

PERU ELEMENTARY SCHOOL



Student/Parent Handbook
2017-18

www.perucsd.org

2017-2018



Dear Families,

Welcome to Peru Elementary School and to the start of a new and exciting school year! I am sure you and your family will find our school community to be a positive, engaging, and rewarding experience.

Please use this handbook to acquaint yourself with Peru Elementary School's procedures and programs. We encourage you to sit down with your child to review the information in this handbook.

We recognize student success is dependent on the cooperation of parents and school district staff. Parents are our partners in the most important job of educating the children of this community. Personal communication between home and school is vital to providing the best possible educational experiences for children. Please help us foster this relationship by attending school functions and monitoring your child's school progress. Should you have any questions, concerns, or needs, please contact us and we will do our very best to assist you in any way we can.

Together we are educating future leaders.

Sincerely,

Michelle Rawson
Principal, Grades K-2

Matthew Slattery
Principal, Grades 3-6

	K-2	3-6
Office Phones:	643-6100	643-6200
Fax Numbers:	643-6126	643-6212
Nurses' Office:	643-6106	643-6206

Bus Garage: 643-6061 or 643-6062

- Please start here with bus issues/concerns.

Office Hours: 7:30 a.m. to 4:00 p.m.

Teachers: 8:20 a.m. to 3:20 p.m.

Students: 9:05 a.m. to 3:05 p.m.

Student Arrival: Doors open to students at **8:50 a.m.**

Student Dismissal: Doors open for parents/guardians at **3:05 p.m.**

Director of Student Services: 643-6043

School Lunch Manager: 643-6026

District Office: 643-6002

Students who arrive late to school must be signed in by a parent/guardian at each main office.

FREQUENTLY ASKED QUESTIONS

Q: Why can't I drop my child off to school at 8:45 a.m.?

A: Supervision for students is not available until 8:55 a.m., at which time our doors will open. If this conflicts with your work schedule, the YMCA provides daycare options for our families in our school building. Their contact information is: 561-4290.

Q: What if my child is sick?

A: Call the school nurse at 643-6106 (K-2) 643-6206 (3-6). When the child returns to school, a written note must be sent with them explaining their absence and signed by parent/guardian.

Q: What if I want to pick up my child from school or they need to take a different bus?

A: A note from you needs to be sent in with your child explaining when and why your child is being picked up or what the new bus is (Name & Address). If you pick up your child earlier than the 3:05 release, you must sign them out in the office. If you pick your child up at dismissal, you need to sign them out at the designated locations.

Q: Can I volunteer?

A: The parents' group, called the PTO, is looking for volunteers to help out in classrooms and with their projects. Please contact them directly at: perupto@gmail.com to assist.

Q: What about breakfast and lunch?

A: Breakfast and lunch are available. Free and reduced breakfast and lunch is available for those that qualify. The breakfast/lunch menu is sent home monthly.

Q: My child is constantly losing things. Is there a lost and found?

A: There is a lost and found in the cafeteria and students are encouraged to look for their belongings while at lunch.

Q: Can I bring in cupcakes for the class to celebrate my child's birthday?

A: No. During the school day, any snack provided to the class must abide by the USDA smart snacks guidelines. If you are unsure if your classroom snack is allowed, please visit, <https://foodplanner.healthiergeneration.org/calculator/> to check to see if your snack meets the Smart Snacks Standards. Ask your child's teacher about the "Birthday Card" and the Peru Wellness Resource Guide.

Q. Am I permitted to provide snacks that are prepared at home and not purchased from a restaurant or supermarket with the ingredients and nutritional values marked?

A: No. healthy snacks provided for students must come in the original store or restaurant packaging with nutritional label. Homemade classroom snacks are prohibited.

SCHOOL SAFETY

Safety of all students is our number one priority. We are responsible for the welfare of the children from the time they come to school in the morning until they return home in the afternoon. Because of this, a number of policies and procedures have been established to ensure the safety of all children. In addition to fire drills and bus drills, other rules of interest to parents include:

1. Children are not allowed to leave the school during the day without the express written permission of the parent or guardian, and only with a responsible adult known to the child.
2. Supervision is not provided before or after school. In order to ensure their safety students must **not** arrive prior to 8:55 AM. If your child is driven to and from school, it is most important that the rides be on time in order to ensure safety for each student.
3. When bringing your child to school, please escort your child to the office and sign he/she in on the sheets provided. Students will walk to their classroom when indicated without your escort. Our secretaries will take care of delivering any snacks or items to the teachers after they have been screened by the school nurse.
4. If you are visiting or volunteering at school, you must present your picture ID, sign in at the counter, and receive a badge.

PARENT/GUARDIAN SIGN-IN

In order to be certain that all of our children are safe, we need to be sure that parents and students are aware of the sign-in and sign-out procedures. Any parent visiting the school for any reason must:

1. Have an appointment made in advance with the classroom teacher.
2. Sign-in at the main office and check-in with the secretary.
3. Take a Visitor's Badge.

DO NOT go directly to your child's classroom without permission from the office.

We ask that parents do this every time that they visit the school. We cannot ensure safety of the children unless this procedure is followed by everyone every time. If you are asking yourself- "I wonder if I have to sign." - The answer is **YES**.

Due to many children having allergies, snacks and treats for classes are to be dropped off at the office and must be in compliance with our board of education policy found on page

11 of this handbook. Parents are not allowed to take snacks to the classrooms.

PARENT/GUARDIAN EATING LUNCH WITH THEIR CHILD

If you would like to eat lunch with your child during the school day, we will designate an area for you and your child. For school safety, the following procedure will be required:

1. Please call the main office at least one day (1) in advance.
2. When you arrive, please refer to sign-in procedures.
3. The secretary will direct you and your child to a designated dining area.
4. Student and parent will be permitted to go to classroom with teacher's prior approval.

SIGN OUT PROCEDURE

If a student has to leave school for any reason before the end of the day, we need a note from the parent or a phone call made in advance of the departing time. The parent must also sign the sign-out book in the main office before a student may leave the building.

EARLY RELEASE OF STUDENTS

Teachers are **NOT authorized** to release students to parents who come to the classroom.

All students taken from the building during the regular school day must be signed out at the school office. We highly encourage parents to schedule students' doctor's appointments **AFTER school or during vacations** as much as possible. When students leave school early, they miss out on valuable instructional time and can fall behind academically.

BUSING AND PICK UP NOTES

Any change in a student's transportation plan requires written documentation. Here are the guidelines for submitting a bus note:

1. If your child is to be picked up at school or dropped off by bus **PERMANENTLY** at a different location other than your home address, please send a note to the office stating:
 - a) The Residence Name
 - b) and the 911 Address
2. If your child is to be picked up at school or dropped off by bus **TEMPORARILY** (Daily or Weekly) at a different location other than your home address or permanent location, please send a note to the office stating:
 - a) The Residence Name
 - b) And the 911 Address
3. We need a note in the office for every time there is a change.
4. Bus notes will be accepted in the office by the child in the morning, by fax or by email.

(Please do not give notes to the bus driver.)

Grades K-2 fax number: 643-6126

E-mail: primaryoffice@perucsd.org

Grades 3-6 fax number: 643-6212

E-mail: intermediateoffice@perucsd.org

5. Notes, faxes, and emails for all changes will be accepted no later than **2:00 P.M.** to ensure the safety of all students.

INCLEMENT WEATHER

If and when we have weather conditions during the winter which warrants the closing of school WIRY, WKDR, WEAV & WDOT Radio Stations will make spot announcements informing you of such action. Also a robo-call will be made to each family.

SCHOOL DAY AND PROGRAMS

Peru Central School District is on a six-day cycle. Peru Elementary students have special area classes that they participate in:

Physical Education:	3 days a cycle (Sneakers required)
Art:	1 day a cycle
Music:	1 day a cycle
Library:	1 day a cycle
Computer Lab:	1 day a cycle

SPECIAL PROGRAMS OFFERED

- Apple Crate Performance Ensemble
- Band Instrument Lessons
- Orchestra Lessons
- Positive School Environment Team – “PERU PRIDE”
- Celebrations of Excellence
- Yearbook Committee

SERVICES AVAILABLE FOR QUALIFYING STUDENTS

- Counseling—to help students feel and be successful academically, socially and emotionally. The program is designed to be both preventative and developmental. Parents/guardians are notified prior to a child receiving services.
- Academic Intervention—a comprehension program in English Language Arts and Math. A plan for your child will be sent home if he/she qualifies.
- Speech/Language Therapy—provided for students who need assistance in enhancing speaking and listening skills. Evaluation and therapy provided with parent/guardian permission.
- Occupational Therapy--assists students with fine motor skills. Evaluation and therapy provided with parent/guardian permission
- Free or reduced lunch costs—complete the form sent home and it will be reviewed to see if your child qualifies.

HOME/SCHOOL CONNECTION

Communication is important between home and school. Your child has been provided with a communication folder and an agenda (2-6) on the first day of school. Homework is written in the agenda daily as well as notes from your child's teacher. Please use the communication folder every day and use the agenda to write any questions or concerns that you may have. Another good place to get information is through our school's website and teachers' websites. New this school year, follow us in Facebook at <https://www.facebook.com/Peru-Central-School-District-1948204395448647/>.

Go to www.perucsd.org, click on schools, Elementary, then faculty and staff. Your child's teacher will be listed there. You can always call the school and leave a message for the teacher.

REPORTING ABSENCES

If your child is going to be absent from school, please call the school by 9:00 A.M. on the immediate day and report the reason for his/her absence K-2 (643-6106) and 3-6 (643-6206). An absence excuse must still be sent from home when your child returns to school. **Please remember that regular and punctual attendance is essential for the optimum growth and development of students.**

RECESS - BOOTS, MITTENS, HATS AND COATS

ALL classes have a scheduled outdoor recess time, 20 minutes, during the school day, weather permitting. Each child should be dressed warmly enough for outdoors during the colder months. It is suggested that the child's name be written or securely sewn on their sweaters, coats, and boots.

ATTENDANCE PROCEDURES

We at Peru Elementary believe that consistent attendance at school is imperative to attain a thorough and complete education. It is important that students be in school on time each day in order to be presented with academic material that will help them grow as a student. We also recognize that there are circumstances in a child's life that may require them to miss school occasionally. These tardies or absences are understandable and accepted as long as the occurrence doesn't become frequent.

School starts at 9:10 AM. Students who arrive in their classrooms after these times are reported to the main office as tardy for school. Absences are identified by a student being out of school for an entire day. Both of these attendance measures are forwarded to a database where we keep track of attendance for each child. When a student is absent from school, the nurse's office will call the child's home to make sure that the parent is aware of the child's absence in order to ensure the child's safety.

The expectation at Peru Elementary is that parents will forward, in writing, a note that includes the date(s), student's name and explanation of absence. We keep these notes on

file in the nurse's office. Each week an attendance check is done on all of our children. Below you will find the schedule for school correspondence when attendance issues become concerning for a child's progress:

Absence

10 Absences – Letter #1
15 Absences – Letter #2
20 Absences – Letter #3

In both instances, if a parent fails to meet or talk with the school and/or if continued attendance issues persist, an outside agency referral will be made.

It is a school-wide goal at Peru Elementary to improve student attendance. In order for parents to assist us with this school-wide goal, we ask that parents make every effort to schedule family vacations during our school breaks. In addition, we ask that parents schedule students' doctor's appointments after school as much as possible. When students are signed out of school early, they miss valuable instructional time and could begin to fall behind academically when leaving early becomes excessive.

NOTE: Medical documentation from a doctor supersedes this protocol.

HEALTH SERVICES

The School District is concerned with the health and well-being of each of the pupils. It has been shown that the child profits greater from instruction only when he/she feels well and is in a satisfactory emotional state.

A health office is maintained in each school with a school nurse in charge. She checks students who are ill in school and keeps health records on individual students. In addition, she tests eyes and ears, advises corrections when needed, and helps the school physician with physical examinations.

Parents are notified of all findings, emergency first-aid treatment is given, but by law, the school nurse is NOT allowed to diagnose, prescribe or treat. Each child in the building, after being absent because of sickness, should bring his/her excuse to school. In case of illness during the school hours, parents will be called to pick up their child. The Health Office phone number is: (K-2) 643-6106 and (3-6) 643-6206.

Occasionally it may be necessary for your child to take medication during school hours. In order for the school nurse to administer medication to the students, they must have:

1. Written order from a physician directing the nurse to give medication.
2. Written parental permission.
3. Medication in original container.

The medicine should be labeled with the name of the child and his/her grade, and **MUST** be taken to the Health Office **BY AN ADULT!**

We are sorry if this might cause any inconvenience, but we must follow state mandated laws. As always, please feel free to contact us with any questions you might have.

All other un-prescribed medication, (aspirin, cough syrups, etc.), cannot be administered under any circumstances. If you have questions, please feel free to contact our school nurse.

PHYSICAL PROBLEMS

If your child has any physical problems or issues that are not readily apparent, please acquaint your child's condition and limitations to the school nurse at the Health Office and to his/her teacher.

STUDENT CONDUCT:

Productive, satisfying, and wholesome learning environments depend upon relationships, which permit students to learn and teachers to teach. Each student is responsible for his/her own behavior. The following behavioral matrix focuses on three simple expectations: Be Safe, Be Respectful, and Be Responsible. These three expectations are consistent through all settings of our school.

All students are encouraged to show their Peru Pride by going above and beyond our “3 B’s.”

	Bus	Arrival/ Dismissal	Hallways	Classroom & Specials	Bathroom	Cafeteria	Recess	Assemblies
Be Safe	<ul style="list-style-type: none"> • Use a quiet voice • Remain seated • Keep food and drinks in backpacks • Keep hands, feet, and body to yourself 	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and body to yourself • K-2 on tarmac • 3-6 on sidewalk 	<ul style="list-style-type: none"> • Keep hands, feet, and body to yourself • Remain on one side of the hallway in line • Walk 	<ul style="list-style-type: none"> • Keep hands, feet and body to yourself • Use equipment and materials appropriately • Get adult help for accidents and spills • Enter only when an adult is present 	<ul style="list-style-type: none"> • Report unsafe behavior • Always wash hands 	<ul style="list-style-type: none"> • Keep food and belongings to self • Walk • Carry tray with two hands • Report spills and accidents 	<ul style="list-style-type: none"> • Use equipment properly • Play within playground boundaries • Keep hands, feet and body to yourself 	<ul style="list-style-type: none"> • Keep hands, feet and body to yourself • Wait for arrival and dismissal signals • Leave all belongings in the classroom
Be Respectful	<ul style="list-style-type: none"> • Listen to driver • Be considerate of others 	<ul style="list-style-type: none"> • Use a quiet voice • Push and pass the door to the person behind you 	<ul style="list-style-type: none"> • Keep the hallways quiet • Hands by your side • Push and pass the door to the person behind you 	<ul style="list-style-type: none"> • Use kind language and a friendly tone of voice • Be a good listener • Follow directions • Encourage others to do their best • Raise your hand 	<ul style="list-style-type: none"> • Give others privacy • Keep area clean 	<ul style="list-style-type: none"> • Use a quiet voice • Use good table manners • Eat your own lunch • Use kind words 	<ul style="list-style-type: none"> • Include everyone • Play fairly • Use kind words and actions 	<ul style="list-style-type: none"> • Be a good listener • Look at the speaker • Applaud when appropriate

<p style="text-align: center;">Be Responsible</p>	<ul style="list-style-type: none"> • Keep aisle clear • Report unsafe behavior and any problems to driver • Older students assist younger students • Talk it out • Report the problem 	<ul style="list-style-type: none"> • Go directly to location • Follow daily routines • Turn in notes from home • Be packed and ready to leave on time • Keep lockers and cubbies neat • Ask for help if you need it 	<ul style="list-style-type: none"> • Bring all supplies with you • Go directly to intended location • Keep the hallways clean 	<ul style="list-style-type: none"> • Dress appropriately • Ask for help • Be honest • Participate • Be prepared • Always do your best • Complete your tasks 	<ul style="list-style-type: none"> • Go directly to and from the bathroom • Always flush • Report problems 	<ul style="list-style-type: none"> • Be prepared • Clean up after yourself • Finish eating before visiting • Stay seated • Raise your hand for help 	<ul style="list-style-type: none"> • Dress appropriately for weather • Line up when signaled • Return borrowed equipment • Report dangerous situations to the monitor 	<ul style="list-style-type: none"> • Take care of personal needs before going • Ask appropriate questions • Be a positive participant
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ELECTRONIC DEVICES

To create an educational environment at the elementary level that is age appropriate and focused on learning, we ask all students and families to **please keep personal electronic devices at home, including student cell phones**. Students are permitted to bring such items to school, however, they must be off and out of sight between the school hours of arrival and dismissal. Personally owned computing devices such as laptops, netbooks, tablets, and eReaders can be used for instructional purposes at the discretion of the classroom teacher.

The Peru Central School District is not responsible for any device, data loss, theft, damage or other associated costs of replacement or repair incurred during the school day.

CAFETERIA PROGRAM

The cafeterias at Peru Elementary have a wonderful breakfast and lunch program. Breakfast is served at the Peru Elementary cafeteria from 8:50 – 9:10 AM. The breakfast program is open to everyone and is a great way to start a happy day at school! The cost for a breakfast is \$1.50 and a lunch is \$2.45.

Lunch is served each day and is available to all students. Children carrying a bag lunch may purchase milk (\$0.65) in the cafeteria. One milk is included in the price of each meal.

Every elementary student will have his/her own personal cafeteria account. As students pass through the breakfast and lunch lines, they will simply give their names to the cashier to access their accounts. Although students may pay with cash each day, we strongly encourage parents to deposit money into their child's account(s).

MY SCHOOL BUCKS

Payment instructions for www.myschoolbucks.com computerized payment system for

breakfast and lunch is available on the PCSD website. Go to www.perucsd.org then click on:

- Cafeteria Services
- the myschoolbucks.com logo
- the box on the right that says “REGISTER FOR A FREE ACCOUNT” this is located under the “Access Your Account” box.

You will need your child’s 9-digit STUDENT ID NUMBER to set up an account. This number can be located on your child’s report card or you can contact Mrs. Kerr, Cafeteria Services Coordinator at 643-6026.

School meals should be prepaid or paid for when they are received. Charging is for the rare occasions when money is forgotten. **If charges are over \$10.00 your child will not be allowed to continue charging. They will be offered an alternate meal of a cheese sandwich and milk so that they do not go hungry.**

FREE & REDUCE PRICED MEAL PROGRAM

Families can apply anytime during the school year. Only one application per household is needed. Applications are mailed out in August and are also available from the district website under Cafeteria Services. Contact Mrs. Kerr at 643-6026 with any questions.

FOOD GUIDELINES (BOE Policy #9040 & Wellness Policy Resource Guide)

The goal of our district-wide wellness policy is to promote student safety, establish goals for nutrition education, and to encourage healthy physical activity. As a result, all foods brought in to school to share with the whole class must be from an approved facility with a full listing of ingredients on the packaging. We can no longer distribute home baked goods. This is to ensure the health and safety of all students at Peru Central School.

Furthermore, snacks brought in for the classroom must abide by the USDA Smart Snacks Nutritional Standard. Please see the Wellness Resource Guide for additional information and resources.

We thank you in advance for helping us to create a safe and healthy school environment for all students.

If you are unsure if your classroom snack is allowed, please visit, <https://foodplanner.healthiergeneration.org/calculator/> to check to see if your snack meets the Smart Snacks Standards.

****Note:** Individual snacks sent in for your child are at each parents own discretion. Snacks brought for the entire class must meet the USDA Smart Snack Nutritional Standards.

What are the Smart Snacks Standards for foods?

To qualify as a Smart Snack, a snack or entrée must first meet the general nutrition standards:

- Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and
- The food must meet the nutrient standards for calories, sodium, sugar, and fats:

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

PERU ELEMENTARY SCHOOL

Parent to School Communication Form



Date: _____

To: _____

Student: _____

Teacher: _____

Parent/
Guardian Signature: _____

Will be picked up at _____ am/pm by (state name and relationship)

Will be going home on bus _____ to (name) _____
Address _____ regular bus _____

Will not be in school from _____ to _____ due to _____

Is returning to school after an absence on (dates) _____ due
to _____

Other _____

Peru Elementary School K-2 and 3-6 Houses

As of August 7, 2015 we will utilize a K-2 office/entrance as well as an office/entrance for grades 3-6. Both locations are the former locations of the primary and intermediate offices.

