



**Parent Handbook
2017 - 2018**

**Principal
Jen Healy**

**300 NW Crosby Drive
Bend, OR 97703**

**Telephone: 541-355-2500
Fax: 541-355-2510**

For additional and ongoing new information please visit our website at
www.bend.k12.or.us/miller



WILLIAM E. MILLER STAFF

All Phones: Prefix = 541-355

OFFICE

Jen Healy	Principal	2502
Erich Brocker	Assistant Principal	2506
Meredith Blackwell	Office Manager	2501
Kerrie Madson	Secretary	2503
Heidi Odman	FAN Advocate	2517
Meg Moyer	Nurse	2509

BLUE WING

Marci Adams	3 rd	2563
Cody McCabe	4 th	2593
Jodi Anderson	3 rd	2520
Doug Campbell	3 rd	2555
Dawn Williams	5 th	2571
Chelsea Ambrose	3 rd	2573

ORANGE WING

Melissa Hoover	K	2588
Lindsay Fox	K	2588
Mara Richardson	1 st	2556
Ilene Olsen	K	2557
Sophie Laymon	1 st	2562
Kristen Riley	K	2594
Ashley Davis	2 nd	2588

GREEN WING

Bert Gottschalk	5 th	2592
Erin Kerr	5 th	2596
Betsy Perry	4 th	2567
Stephanie Rodgers	4 th	2568
Alex Rocco	4 th	2559
Julie Stirling	5 th	2589

YELLOW WING

Joanna Taroli	2 nd	2581
Nancy Hickmann	2 nd	2582
Kathy Grant	2 nd	2584
Erin Young	1 st	2521
Diana Johnson	1 st	2560
Josi Rogers	2 nd	2575

SPECIAL EDUCATION

Vickie Trudel	Life Skills	2579	Amanda Benzine	Psychologist	2586
Holly Reynolds	ERC	2574	Stephanie Canfield	Speech	2522

SPECIAL EDUCATION ASSISTANTS

Julie Hedrick	Nancy Vetter
Della Yee-Petrus	Kate Clason, Speech

SPECIALISTS

Ryan Cruz	Physical Education	2549
Marc Saccoman	Music Education	2544
Jenny White	Social Emotional Learning	2572
Cathy Brimacombe	Media Manager	2535

CUSTODIAL

Glen Carey	Maintenance Engineer	2546	Will McClean	2546
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NUTRITION SERVICES

Sherry Castle	Lead, Nutritional Services	2540
Julie Roskowskie	Nutrition Services	2540

EDUCATIONAL ASSISTANTS

Debbie Turpin	Chris Moehl	Lisa Hogen
Carolyn Hasenoehrl	Jessica Fraley	

ENGLISH LANGUAGE LEARNING

Jessica Johannesen	2586
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READING SPECIALIST

Amy Campbell	2570
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MILLER SITE COUNCIL

Jen Healy	Principal
Erich Brocker	Assistant Principal
Ilene Olsen	Teacher
Doug Campbell	Teacher
Nancy Hickmann	Teacher
Parents:	TBA

MILLER PTO

Amanda Ring	President
Kim Hill	VP / Communications
Cambria Johnson	Secretary
Heather Walker	Finance
Kira Marchant	Fundraising

SCHOOL DESIGN PLAN

Our main focus at Miller this year will be Empathy and Grit.

To support our students to reach **ACADEMIC EXCELLENCE**, we will teach students to effectively communicate their knowledge, synthesis and application of topics of study through speech, written work and online (upper grades).

To help our students become **THRIVING CITIZENS** we will teach them to reach out to the community and offer support, help or assistance to others. We will also request support from members of our community to help us understand topics of study at a deeper level by recruiting masters in the subject areas to teach instructors and students.

To encourage our students to be **FUTURE READY** we will teach students to communicate in an appropriate and safe manner. This will look different at each grade level and will range from learning to be a good listener to interacting online safely.

For more information on our School Design Plan please contact Jen Healy.

Miller Elementary School Expectations

Be Safe. Be Kind. Be Responsible. Be Green.

2017 - 2018 Schedule

Time	Activity
8:30 - 8:50	Breakfast/Playground Access
8:50	First Bell
9:00	Classes Begin
10:15 – 10:30	1 st / 2 nd Grade Recess
10:30 – 10:45	Kindergarten Recess
11:50 – 12:35	1 st Grade Lunch / Recess
12:00– 12:45	2 nd Grade Lunch / Recess
12:05– 12:50	3 rd Grade Lunch / Recess
12:20 – 1:05	Kindergarten Lunch / Recess
12:30 – 1:15	4 th & 5 th Grade Lunch / Recess
2:00 – 2:15	2 nd & 4 th Grades Recess
2:15 – 2:30	Kinder & 3 rd Grades Recess
2:30 – 2:45	1 st & 5 th Grades Recess
3:30	Mon/Tue/Thu/Fri Dismissal
2:00	Wednesday Dismissal



Sign up for text alerts for weather event, school lockdown or evacuation: You can receive a text message notification. This notification will be sent AFTER students and staff have been secured and emergency responders have been notified. <https://connect.bend.k12.or.us/>

2017 - 2018 Calendar - Major Holidays and Breaks

William E. Miller Elementary

September 4	Labor Day Holiday - no school
September 6	First day of school - 1 st -5 th Grades Kindergarten: staggered start dates Sept 7, 8
September 8	First day of school – All Kindergarten
September 13	School Improvement Wednesday, Early Release Begins
October 25	No School – Parent / Teacher Conferences 4-8PM
October 26	No School - Parent / Teacher Conferences 8AM-8PM
October 27	No School
November 10	Veterans Day Holiday -- no school
November 20 - 24	Thanksgiving Break -- no school
Dec. 25 – Jan. 5	Winter Break -- no school
January 8	School resumes
January 15	MLK Holiday -- no school
February 2	No School
February 19	President’s Day -- no school
March 26 – 30	Spring Break -- no school
April 11	No School - Parent /Teacher Conferences 4-8PM
April 12	No School ~ Parent / Teacher Conferences 8AM – 8PM
April 13	No School
May 28	Memorial Day Holiday – no school
June 14	Last Day of School – Out at 2PM

Bend – La Pine Schools will continue with School Improvement Wednesdays - the student day ends at 2:00 while the teachers attend professional development meetings. **Shortened school days will begin on Wednesday, September 13, 2017.**

Character Education

The Miller Elementary staff believes that social and emotional skills are important to healthy child development. Our school focuses on 4 clear student expectations: Be safe, be kind, be responsible and be green throughout the year. Students are rewarded throughout the year for following these expectations with Miller Money. Several times throughout the year, many students from each classroom are recognized at a school-wide assembly. Those students will receive a certificate. We also have an empowering pro-gram, “Stop, Walk, Talk” that allows students to let others know when they are doing something that is not wanted.

Criteria for Suspension in Bend – La Pine Schools:

- All weapon offenses including guns, knives, and any tool used as a weapon. These offenses shall result in expulsion, per District policy JFCJ.
- Any criminal act committed by a person who, in the judgment of the school administration, has demonstrated “a pattern of behavioral problems at school indicating the potential for further violence.”
- The **Safe Schools Alliance** is a county program comprised of members from local schools, law enforcement, mental health, and the community who are “Working together to provide safe and secure school environments through community and interagency partnerships.” Their purpose is to: Identify violent criminal offenders; Remove them promptly from school; Insure a risk assessment is performed to protect both the offender and the school community.

Programs and Services Offered

- **Individual Problem Solving Team (IPS):** The IPS Team serves as a problem-solving group to help teachers meet the specific needs of individual students. They address health, safety, or behavioral concerns.
- **Student Effectiveness Team (SET):** If previous interventions implemented by the teacher have been unsuccessful or the school has reason to suspect that a disability exists, then a SET Team referral will be made. This team is comprised of the school's experts in special education and specially designed instruction. This team will analyze the data that has been collected and either recommends a referral for a special education evaluation or continued implementation of interventions through general education.
- A **School Psychologist** who works with our SET team to diagnose and meet individual student needs.
- A **School Speech and Language Specialist** team assists students with language and articulation development.
- **Supported Education Services** are available for those students with Individual Education Plans (IEP's). Also included through our Special Education Department is the **Adaptive Education Program**.
- **Social and Emotional Learning (SEL):** All students in grades 1-5 will have an SEL class each week to learn about how their Brains work, Growth Mindset, Relationship Skills, Self-Awareness, Self-Management, and Social Awareness.
- Two times/week all students will attend a **Music Class** that offers a variety of music appreciation units including vocal, instrumental, and movement skills. 3rd-5th graders will be participating in Computer technology/music class one day a week within their music classes.
- The **Physical Education Program** includes fitness, health, conditioning, organized games, and athletic skills. All students at Miller will have P.E. two times weekly (alternating with music class).
- The **Library/Media Center** has a computerized checkout system to checkout books, and resource materials to encourage reading and research. All classes, grades K-5, are scheduled to visit the library weekly for book checkout and a library skills class.
- There is a self-contained **Computer Lab** in the Media Center and multiple portable computer labs that students can use to learn basic keyboarding and word processing and access a variety of computer programs. All students in 3rd – 5th grade will be assigned an iPad to be used for academic lessons, differentiation and support throughout the school day.
- Students in grades K-5 can be identified as **Talented and Gifted (TAG)**. The classroom teacher will assess the student's level and rate of learning and provide the appropriate instruction. TAG students will also have PEP's (Personal Education Plans) implemented. The district offers a self-contained TAG program for 4th & 5th graders at Juniper Elementary, and for 6th graders at Cascade Middle School.
- **Fine Art** enrichment opportunities are provided by the PTO. This year they are planning to have 2 opportunities for our students to work with an Artist in Residence.

Family Support and Opportunities

- A **Family Access Network (FAN) Coordinator** is available to assist families with social service needs and to make connections with community support systems. Contact information is available at the office.
- The before and after school option for working families is operated by **Bend Metro Park & Recreation** (541-389-7275). They will support our families before and after school.
- **Volunteer Opportunities** are available in a variety of roles, such as working in a classroom, listening to children read, and assisting with special school projects. Please ask your child's teacher how you can become involved. You **must** complete an online Volunteer Application, volunteer.bend.k12.or.us, prior to working with any students or attending a field trip. Your approval is good for 2 years and is good at all Bend-La Pine schools. All volunteers must sign in and wear a volunteer badge while in the building. Also, if you plan to transport students on a field trip, you must complete a 'Proof of Liability Insurance' form. Qualification forms can be picked up in the office. **If you qualified as a driver in previous years, you still must fill out a new form at the beginning of each school year.**
- Miller has a very active **Parent Teacher Organization (PTO)**. There are many different ways in which parents can become involved. The PTO provides opportunities for our school to bring parents, staff, and students together for activities and school projects.
<http://www.millerpto.org/>

General Information

A **School Breakfast and Lunch Program** is available. You can save \$725-\$800 per child a year if you qualify for free or reduced priced meals, which includes breakfast and lunch. All grade levels are included. Applications, available in the office or online, may be turned in any time during the year.

Parents are invited to come and have breakfast or lunch with their children whenever they can.

Breakfast	\$1.75	Juice	\$.75
Lunch	\$2.50	Adult Breakfast	\$2.25
Milk	\$.75	Adult Lunch	\$3.75

ONLINE MEAL PAYMENTS: BLPay

Parents have the ability to deposit money in their kids' meal accounts online with a credit card or Visa/Master debit card. They are also able to check their child(ren)'s meal account balances. The program, BLPay, is available at <https://blpay.bend.k12.or.us/> Parents will first create an account with their email address and a password of their choice. To add students and deposit money they will need their child(ren)'s student ID number (found on their report card or transcript), last name, and school name. There will be a small transaction fee of \$1.50.

- **Accidents:** If an injury occurs at school, report the nature of the injury immediately to the person supervising the activity. If an injury occurs on the way to school, report the injury to the school office. If your child is injured at school, we utilize basic first aid techniques and make him/her comfortable. We then call parents as soon as possible when necessary. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form. Insurance is available

for purchase. Please contact the school office if you are interested in finding out more about school insurance.

- **After School Sports:** If your child is involved in after school sports, they need to meet their team outside of the school building. Please do not ask your child to wait in the community area until their practice starts at 4pm since we do not have any supervision available.
- **After School Wednesday Programs... Parent Pick Up:** All Park & Recreation instructors, band leaders, scout leaders, etc. will escort the kids to the front of the school and meet parents in the front hallway for pick up. This way parents do not need to sign in, get a badge, sign out and return the badge in the office.
- **Attendance:** All students between the ages of 7 and 18 are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. School absences and constant tardiness affect school performance. Students miss out on valuable instruction time that cannot be made up. Please call the Miller office at 541-355-2500 or email the Attendance Line at miller-absent@bend.k12.or.us if your child will be absent. Please state child's name, date and reason for absence. Students arriving after 9:00am must check in at the front office. If your child is unexcused from school, you will receive an automated email noting the absence. Please contact the school as soon as possible to resolve the unexcused absence.
- **Check Acceptance Policy:** If your check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, you authorize electronic representment if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer. Customers with returned check inquiries should contact: Envision Payment Solutions, PO Box 157, Suwanee, GA 30024-0157 phone: 877-290-5460 fax: 770-709-3007 email: customerservice@envisionpayments.com
- **Communication:** Communication between home and school is essential to the success of each child. We, as a school, want to work with families to keep the lines of communication open. We encourage you to communicate directly with your child's teacher and to contact us with any concerns, ideas, and/or suggestions. We are always looking for better ways to develop partnerships with families. Every two weeks the school newsletter, **News From the Den**, will be emailed to families. You also may request a hard copy of the newsletter. In addition, many of our teachers send home a classroom newsletter. You can also check our school website for the newsletter and other pertinent information: www.bend.k12.or.us/miller. Any staff member of the school district can be reached by e-mail. A complete list of staff is available on our website.
- **District Dress Code Guidelines (CODE: JFCA and JFCA-AR):** The following shall apply to all regular school activities:
 - Footwear appropriate for school activities must be worn at all times. Flip-flops and shoes with high heels or open toes are not appropriate for the playground. Please have children bring gym shoes (no black soles) on the days that their class is scheduled to go to P.E.
 - Clothing and jewelry shall be safe and not include profanity or sexually suggestive material and shall not advocate racial, ethnic or religious prejudice, depict drugs or alcohol, or any illegal activities.
 - No article of clothing, or manner of wearing clothing, which is distracting/disruptive to the educational program shall be worn on campus or at school activities. All clothing shall be

worn in a reasonable manner that does not expose underwear, undergarments, midribs, or bottom.

- **Health Policies at School:** Please do not send a sick child to school. **If your child has had a fever or has been ill the night before or the morning of school, he/she should stay home.** Children are expected to be outside before school and at recesses. When the weather and/or wind chill factor drops below 18 degrees the students are kept indoors. If your child is taking medicine and is not well enough to go outside for recesses, please keep him/her at home. **Please notify the office or your child's teacher when your child will be absent.**

- **Healthy Snacks at Schools:** It is the Bend-La Pine Schools belief that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. In compliance with BOARD POLICY EFA, "It is the intent of the Board that district schools take a proactive effort to encourage students to make nutritious food choices. The superintendent shall strive to ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events. This shall include encouraging parents and volunteers to provide healthy options at informal class and/or school events to celebrate special occasions."

If you will be bringing snacks and/or treats for students please be mindful of the nutritional value, the portion size, and provide healthy options if possible. If you would like more information on the Local Wellness Program Board Policy, please log onto the Bend-La Pine Schools website at bend.k12.or.us.

- **Homework Guidelines:** These vary by grade level. Please contact your child's teacher.
- **Picking up your child early:** You may call the school to let us know that you will be picking up your child early. However, we will not pull your child from his/her classroom until you come into the office and tell us your child's name and teacher and sign your child out on the sheet provided. It is important that your child is in class. We do not want a child sitting in the office while class is in session. You are welcome to come a few minutes early to sign out your child so there is time for him/her to get to the office before you leave.
- **If Your Child Becomes Ill:** If your child becomes ill at school, we will contact you. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form. This information needs to be updated as it changes; please use ParentVUE to update your contact information. Please remember that we cannot keep ill children at school.
- **Inclement Weather and Emergency School Closures:** The district has a dedicated message line for weather and school delay information. The number is: 541-323-SNOW. Information should be available by 6:00 am on this line. We will also continue to communicate any closures or delays through local media outlets as soon as possible, usually before 6:30 am. Parents should listen to the radio or check the local television station for news about school delays or closures. If no announcements about the Bend-La Pine Schools are made, schools are open! Please don't call the schools to see if classes are canceled.
- **Interruptions to a Classroom:** We want to keep classroom interruptions to a minimum during the school day. It is our policy not to interrupt classrooms with a phone call unless it is an emergency. Please only make phone calls to the teacher **before or after** school, or during known recess times. It would also help greatly if you could follow these guidelines:


Be on time – Instruction begins at **9:00 AM**. Please have your child at school by 8:50 AM.

All visitors must check-in at the office and wear a sticker during their stay from 8:00-4:00.

Come to the office to sign a child in or out during the day.

Send a note for the teacher with your child regarding after school instructions, bus changes, etc.

Messages to Students: We have a volunteer who delivers messages to students 30 minutes prior to dismissal. You are welcome to call in before this time when your child's after school plans have changed; please arrange play dates before your child comes to school.

- **iPads:** All 3-4-5th grade students will be issued an iPad. These are educational tools that will help us to individualize instruction, increase access to resources, and support further opportunities to develop skills for today's workplace. Please remember that at home the iPad will fall under your home's technology rules. This year the 3rd and 4th grade teams have agreed to keep iPads at school and not send them home during the evenings. If you ever have questions about your child's iPad use, please speak with the teacher or contact Erich Brocker. Insurance for iPad's is available and can be viewed and paid for online on the Miller and District websites. We will continue with a parent group that will monitor iPad use and student learning using technology. If you are interested to be part of this group, please contact Erich Brocker.
- **Lost & Found:** Our Lost and Found area is located in the center hall next to the music room. **Please label your child's clothing, coats, lunch boxes, Tupperware, backpacks, hats, etc. with a permanent marker before they are brought / worn to school.** Unclaimed items are donated to local charities quarterly.
- **Medications at School: Children are not to transport any medication to school.** Parents must come to school and fill out an 'Authorization to Dispense Medication' form for **prescriptions or over-the-counter medications** to be administered by the office staff.
- **ParentVUE:** ParentVUE is Bend La-Pine School's parent web portal which some of you may be using already. However, if you are new to Bend La-Pine this year or you did not activate your account last fall, please stop by the office and **pick up an Activation Key Letter.** ParentVUE allows parents to update personal information regarding your student throughout the year, ie, email address, phone number, etc. You cannot update your address. If you move, please notify the front office. 
- **Parking Lot Protocol:** The safety of our students is of prime concern. Please observe the traffic flow arrows on our driveways and parking lot. The front parking lot is for parents and community members; the back parking lot is for staff. The outer loop of the front parking lot is ONE WAY ONLY. The drive through in the back of the school is for BUSES ONLY from 8:30 – 9:00 am and 3:30 – 4:00 PM. **Please watch out for our children at all times!** Our parking lot is pedestrian friendly, but the traffic flow is slow. We recommend that parents use the Bend-La Pine School buses. The bus routes are available on the district web site.
- **School Safety Drills:** Monthly fire drills and periodic earthquake, and lockdown / lockout drills are practiced to make certain children learn proper safety guidelines in case of an emergency.
- **School Security:** Please help us to keep your child safe by following our security guidelines at Miller Elementary School. During school hours, **8AM – 4PM, all adults** must enter the school at the front of the building, check in at the office, and **wear a visitor or volunteer sticker** during the duration of their visit. During those times all perimeter doors and gates will be locked. **Starting on November 1, 2017** we will have a new procedure for visitors and volunteers at Miller. It is

an electronic system called '**Raptor**'. Raptor is a visitor management system that scans a driver's license and/or state ID and checks the information against the National Sex Offender data base. If no match is found, the system will print a visitor's sticker with a picture identifying them as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. Upon your initial visit the process will take approximately 30 seconds, however on return visits you will only be required to enter the first three letters of your last name and the system will recognize you. Thank you in advance for your cooperation.

- **School Supplies:** Miller Elementary school is able to save you time and money, and reduce waste by purchasing school supplies in bulk through our district's purchasing program.

Rather than purchasing a list of specific school supplies, families are invited to make a voluntary donation of \$25.00 to the W.E. Miller Elementary school supply fund. This fund will be used to pay for classroom supplies that teachers have selected and the office manager has ordered.

The online system is set up so that you can indicate the number of students for which you are paying \$25. So, you will be able to pay for 1 child or more. We will have an additional window where you can input a different amount. You may skip the \$ window and enter a smaller amount if that fits your budget better. Or, you can choose to give an additional amount to help support other Miller students. <https://touchbase.bend.k12.or.us/>

- **Student Technology Use Guidelines:** Bend-La Pine Schools provides students with access to technology resources for educational use. Technology resources include computer equipment and programs, telecommunication devices and services, Internet access, smart boards, projection equipment, Ipads etc. District procedures are in place to protect students and to improve the user experience. Computing or electronic devices or internet connection used on school district premises, even if personally owned, is subject to the following:
 - Keep password and personal information private to prevent unauthorized use.
 - Use computer equipment appropriately, for school-related purposes only.
 - Navigate to Internet sites that are relevant to the topic being researched and are school-related and teacher approved.
 - Communicate with others via email or social network services only when doing so is relevant to, or part of, the classroom activity and authorized by the teacher.
 - Inform a teacher if District computer settings or equipment have been altered.
 - Follow copyright laws and restrictions and always cite research sources when using information from the Internet.
 - Keep food and drink away from computers and electronic devices.
 - Take care to avoid damaging/modifying technology tools (e.g., computers, projectors, document cameras, iPads, smart boards, printers, Fax, etc.)
 - Avoid wasting resources (i.e., printing unnecessary information). Use technology tools with teacher/staff supervision.

Students may not use technology resources including those that are personally owned, for:

- Personal mail, gaming, or social networking services not related to completion of classroom assignment.
- Accessing sites or services blocked by the District, even if doing so on a personally owned

device or connection.

- Accessing inappropriate sites (if accessed by mistake, inform teacher immediately).
- Capturing passwords or login information from others or using any device or technology to intercept or modify electronic communications or files.
- Downloading copyrighted software and programs, graphics, music, etc. without proper license or payment.
- Commercial/business purposes. No cyber bullying, illegal or malicious purposes.
- Disclosing contact or personal information about other students. No accessing other student's or staff files without permission.
- Publicly posting or reviewing publicly posted information that defames or degrades other students or staff or that might be considered offensive by another student or staff member. Leave such sites immediately.
- Intentionally modifying or disrupting any District service or communication including web services, telephone and calling services, and student grade records.

“The inappropriate use or abuse of electronic information resources can be a violation of Bend LaPine schools' policy, local, state and federal laws and can result in the loss of privileges and/or prosecution. Guidelines and policies regarding the use of electronic information resources are available online at www.bend.k12.or.us”

- **Toys & Electronic Equipment:** Please do not let your children bring non-essential electronic equipment or toys to school. They are distracting in the educational setting, and could be tempting for other children to take. Any of these items brought to school will be taken away and the parent will have to come and pick it up at the school. Cell phones should be stored in backpacks in the silent mode or turned off and are to be used in emergencies only during school hours.
- **Transportation:** Transportation is available for most children, depending on the distance from school and their individual needs. Bus route information is available on the Bend LaPine web site under the 'Parents' tab. Kindergarten parents must fill out a transportation form during registration and a bus card at the beginning of the year if their student will be riding the bus. If you have any questions, please call the Transportation Department at 541-355-5700.

The following items are not allowed on school buses: balloons, live or dead animals or insects, flowers in glass vases, potted plants in ceramic or glass, baseball bats (unless in approved, enclosed bags), skateboards (unless in approved, enclosed bags), food or drinks. Please refer to district policies EEACC and EEACC-AR for further information. If your child will ride the bus to The Boys and Girls Club after school, you must make arrangements with this organization ahead of time.

- **Walking/Biking students:** We are asking that all students who walk or bike use the designated crosswalk in our parking area as well as on the streets. Children should walk bikes, etc. in crosswalks and on all sidewalks. Bike racks are provided at each playground entrance, but students need to bring and use a bike lock. Younger students should be accompanied by an adult.
- **Withdrawal from School:** When a student is transferring to another school, parents will need to contact the office. Students will need to also check out with teachers and the library. Student records will be sent to a student's new school upon receiving a signed release from that school. Students who are absent for more than 10 days will automatically be dropped from our enrollment.