

Chazy Elementary School

Handbook/Guidelines



2026-2027

Welcome Chazy Elementary Students and Families!!

The 2026–2027 school year has so much promise ahead of us, and we are excited to welcome everyone back!! There are so many wonderful experiences waiting for us as we learn, grow, explore, and celebrate together, not only in our classrooms, but throughout our school, our community, and through the relationships we build with one another.

From the moment our students step onto the bus and are welcomed with a cheerful "good morning" from their driver, or are greeted by our staff in the courtyard, we want every child and family to know they are valued, supported, and truly belong here. We are genuinely happy to see our students each day and consider it a privilege to be part of their journey. Our faculty and staff are committed to creating a safe, caring, and engaging environment where every child feels connected, challenged, and inspired to learn, grow, and thrive.

Thank you for sharing your children with us and for your continued partnership and support. We are so fortunate to be part of such a caring school community, and it is a privilege to work alongside our families each day. We look forward to making this an incredible year together!!

Truly,

Krista B. Ringer

Chazy Elementary Principal

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Section 1: General Information

School Procedure Quick Reference

- If a student is absent, tardy, or needs early dismissal, please send a note or email the elementary office at **athew@chazy.org**.
- Parents/Guardians and individuals that are not employed by Chazy Central School are not permitted to go directly to classrooms at any time. For early pick-up or late arrival, report to the main office.
- All snacks and projects must be delivered to the main office; items will be delivered to classrooms by staff.
- Students may only be removed from a school bus by a school employee. Parents/Guardians must contact the main office; removing a student from a bus directly is not permitted.
- Courtyard access for drop-off begins at 8:00 am; pick-up access begins at 2:15 pm.
- Students may be dropped off in the back parking lot and wait at the Elementary morning entrance (Band Room). Parents/Guardians may wait at this designated location.
- Parents/Guardians may not accompany students to their classrooms.
- Walkers must use the sidewalks on the north end of the pond and the front sidewalk; walking in the school driveway is prohibited.
- Walking students should wait at the receiving room entrance (front of school) or the band room entrance (back/courtyard).
- Vehicles are not allowed in the front driveway around the pond from 7:30–8:30 am and 2:15–3:30 pm.
- Attendees of school performances/presentations must enter through the courtyard/main lobby entrance.
- No food or drinks are allowed in the auditorium, gymnasium, or hallways.
- Students must wear safe, appropriate footwear with a back or back strap. Flip flops, slippers, slides, or other backless footwear are not permitted for physical education or recess for safety reasons.

A Bill of Rights and Responsibilities for Learning

Standards of Conduct, Standards for Achievement The New York State (NYS) Public School Student Bill of Rights ensures students have a safe, equitable, and supportive educational environment. While specific rights may evolve, the following core principles generally apply:

- **Right to a Free and Public Education:** Every student is entitled to a free and appropriate education from kindergarten through grade 12.
- **Right to a Safe and Supportive Learning Environment:** Students have the right to attend school free from discrimination, harassment, and bullying. Schools must have policies to prevent and address these issues.
- **Right to Equal Educational Opportunities:** Students must receive equal opportunities regardless of race, ethnicity, religion, gender, sexual orientation, disability, or socioeconomic status.
- **Right to Freedom of Expression:** Students may express their opinions and ideas in ways that do not disrupt learning or infringe on others' rights, including speech, press, and assembly.
- **Right to Privacy:** Students' personal information and records are protected in accordance with state and federal laws.
- **Right to Participate in Decision-Making:** Students have the right to be involved in decisions affecting their education, including participation in student government and other forums.
- **Right to Due Process:** Students must receive fair treatment in disciplinary matters, including notice of charges and an opportunity to respond before action is taken.
- **Right to Access Special Education Services:** Students with disabilities have the right to appropriate accommodations as outlined in an Individualized Education Program (IEP) or 504 Plan.
- **Right to Be Informed of School Policies:** Students must be informed about school rules, policies, and procedures, including disciplinary processes and their rights.
- **Right to Access Educational Resources:** Students have access to necessary materials and resources, such as textbooks, technology, and extracurricular activities.

These rights promote a positive, equitable learning experience for all students. For the latest details, consult the New York State Education Department or your local school district.

Contact Information

Elementary Office

Phone: (518) 846-7212

Principal: Mrs. Krista B. Ringer

Secretary: Mrs. Amanda Thew

Fax: (518) 846-8515

Nurse's Office

Phone: (518) 846-3636

School Nurse: Mrs. Nikki Davison

Main Office

Phone: (518) 846-7135

District Administration

- Superintendent of Schools: Mr. Robert McAuliffe
- Secondary (Grades 7-12) Principal: Ms. Megan Walls
- District Clerk: Mrs. Kait Breton
- School Business Manager: Mrs. Kaitlin Tetrault
- District Treasurer: Mrs. Cierra Bell

Special Education Office

Phone: (518) 846-8885

Director of Special Education/CSE Chair: Ms. Kerry Adams

Special Education Secretary: Ms. Rachel Collin

School Lunch Program

Provided by Whitsons Culinary Group

Building and Maintenance

Contact: Mr. Jeff Peete

Transportation Department

Phone: (518) 846-7250

Contact: Mr. Ricardo Hernandez

Title IX and DASA Officers

- Title IX Officer: Mrs. Krista B. Ringer
- 504 Officer: Ms. Kerry Adams
- District DASA Officer: Mr. Robert McAuliffe
- JH/HS Building DASA Officer: Ms. Megan Walls
- Elementary Building DASA Officer: Mrs. Krista Ringer

Board of Education Members

Board of Education members are unpaid public officials elected by district residents. They assume major responsibilities for the operation of the school and provide leadership for the welfare of district students.

Current Members of the Chazy Central School Board of Education:

Mr. Daniel Bernard, President

Mr. Christopher Demers, Vice President

Mr. Jason Bruce, Clerk of the Board

Mr. Lee Barcomb

Mr. Craig Giroux

Mr. Timothy Howley

Mrs. Mary LaPierre

Board Meetings:

The Chazy Board of Education holds regular business meetings on the second Tuesday of each month at 6:00 p.m. in the Chazy Central Rural School Boardroom. These meetings are open to parents, students, and community members interested in supporting district education. Board agendas and minutes are available online at: <https://ccrsk12.org/>

Chazy Elementary Faculty Members

Grade Level	Faculty/Staff Members
Kindergarten	Mrs. Karissa Devins, Mrs. Kathi Thume
First Grade	Mrs. Kristi Moser, Mrs. Karra Poupore
Second Grade	Mrs. Elizabeth Garrand, Mrs. Jennifer Langlois
Third Grade	Mr. Nicholas Brindisi, Ms. Morgan Esposito
Fourth Grade	Mrs. Saania Brindisi, Mr. John Tregan
Fifth Grade	Mrs. Keri LaMare, Ms. Sara Sutherland
Sixth Grade	Mr. McClain Dudyak, Mrs. Sonya Lambert
Special Education	Mr. Joshua Barriere, Ms. Natalia Simmons, Ms. Christie Wood

Special Area Teachers

Band:	Mr.Michael Lewandowski
General Music, Chorus:	Ms. Sarah Poirier
Art/Academic Support:	Ms.Brianna Forkey
Library Media Specialist:	Ms. Samantha O'Hagan
Physical Education:	Mrs. Elizabeth Garrand and Mr. Brian Norcross
STEM:	Mrs. Lisa Woods
Teaching Assistants:	Mr.Conner DeLavergne, Mrs.Racheal LaMoy Ms. Samantha O'Hagan, Mrs.Katie Robert
Teaching Aides:	Ms. Jaelynn Drinkwine, Ms.Kaelynn Hernandez, Mrs. Brandy Juneau, Mrs. Sandra Langlois, Mrs. Rhonda O'Hagan,
School Psychologist:	Dr. Dina Casey
Counselors:	Mrs. Rachel Chapman-Guidance Ms. Melissa Gaudio-BHSN Ms. Amanda Therrian-Champlain Valley Family Center Mrs. Lena Tregan-School Social Worker
Speech/Language Therapist:	Ms. Olivia Blais
Occupational Therapist:	Mr. Phillip Bean
Physical Therapist:	Ms. Cathryn Premore
Custodial Staff:	Mr.Tyler Bechard, Mr.David Clausen, Ms.Samatha Gebo, Mr.Lucas Laurin, Ms.Alicia Lingenfelter, Mr.Jeff Peete, Mr. Brian Veri

Section 2: Topics for Students

Assignments:

Teachers will assign work periodically to help you learn and become more independent. Your responsibility is to complete assignments and turn them in on time. Parents may be contacted if assignments are not completed as required.

Bringing Items to School (Toys and Electronics):

Toys from home are not allowed, as they can be lost, stolen, or damaged. Exceptions are made for special days like show and tell; teachers will notify parents of these occasions.

Electronic devices—including iPads, tablets, and video game devices—are not allowed at school under any circumstances. **If items are brought to school and lost or stolen, school is not responsible for the items.**

Electric scooters and bikes—Students are not permitted to ride E-bikes or E-scooters on school grounds unless the rider is licensed to operate the vehicle and the vehicle is registered and insured. If an ebike is being operated on school grounds by a licensed operator, it must be operated on a roadway at all times. At no time should an e-bike or e-scooter be operated on a sidewalk, playground or field areas.

Cell phone/electronic devices

- **Grades K-3:** Cell phones and smartwatches with texting and/or calling features are not permitted during the school day. If brought to school, **all devices—including smartwatches—must be stored in a cubby.**

Smartwatches may not be worn while in “school mode.”

- **Grades 4-6:** Cell phones and smartwatches may be brought if necessary but must remain turned off and **stored in lockers** during the school day (8:10 a.m. – 2:30 p.m. for the first bus run, or 8:10 a.m. – 3:15 p.m. for the second).

Smartwatches may not be worn while in “school mode.”

*****Please see Cell Phone/Electronics Policy at the end of handbook****

Bullying:

Bullying is unwanted, aggressive behavior among students involving a real or perceived power imbalance. It is repeated or has the potential to be repeated over time. Both those who bully and those who are bullied may face serious, lasting issues.

Bullying includes:

- **Imbalance of Power:** Bullies use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances may change over time or across situations, even among the same individuals.
- **Repetition:** Bullying behaviors occur more than once or have the potential to occur repeatedly.

TEASING • Everyone is having fun • No one is getting hurt • Equal participation	CONFLICT • No one is having fun or laughing • There is a possible solution to the problem • Equal balance of power
MEAN MOMENT • Someone is being hurt on purpose • Reaction to strong feeling or emotion • Isolated one-time event	BULLYING • Attacked physically, socially, or emotionally • Someone is being hurt on purpose • Happens more than once over time • Unequal balance of power

Cafeteria

Breakfast:

All students may eat free breakfast daily. Students can exit the bus or enter the building starting at **8:00 a.m.** to participate in the breakfast program. If students are dropped off in the morning they are to wait by the band room doors and will be let in by the adult supervising.

Students that do not wish to participate in breakfast will remain on the bus or waiting in the designated supervised drop off location.

Lunch:

All students may eat free lunch daily. A monthly menu with multiple daily options is provided and available on our website.

Lunch brought from home cannot be heated at school. Please heat food before school and use a heat-preserving container or thermos if a hot meal is needed.

Soda, energy drinks, and other carbonated beverages are not permitted for lunch or snacks.

Dress Code

All students must dress appropriately for school and school events. Students dressed inappropriately will be asked to change, cover, or remove the offending attire.

1. Clothing must be safe, appropriate, and not disrupt the educational process.
2. Footwear must be worn at all times.
 - Shoes must have backs **for recess and physical education class** (no flip-flops/slides).
 - High heels over 1 inch are prohibited for safety reasons.
3. Pajamas and slippers are allowed only on school-approved days.
4. Head coverings (bandanas, hoods, hats, sunglasses) are permitted only on school-approved days, except for medical or religious reasons.
5. Clothing should be age-appropriate with positive or encouraging messages.
6. Accessories such as spikes, chains, wallet chains, pins, and other sharp objects are not allowed.

Eagle Tickets

Any adult can recognize a student with an **Eagle Ticket** when they see them showing **kindness, responsibility, respect, or problem-solving!**

Food & Drinks

- Classroom teachers will share specific snack policies as needed.
- Breakfast and lunch calendars are available online: <https://ccrsk12.org/district/calendars/>
- Reusable plastic or metal water bottles are permitted during school hours.
- Soda, carbonated beverages, and energy drinks are not allowed at school.

Library Book Expectations

Our library offers a world of adventures and learning! Borrowing books is both a privilege and a responsibility. When you borrow a book, you must care for it and return it by the due date. Books can be renewed unless requested by another student. Please notify the librarian if a book is lost or damaged. Enjoy our beautiful library!

Recess

We encourage outdoor recess as much as possible. Grades K–6 follow a daily recess schedule. During winter, students must wear jackets, hats, mittens, boots, and ski pants. Indoor recess will be held during bad weather or if the "feels like" temperature is below 10°F.

Safety Drill Expectations

Emergency drills (lockdown, fire, etc.) occur throughout the year. During drills:

- Stop activities and follow the adult in charge.
- No talking except when directed by staff.
- Walk calmly to assigned areas.
- Stay clear of emergency personnel.
- Remain outside until instructed to return.
- Take all drills seriously as if they are real emergencies.

Student Activities

Band & Chorus:

Grades 4–6 may join Chorus. Fifth graders can start instrument lessons; sixth graders continue lessons and may join the band. Regular attendance, practice, and proper behavior are expected.

Eagle Buddies:

A mentoring program pairing elementary students with high school “buddies” for activities like homework help and socializing. Participation is by teacher recommendation.

Little Leos:

A service club for grades 3–6 focused on community projects. Students can join the 7–12 Leo Club sponsored by the local Lions Club when they reach Middle/High School.

Student Ambassadors:

Students in grades 5 and 6 have the option to volunteer to help with school events, assist new students, and promote a positive school culture through various opportunities.

Student Conduct

A productive and safe learning environment depends on respect and responsibility. Students must be responsible for their behavior and respect the rights and property of others throughout the school.

Technology

Device Use (Grades 3–6):

Students are loaned district-owned devices for the school year. Training will be provided on proper use and care. Failure to follow guidelines may result in loss of device privileges.

Acceptable Use Policy:

Parents and students must sign an internet Acceptable Use Policy upon enrollment. Students will receive internet safety training. Internet access is only granted after returning a signed policy. Violations may result in suspension of internet privileges.

Section 3: Parent Information

Academic Intervention Services (AIS):

AIS provides additional instructional support to students struggling to meet state learning standards in areas such as reading, writing, and math. Services may include:

- Supplemental instruction (extra lessons or tutoring)
- Support services (counseling, study skills training)
- Small group instruction for personalized attention

AIS sessions are scheduled during the school day by teachers to help students achieve academic success.

Arrival Procedures:

- Students may be dropped off starting at 8:00 a.m. A school employee will be present at that time to supervise the students as they wait by the band entrance doors.
- Entry to the building or bus arrival begins at 8:00 a.m. for breakfast, if students are not participating in the free breakfast they are to remain on the bus until 8:10 a.m.
- Arrivals after 8:20 a.m. must enter through door 17 in the courtyard, ring the buzzer, and report directly to the main office.
- **Parents/guardians/adults dropping off items for students must bring them to the main office.**

Classroom visits and presence in hallways are not permitted unless they have been scheduled in advance with the teacher/administration.

Dismissal Procedures:

- Notify the elementary office via note, email, or ParentSquare by 12:00 p.m. for any dismissal changes.
- For families with variable custody schedules, a monthly calendar is recommended to help track daily dismissal plans.
- Students picked up at dismissal will be brought to the courtyard.
- Adults picking up students may be asked to show photo identification.

Assemblies:

- Assemblies are for student enjoyment and appreciation, with expectations for respectful behavior.
- Teachers will share pick-up procedures and early dismissal information for grade-level student assemblies.
- Parents picking up students who are not featured in the assembly must follow early dismissal procedures.
- When "Reserved" signs are placed in the auditorium, please leave them in their designated locations

Attendance:

- **Compulsory Attendance:** New York State requires children ages 6–16 to attend school regularly.
- **Excused Absences:** Illness, medical appointments, religious observances, bereavement, and other approved reasons.
- **Medical and Dental Appointments:** If your child is absent, arrives late, or leaves early due to a medical or dental appointment, please notify the school and provide a written explanation upon their return. The school may request documentation from a healthcare provider to verify the appointment, particularly in cases of frequent or extended absences or when additional verification is needed in accordance with the District's attendance policy.
- **Documentation:** Written explanation for absences must be submitted within two days.
- **Unexcused Absences:** Include family vacations and non-school events.
- **Truancy:** May result in disciplinary action, meetings, or legal consequences.
- **Records:** Attendance is recorded and used for academic monitoring and state reporting.
- **Make-Up Work:** Students must complete missed assignments; work can be requested.
- **Interventions:** Chronic absenteeism may lead to meetings, counseling, and support services.
- **Educational Neglect:** Severe, ongoing absenteeism may be reported to child protective services.
- **Legal Responsibilities:** Schools and families must comply with attendance laws fairly and consistently.

Absences Due to Family Vacation

We understand family schedules may not always align with the school calendar. Advance notice and collection of missed work are essential. Please keep the district's attendance policy in mind when planning vacations.

Bus Passes & Bus Safety

- To request a bus pass for your child to ride a different bus, send a written note or email Mrs. Thew at athew@chazy.org.
- Students must bring the note to their teacher in the morning.
- For phone requests, call by 1:00 p.m. to allow time for notification.
- We understand emergencies happen, but early notice is appreciated.

Change of Address & Transferring Students

- Submit three proofs of residency to the district office within 30 days of an address change.
- For phone or contact updates, call Mrs. Breton in the district office.
- If moving out of the district, notify Mrs. Breton and enroll your child in the new district promptly.
- The new school will request records, which will be sent after receiving a request form.

Counseling

School counseling supports students' academic, social, emotional, and personal development by:

- Teaching study skills, time management, and goal setting.
- Promoting social skills, conflict resolution, and emotional resilience.
- Supporting personal growth and positive self-concept.
- Assisting with behavior management and collaborating on behavior plans.
- Providing crisis intervention and referrals when needed.
- Facilitating communication among parents, teachers, and staff.
- Promoting a positive, inclusive school climate.
- Advocating for students' rights and equal access to services.

Field Trips

- Permission slips must be signed digitally or on paper by a parent/guardian.
- Students must ride the school bus to field trips during the school day.
- Students may be released to a parent/guardian after the trip if the parent attends and the teacher is notified in advance.
- Students who do not have a designated chaperone may not leave with another adult unless prior written permission has been provided before the trip.

*If your child is going home with a different adult chaperone, the school must receive notification from **both parties**, the parent/guardian of the student and the adult who will be responsible for them.

Once the class has left the building, teachers will not release students to another adult based on same-day requests or last-minute communications.

- Some class trips will not require chaperones.
- Siblings, whether school-aged or younger, are not permitted on field trips. Trips are intended for students in the class, their designated chaperones, and district faculty/staff.

Chaperone Guidelines:

- Must be adults (19+) who are immediate family or guardians.
- Responsible for supervising assigned students and ensuring their safety.
- Model appropriate behavior at all times.
- Do not share or purchase treats due to allergy risks; refrain from applying lotions or sprays to children.
- Arrive on time and limit cell phone use to focus on supervision.
- Do not post photos or videos of children other than your own on social media.

Honor Roll

After each 10-week marking period, an Honor Roll is published for students in grades 4, 5, and 6 based on their quarterly grades. Students with an overall average of 90 or above qualify for the Honor Roll.

Lost and Found

Lost items are frequently found at Chazy Elementary. If your child is missing something, encourage them to check the office. Photos of lost items may be posted periodically on our Facebook page. Please label your child's belongings when possible. Items not claimed within 6–8 weeks will be donated.

Parent Teacher Organization (PTO)

Parents and guardians are encouraged to join the PTO, which supports the school community through family engagement and social events. Meeting dates are shared via Facebook. PTO can be contacted via email pto@chazy.org

Safety Drills

The New York State Education Department requires four Emergency Lockdown Drills annually, in addition to regular fire drills. These drills prepare students and staff to respond safely and calmly during emergencies.

School Operating Hours

- Breakfast entry begins at 8:00 a.m.
- General student entry begins at 8:10 a.m.

Instructional time: 8:15 a.m -2:26 p.m

- First dismissal is at 2:26 p.m.
- 8th period instructional time Monday–Thursday 2:32 p.m.- 3:15 p.m.

8th period is part of the school day and may include academics, activities, or events.

Report Cards

Chazy Elementary follows a quarterly schedule, issuing report cards four times per year.

Report Card & Conference Schedule

First Quarter

- Quarter Ends: November 6, 2026
- Report Cards: Distributed during Parent-Teacher Conferences
- Conferences: Scheduled through ParentSquare

Second Quarter

- Quarter Ends: January 22, 2027
- Report Cards: February 1, 2027

Third Quarter

- Quarter Ends: April 2, 2027
- Report Cards: April 20, 2027
- Conferences: Available by teacher/parent/guardian request

Fourth Quarter

- Quarter Ends: June 17, 2027
- Report Cards: June 24, 2027

Requesting Parent/Teacher Conferences

Parents and guardians are encouraged to be actively involved in their child's education. Parent/Teacher conferences are scheduled twice yearly in November and April (April conferences occur only if requested by teacher and/or parent/guardian).

If you wish to meet outside these times or have questions or concerns during the year, please contact your child's teacher by note, email, ParentSquare, or by calling the main office to leave a message. Most concerns can be addressed at the classroom level.

If further discussion is needed after speaking with the teacher, you may contact the principal via email, ParentSquare, or by calling the elementary office to arrange a meeting. All meetings with school staff must be scheduled in advance.

School Nurse

If your child is sick, please notify Mrs. Davison, Mrs. Thew, and your child's teacher by 9:00 a.m. via email or ParentSquare. If you are notifying via phone call please contact Mrs. Thew by 9:00 a.m.

Students sent home with a fever must be fever-free for 24 hours without fever-reducing medication before returning to school to prevent germ spread.

The nurse:

- Dispenses medication with appropriate documentation from Physicians
- Assists ill students
- Supervises physicals and immunizations
- Monitors student health

Students must have a teacher pass to visit the nurse unless it is an emergency. No student may leave school without nurse authorization. If a student needs to be excused due to illness or injury, the nurse will contact the parent/guardian using updated emergency contact information.

Medication Procedures

Students needing medication during school hours must follow these guidelines:

1. Parents/guardians must provide a written physician's prescription and written permission to the nurse for medication administration.
2. The prescription must include the student's name, diagnosis, medication type, dosage, and schedule.
3. All medication will be securely stored.
4. **Prescriptions must be renewed each school year.**
5. Over-the-counter medications (e.g., ibuprofen, cold medicine) are not allowed to be brought by students. A parent/guardian must deliver these to the nurse with a physician's written permission.
6. Possession or use of medication without nurse supervision violates the Drug and Alcohol Policy and may result in disciplinary action.
7. **Parents are responsible for delivering medication to the nurse and retrieving unused medication at year-end.**

Students are never permitted to carry medications during the school day.

Immunization Requirements

New York State Public Health Law, Section 2164, requires that no child may attend school unless the parent provides proof of immunization or documentation from a healthcare provider showing the child is in the process of receiving required immunizations.

Acceptable records include:

- An immunization record from a healthcare provider, health department, or the child's previous school (must be an original healthcare provider record, not a copy of a school health record)
- NYSIIS or NYCIR immunization records
Records must include exact dates for each immunization.

SchoolTool & Parent Portal

SchoolTool is the student information system used by Chazy Central Rural School District to manage student data, including tests, schedules, attendance, and discipline.

The SchoolTool Parent Portal, available for grades 3-6, allows parents to view their child's grades, assignments (if used by the teacher), attendance, and discipline records. It is accessible via any internet-enabled device or through a smartphone app.

For questions, contact Amanda Thew in the Elementary Office.

ParentSquare

ParentSquare is the district's communication platform used by staff and teachers to send messages to parents and guardians. It is essential for parents/guardians to regularly access ParentSquare to receive school communications.

For assistance with ParentSquare, contact Amanda Thew in the Elementary Office.

Student Sign-In/Sign-Out During the School Day

To sign your child out for appointments or other reasons, send a note with your child, a ParentSquare message, email, or call the elementary office. Include:

- Date(s) and time of pick-up
- Name of the person picking up
- Contact phone number
- Child's teacher

When picking your student up, please report to the main office, which will call for your student.

- Students arriving after 8:15 a.m. are considered tardy and must check in at the main office. The elementary office will be notified via phone, and the student will then proceed to their classroom. Tardiness will be excused only with a note for medical, counseling, court, or similar appointments.

Visitor Policy

The Board of Education welcomes visitors during school events but requires limits to maintain a safe learning environment.

- All non-staff individuals are visitors and must present a photo ID if requested.
- Visitors at public school events (assemblies/presentations) will use door 17 to enter the building and are not required to sign in.
- Unauthorized persons on school property will be reported and asked to leave.
- All visitors must follow the district's Code of Conduct for public behavior on school grounds.

Section 4: District Information

District Custodial Precautions:

- Students may be released to either parent unless the school has a certified court order or divorce decree stating otherwise.
- Students will only be released to parents, guardians, law enforcement, child protective services personnel, or individuals authorized by the parent/guardian in writing.
- Parents/guardians may submit or update a list of authorized individuals at any time in writing.
- Certified copies of court orders or divorce decrees restricting custody or release must be provided to and are kept in the elementary office.
- Anyone requesting student release must report to the school office and present valid identification.

It is the parent's responsibility to inform the school of any legal custody agreements by submitting official court documents.

Emergency School Closings:

Snow days and other emergency closings are planned for in the school calendar. If school must close, announcements will be sent via ParentSquare, Facebook, automated calls, and posted on the district website.

Section 5: Helpful Links & Resources

[Schooltool](#)

[K-12 Cell Phone/Electronics Policy](#)

[District Calendar](#)

Parent Square