side up.

D. Additional Rules

1. The playground supervisor may allow orderly races in determined area.
2. The painted diamond is used for kickball.
3. Rules of the game and good sportsmanship will be followed.
4. Balls will be carried to and from the playground in playground buckets. (Do not bounce.)
5. Only “playground” balls, basketballs, and/or soft “Nerf” style balls will be allowed on the playground.
6. Children may not randomly kick or throw balls. Ball kicking and throwing is to be in a game only.
7. Children may not leave playground area to chase balls. The playground supervisor will direct children to get those balls, or the custodian will retrieve them.