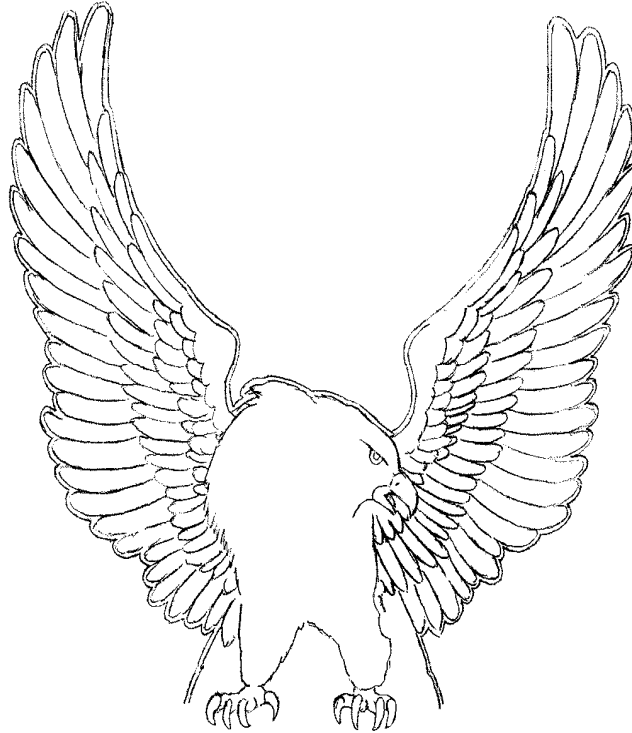


**“SAFETY – CITIZENSHIP - SCHOLARSHIP”**

**2009-2010**

# **C. C. Lee Handbook**



**C. C. Lee Elementary  
Golden Eagles**

**Aberdeen School District 6-1**

**“Empowering all students to succeed in a changing world”**

**BOARD OF EDUCATION**

314 South Main Street  
Aberdeen, SD 57401  
725-7100

Brian Sharp  
Linda Burdette  
Duane Alm  
Robert Nikolas  
Scott Wirth  
Brad Olson  
Mike Miller

Rory King  
Attorney

Dr. Gary Harms  
Superintendent of Schools

Dr. Becky Guffin  
Assistant Superintendent of Schools

C. C. LEE ELEMENTARY  
1900 North State  
Aberdeen, SD 57401  
725-7500  
Fax: 725-7599

Eric D. Kline  
Principal

Elaine Bauer  
Administrative Assistant

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Welcome to C. C. Lee Elementary School. Our motto reads, Pathway to the Future – Explore, Discover, Learn, and Succeed. In addition, we incorporate John Wooden’s Pyramid of Success as a motivating tool for students. At C. C. Lee, we strive to be one of the best elementary schools in the country by doing three things well each and every day: 1. Safety and Orderliness. 2. Responsible Citizens. 3. Excellent Students.

The parents and students of C. C. Lee are our “customers” and we are committed to ensuring high customer satisfaction by maintaining open communication and a strong desire to help the children in our care become their personal bests. Students are provided with age appropriate learning experiences that are relevant, meaningful, and connected to the world around them. The community serves as a rich resource of support and parents are welcome and eager to volunteer and support our efforts.

We are a K-5 three section school. We provide a language rich program along with a balanced literacy program enhanced with daily writing experiences across the grades. The elementary years are intended to build a strong foundation for future academic success; as a result, much emphasis is placed on the basics: Reading, Writing, and Arithmetic. State standards drive our curriculum along with systematic assessment to provide feedback for teaching and learning.

C. C. Lee continues to be an accredited academic institution as required under No Child Left Behind (NCLB) and the South Dakota Department of Education. Regular staff development days are built in to the calendar to ensure staff has time to improve the delivery of educational programs. Technology is integrated when appropriate and we have a wireless lab to provide portability and to maximize our space. C. C. Lee averages around 400 students per year, and our class sizes range from 20-26.

C. C. Lee Elementary School first opened during the 1973-1974 school year. It was designed as an open spaced school. The land was donated by Dr. and Mrs. James Anderson, a prominent orthodontist, who helped develop the Highland North Addition to Aberdeen. It was named in honor of Clifford Carl Lee, an Aberdeen industrialist as a tribute to his contributions to youth and education in Aberdeen. The school was updated during the summer of 2001, to improve the heating, ventilation, air-conditioning, sprinkler, and fire alarm systems. Major remodeling included the addition of walls, hallways, and lockers as we transitioned from an open spaced school. A new addition was added to provide a spacious music room, as well as, office space for administration and counseling staff. We are located on nine acres of land and have ample space for outdoor recess, physical education, and for other organized after school sports programs. Our most recent addition occurred in 2007 with a \$1.2 million gymnasium, additional kindergarten room, and bathrooms. We have a caring staff and effective school program to meet the needs of our students and continue to look for ways to improve.

**Eric D. Kline, Principal**  
**C. C. Lee Elementary School**

## **Aberdeen School District 6-1**

# **Vision**

**We believe that our school community works diligently to deliver the best possible education for all students that attend our school. The district exit outcomes help drive all efforts to educate the whole child through a developmentally appropriate curriculum. We recognize that we must help every child achieve to his/her fullest potential through high expectations and special efforts designed to meet the needs of every child.**

### **The C. C. Lee Community . . .**

**We have parents who believe in the welfare of their children and are concerned for their success and well-being. Our PTA is well represented and strives to provide support between the home and school. Parents are highly committed to stay connected and informed about their child’s classroom activities and for progress made toward academic achievement, social, and emotional development. Parent input and feedback are valuable components of our ongoing school improvement process.**

### **The C. C. Lee Students . . .**

**Our students are motivated and enjoy our school environment that provides a “Pathway to the Future.” Our motto reflects what we do best to help our students to remain connected to the learning environment through daily encouragement to “explore, discover, learn and succeed.” Our classes are structured to provide a mix of abilities and talents so all children can explore in cooperation with peers and their learning styles. We also encourage the use of technology as a tool to help our students be creative problem solvers and explore the ever-changing world.**

### **The C. C. Lee Staff . . .**

**We have a dedicated and professional staff committed to excellence in education. Ample opportunities are provided for ongoing staff development throughout the year and summer. Curriculum development is foremost to develop meaningful learner-centered instructional activities for our students. Staff members work collaboratively whenever possible to communicate and coordinate efforts to help our school community provide the “Pathway to Learning.” Student achievement is the outcome for all learning activities which is reflected through a variety of measures to reflect-student growth.**

## **Aberdeen School District 6-1**

# **Vision**

### **IMPROVEMENT OF TEACHING AND LEARNING**

**We envision the Aberdeen School District 6-1 to be a student-centered community that:**

- ★ strives to improve teaching and learning**
- ★ develops a challenging curriculum based on student assessment to achieve stated goals and provide a practical, relevant, and meaningful education**
- ★ integrates learning through interdisciplinary real-life tasks**
- ★ uses technology to enhance and expand learning**
- ★ recognizes and understands an interdependent world**

### **ENVIRONMENT FOR EXCELLENCE**

**We envision the Aberdeen School District 6-1 to be a place where people work together to:**

- promote a professional culture, attitude, and behavior**
- create a success-based learning environment and system of accountability**
- empower each school community to share in decision-making that effects that school**
- provide a safe, comfortable, accepting, learning environment**
- include family and community in the learning process**

## **School and Community Involvement**

**The C. C. Lee community must work together for the best interests of the children so they can learn to succeed in a changing world. The PTA helps provide support for our school community. This organization has parent, staff, and community representation to help improve our school program.**

**The mission of the PTA is threefold:**

- 1. To support and speak on behalf of children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;**
- 2. To assist parents in developing the skills they need to raise and protect their children;**
- 3. To encourage parent and public involvement in the public schools of this nation.**

**The PTA operates under established bylaw, and the PTA Executive Board and committees provide the leadership for the organization. The following officers have been duly elected for the 2009-10 school term and meet with all committee representatives the first Tuesday of each month at 6:30 p.m. They are:**

**Bobbi Burdette – President  
Darla Scarlett – Vice President  
Trisa Unruh - Treasurer  
Jenny Hepper - Secretary  
Sherrie Gray/Jan Noer - Teacher Representatives**

**State Accreditation – School Improvement Plan: The purpose for state accreditation/school improvement is to provide opportunities for the C. C. Lee learning community to work together for the best interests of our students and school within the scope of policies established by the School Board. Our district and school follow the state-wide accreditation model as required under No Child Left Behind (NCLB). C. C. Lee School Improvement Plan is posted on our web site and it available at the school for review.**

## **School Visits**

**Parents are encouraged to visit our school. Visitors must check in with the secretary before entering the classroom area. A board of education policy requires you to pick up a visitor's badge unless you are picking up your children after school. Parents who want to give a message to a child are to leave it with the secretary.**

## **Newsletters/School Reach**

**The C. C. Lee Newsletter will be sent home monthly along with other notices. This publication will contain a calendar of events, updates and news from the principal, lunch menu, student council events, and general news items and reminders. We strongly urge you to keep all newsletters as they are a good source of information.**

**C. C. Lee will also use an automated phone system called, "School Reach" to communicate general and weather-related announcements.**

## **Open House**

**This event will be scheduled early in the school year so that you can become familiar with the staff and school. Our PTA will have information available in reference to the organization, support to your children and will encourage every parent to become a member.**

**C. C. LEE SCHOOL EMPLOYEES  
2009-2010**

**Principal** Eric D. Kline

**Administrative Assistant** Elaine Bauer

**Custodians** Judy Hatzenbeller/Georgia Meyer

**GRADE LEVEL TEACHERS**

|                   |   |
|-------------------|---|
| Hope Joachim      | K |
| Jan Noer          | K |
| Tamera Kucker     | K |
| Nora Grosz        | 1 |
| Melissa Johnson   | 1 |
| Jessica Hed       | 1 |
| Sherri Aldinger   | 2 |
| Sherrie Gray      | 2 |
| Cindy Banker      | 2 |
| Jackie Garstecki  | 3 |
| Linda Lang        | 3 |
| Jeanette Drapeaux | 3 |
| Jackie Bindenagel | 4 |
| Jan Skott         | 4 |
| Steve Markley     | 4 |
| Chandra Johnson   | 5 |
| Wanda Ottenbacher | 5 |
| Patty Harms       | 5 |

**SPECIAL TEACHERS**

|                   |               |
|-------------------|---------------|
| Tracy Norman      | ESL           |
| Rose DesCamps     | Gifted        |
| Mary Marion       | Music         |
| James Weaver      | Orchestra     |
| Jake Phillips     | PE            |
| Bonnie Foell      | Art           |
| Anita Nielson     | Counselor     |
| Jamie Portra      | Special Ed    |
| Debra Heiden      | Special Ed    |
| Lorna Sharisky    | Special Ed    |
| Susan Casper      | Reading Tutor |
| Jennifer Alsleben | Reading Tutor |
| Amy Erickson      | Reading Tutor |

**SUPPORT STAFF**

|                  |                 |
|------------------|-----------------|
| Christy Brubaker | Special Ed      |
| Carol Fischer    | Special Ed      |
| Melley Rostad    | Library         |
| Ronda Smith      | Computer/Gen.   |
| Marsha Olson     | Computer/Gen.   |
| Pam DeVoe        | Writing Lab     |
| Carol Vetter     | Education Asst. |
| Barb Riley       | Autism E.A.     |

**LUNCHROOM**

Kathy Kriesel  
Fay Aragon  
Gladys Melcher

**FOSTER GRANDPARENTS**

Vivian Reub  
Sister Mary Lou Geraets  
Audrey Kann  
Sister Eileen Ford  
Cherrie Weisz  
Shirley McCullough

**SAFETY PATROL**

Tammy Wasem

## DAILY SCHEDULES, ROUTINES, AND CALENDAR

### Schedule

Grades K-5 student hours are from 8:00 a.m. to 3:00 p.m. each day. Students may arrive at school anytime between 7:30 and 8:00 and will report to the gymnasium.

We have split lunch breaks and noon recess at our school as follows:

|            | <u>Lunch</u>                        | <u>Noon Recess</u>            |
|------------|-------------------------------------|-------------------------------|
| Grades K-2 | 11:15 -11:40                        | 11:40 - 12:00                 |
| Grades 3-5 | <u>Noon Recess</u><br>11:20 - 11:40 | <u>Lunch</u><br>11:40 - 12:05 |

### Special Classes

Physical education, music, and art classes conducted with district specialists are as follows:

| <u>Grade</u> | <u>Class</u> | <u>Frequency</u>        |
|--------------|--------------|-------------------------|
| Grades K-5   | Physical Ed  | 30 minutes twice weekly |
| Grades K-5   | Music        | 30 minutes twice weekly |
| Grade K      | Art          | 45 minutes every week   |
| Grades 1-5   | Art          | 60 minutes every week   |

Recess Breaks are scheduled at 9:45-10:00 a.m. and 1:35-1:50 p.m. each day.

## **Attendance Policy**

Regular attendance is important because it contributes to high achievement, academic success, and responsible citizenship. Presentation and discussion of new material during class time are crucial for learning, and if missed, learning opportunities are minimized. Research has revealed that students who miss school regularly find it difficult to be successful academically. We urge parents to consider this when keeping children out of school, or when scheduling dental/doctor appointments and vacations. Parents will be notified of absences via report cards each quarter or by administration if excessive absences become apparent. Truancy is a separate issue and will be dealt with immediately if suspected.

If your child is staying home for the school day due to an illness or family emergency, we request that you call the school before 8:30 a.m.. If you have not contacted us before 8:30 a.m., our secretary will try to contact you to verify the absence.

## **School Closing Procedure**

In the event of severe weather during the school day, please listen to your local radio/TV stations for weather-related announcements. **Please do not call the school during severe weather unless you have an emergency** because it ties up our lines. We would encourage you to develop a family plan of what to do and where to go if you work and cannot pick up your children. This may include a plan to ride with neighbors or friends and should be arranged before the weather emergency occurs. Automated phone messages will also be sent.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled twice during the school year. In addition, student progress reports are sent home to parents in January and May. Each area of the curriculum is broken down into specific skills so that they can be assessed. Work habits, attitude, and citizenship are also assessed as a part of the student's overall growth, development, and achievement.



## C. C. Lee Discipline Plan

The C. C. Lee School staff will do everything possible to “empower all students to succeed in a changing world.” We view discipline as a twofold process: teaching and learning the skills necessary for self-control and respect for others; learning and obeying the rules for a safe and positive learning environment. Furthermore, we expect that all students will learn to become responsible and productive citizens of our community, state, and nation.

### Prevention

All staff members will expect age-appropriate behaviors in all areas of the school. The staff will model positive behavior and work to create a caring and safe learning environment in the following ways:

- Treat all staff and students with respect and dignity.
- Focus on the prevention of discipline problems.
- Communicate with parents and students about discipline concerns.
- Seek help, when necessary, for what is best for students.
- Praise students when they behave in a pro-social manner.

### Intervention

Despite all prevention efforts, we recognize that some conflicts and problems will arise. In that event, we will use a variety of intervention strategies since no one single method is effective all the time. These strategies include:

- Application of district wide elementary rules/progressive consequences.
- Use conflict resolution strategies or help from conflict managers to resolve conflicts.
- Develop behavior modification plans to help students focus on targeted behaviors.
- Refer students to Student Assistance Team when other approaches are not effective.
- Refer students to support groups.
- Follow district policy in regard to bullying or antisocial behaviors.

### General Behavior Expectations

- Keep hands, feet, and objects to self
- Act with safety and common sense
- Use appropriate language
- Show respect to others:
  - no “put downs”
  - listen without interrupting
  - no teasing or name calling
- Follow directions of all supervisors
- Learn how to solve conflict with others
- Treat others as you wish to be treated

### Lunchroom Rules

- Use indoor voices and sit at assigned tables
- Wait in line and keep hands to self
- Use good table manners – no trading food
- Raise hand for help

**Possible Consequences:**

Warning and re-direction  
Removal from lunchroom  
Written discipline communicator slip  
Severe problem - send to principal

**Playground Rules - Students will:**

- Play fun, safe games in assigned areas
- Be encouraged to include all who want to participate
- Use equipment properly and report lost items to the teacher
- Not play rough games or throw objects that could hurt someone
- Not swear or call names
- Not bring skateboards, roller blades, hard bats, or baseballs
- Not bring food items
- Get permission to enter the building
- Not leave the playground without permission

**Possible Consequences:**

Warning and re-direction  
Time-out against building  
Written discipline communicator slip  
Additional loss of playground privileges  
Severe problem - send to principal

**Bus Rules/Procedures:**

- Enter gym and sit in assigned area
- Indoor voices to be used when visiting
- Walk to board bus
- Follow all General Behavior Expectations

**Possible Consequences:**

Warning and re-direction  
Removal from gym  
Written discipline communicator slip  
Severe problem - send to principal

**Principal Intervention Strategies**

**Include the Following Steps:**

- The principal will discuss the problem with the student in order to obtain information.
- The principal will collaborate with teachers about consequences.
- Parents may be contacted, depending upon individual circumstances.
- The principal will deal with students who experience severe problems such as fighting or out-of-control behavior.
- The principal will enforce all district policies as they relate to weapons and harassment.
- Students will be encouraged to stop and think about the consequences and to make better choices.

As stated earlier, our goal is to help students get along with others and learn to follow the rules. We will review appropriate choices and consequences with students who choose to break the rules. The special form entitled *C. C. Lee Discipline Communicator* will be used to document behavior infractions in order to help the student succeed with rules and expectations. The following procedures will be used:

1. Once a report is written, the teacher, parent, and principal will receive copies (white-parent, yellow-principal, pink-teacher). The parent copy will be sent home the same day for the parent to review, sign, and return the next day.
2. If the student receives three slips for misconduct, he/she must serve detention for 60 minutes for grades 3-5 and 30 minutes for grades K-2. The detention will be arranged by the principal.
3. During detention time, students will:
  - report to the teacher or principal
  - finish homework
4. Behavior infractions will accumulate for each quarter period and then start over.
5. Progressive Discipline will be followed as part of the district wide plan. The following procedures will be used in Chronic or serious offenses:
  - a parent conference will be scheduled and a student plan may be developed which will be monitored by the student, parent, and principal
  - refer student to student assistance team
  - in or out of school suspension may be arranged

### **Conclusion**

Our goal is to **ENSURE THAT ALL CHILDREN ARE EMPOWERED TO SUCCEED IN A CHANGING WORLD**. This plan outlines prevention, intervention, and consequences to help every student make appropriate choices to become a responsible and respectful citizen. The role of the parent is to support this plan with the overall goal to teach and encourage their children to assume responsibility for their behavior. Discipline must be viewed as a teaching and learning process that helps children develop character, self-esteem, and good citizenship.

## **School Policies**

**Non-Discrimination Policy** - It is the policy of the Aberdeen School District not to discriminate on the basis of gender, race, national origin, religion, age, marital status, or disability in its educational program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Federal Rehabilitation Act of 1973.

**Sexual Harassment** - Because sexual harassment is a form of sexual discrimination and compromises the attainment of educational and work excellence, the Aberdeen School District 6-1 strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and /or including expulsion for students and termination for employees.

This policy applies to employees and students attending any event on district property, and at any event or location when the behavior involves district employee(s) or students.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

Aberdeen Public Schools acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding students and personnel. No discrimination against any person with a disability shall knowingly be permitted in programs or practices in the school district.

Under Section 504, the school district has the responsibility to provide notice to parents, to identify, to evaluate, and if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to file a grievance or request a due process hearing with an impartial hearing officer.

**Student Records** - Parents have a right to:

- review and inspect records
- a listing of types and location of records
- request an explanation of or amendment to the records, and
- a hearing regarding all records affecting your child should there be a disagreement as to any part of the contents of such file

- **Any other information relative to records or procedures in the handling of records can be secured from the principal or superintendent.**

### **Confidentiality of Information**

The Aberdeen School District has developed and implemented policies and procedures on the confidentiality of information consistent with the Family Education Rights and Privacy Act (FERPA) authorized by 20 U.S.C. § 1232g; 34 CFR Part 99.

The parents/guardians of a child who is now or was enrolled in the Aberdeen Public Schools shall be afforded, in accordance with this policy, an opportunity to inspect and review all education records concerning that child.

Confidentiality procedures are assurances that personally identifiable data shall be used for the purpose for which it is collected and be released only in the manner provided by law.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

**School Dress - As children prepare for school, it is important they come dressed in clothing conducive to learning. In the interest of social growth, students should maintain a neat and clean appearance. Clothing should cover the body appropriately. Printing on the clothing should not promote alcohol or other drugs, cigarettes, or inappropriate messages.**

Parents should see that the students are properly dressed for weather. Winter playground rules require boots, caps, mittens, and warm coats. Students will be aware of these rules, and we appreciate help from home in maintaining them. During periods of warm temperature, light clothing such as shorts, tank tops, etc., are permissible, however, we depend on parents to see that attire is appropriate, and does not interfere with learning activities.

**After-School Assistance - The purpose of keeping students after school hours should be constructive, e.g., providing assistance to the pupil, or conferring with him/her to obtain a better understanding concerning conduct, attitude toward work, etc. Parents will be notified by the teacher if their child is being kept after school for more than 15 minutes. Transportation and the amount of time spent after school will be established by the teacher and parent.**

**Homework - Homework is given to help establish good study habits and to allot extra time and may be necessary to help the student understand concepts and reinforce basic skills. We strongly encourage parents to remind their children to complete assigned homework. Lower grades may have occasional drills for memorization, exercises in reading, or have special projects to complete. Upper grades will have more regular homework.**

**Make-Up Work - A student's day includes six hours of instruction, assistance, discussion, feedback, and work time. Although it is not possible for an absent student to regain all of these opportunities for learning, make-up work may be required to complete some assignments. PLEASE ALLOW THE TEACHER TIME AFTER SCHOOL TO WRITE OUT ASSIGNMENTS.**

**Aberdeen Public School’s Make-up Work Policy:** If a pupil is absent from school, he/she will be given the opportunity to make up missed work. Make-up work shall only be done at a time that does not interfere with class instruction. Requests for teacher assistance are encouraged but shall be scheduled at the convenience of the instructor. Unless there are special circumstances, the period of time allowed for makeup work will be two school days for each day missed. Students who do not complete make-up work in the time allotted shall be given no credit for the work missed.

## Grading Scale

### Reporting Codes

#### Grade 1

E . . . Excellent  
 S . . . Satisfactory  
 N . . . Needs more time  
 I . . . Improvement shown  
 U . . . Unsatisfactory  
 X . . . Not evaluated

#### Grades 2-5

E . . . Excellent  
 G . . . Good  
 S . . . Satisfactory  
 N . . . Needs improvement  
 I . . . Improvement shown  
 U . . . Unsatisfactory  
 X . . . Not evaluated

#### Grades 4-5

|        |   |
|--------|---|
| 93-100 | A |
| 84-92  | B |
| 75-83  | C |
| 67-74  | D |
| -66    | F |

**Kindergarten Registration -** Registration will begin January 2009. Any child who will be five before September 1 may be registered. Parents should register their child in the school office in their home attendance area. A certified copy of the child’s birth certificate is to be presented at the time of registration.

**Transferring or Withdrawing -** If you are relocating and your child must leave C. C. Lee School, please notify your child’s teacher or call the school office at 725-7500 as soon as possible. This will allow time for the teacher to complete the transfer form and check out procedure. We would also encourage you to come to school before your child’s last day to sign a release so that records can be forwarded to the new school.

**Telephone Use -** A student may use the telephone with the teacher’s permission only when special needs exist. We ask that parents communicate with their children before school concerning appointments, riding the bus home, etc. If you need to leave a message, please call before 2:30 p.m. so it can be delivered before dismissal.

## **School Safety**

**Safety Patrol - Crossing guards will be on duty every day from  
7:45 - 8:00 a.m. 3:00-3:15 p.m.**

**Students must cross at 19<sup>th</sup> Avenue and State Street and obey all safety rules. The student patrols are under the supervision of the safety patrol (adult) supervisor.**

**Accidents or Illness - In the event of a serious accident or illness at school, the parents will be called. If neither parent/guardian can be contacted, school authorities will attempt to take necessary steps to assure the welfare of your child.**

**Medication - Due to the fact that we do not have a nurse on duty full time in our building, we prefer that medications be managed by the parent at home whenever possible. If it is NECESSARY for your child to take medication at school, you have the following options and requirements:**

- 1. First, stop at the office and sign an authorization form. Medication will not be allowed without this form signed. You must also instruct your child on how to administer the medication.**
- 2. All medication must be in a prescription bottle or original container.**
- 3. Send only one day's dosage at a time.**
- 4. The student is responsible for remembering to take the medication.**

**If you feel your child is not capable of administering the medication, your other option is to come to school at the proper time and administer the medication.**

**Over-the-counter drugs are to be treated as other medications. If at all possible, these medications are to be given at home.**

**If your child has had a contagious disease, or if you think there is a possibility that he/she has a contagious disease, please do not return them to school until the infectious stage is over, and he/she is feeling well enough to participate in school activities.**

**Bicycle Usage - Students in 3<sup>rd</sup> grade (or 8 years old, whichever comes first) are allowed to ride bicycles to school as long as the privilege is not abused. Bikes are not to be ridden on the school playground and are to be parked in the racks provided. Students may bring bike chains and locks for safekeeping.**

**Emergency Procedures - Every teacher has a plan and prescribed routine in the event of a fire, tornado, intruder, or bomb threat. These procedures are carefully planned and practiced to ensure maximum safety precautions for all persons in the building.**

## **Emergency Evacuation - Inclement Weather**

- 1. If the fire alarm is sounded during extreme cold temperatures, students will be asked to put on their coats on the way out of the building. If not in a regular class area, students would be routed back to their common area to get coats. If fire or smoke is present in the area, they would be asked to use the alternate route without coats. If students are in gym, during noon time, supervisors are to dismiss students one grade at a time so they can go back to class area and get coats before exiting the building. If evidence of smoke or fire is present, students would exit via usual route from the gym.**
- 2. If students could not return to the building due to fire or bomb threat, students would go to emergency shelter at the Holgate gym.**
- 3. Students are to stay with each home room teacher until dismissed to return to C. C. Lee or be dismissed directly to parents. If students are dismissed from Holgate, a list will be compiled of students who are picked up.**

**Weapons - No student shall carry, have in his/her possession, store, keep, leave, place, or put into the possession of another student, any controlled weapon, firearm, dangerous weapon, explosive, or ballistic knife.**

**Possession or use of a weapon will lead to disciplinary measures.**

**Tobacco, Alcohol, and Drugs - The possession and/or use of tobacco, alcohol, drugs or any other substance is prohibited. Violation will result in consequences established in the Student Assistance Policy Handbook.**

## **Special Programs**

**Special Assistance - To adequately meet the needs of all children, the following personnel are available:**

### **In School**

**Special Education Resource Teacher  
Speech and Language Clinician  
Counselor  
Gifted Education Teacher  
Educational Support Staff for: library; computer and writing lab**

### **District and Community Resources**

**Physical and Occupational Therapy  
Nurse  
Psychologist**

**Mentoring/Tutorial Program - We will offer a special tutorial program for students who can benefit from extra support after school ends - usually 3:05 - 3:50 p.m.. If your son/daughter is referred or if you wish to make a referral, please contact the school office.**

**Bus Transportation - Bus routes are determined by Hub City Transit. Transportation will be offered to students who live at least five miles and beyond. Students are expected to conduct**

themselves in an orderly manner on the buses. Violations may lead to consequences related to their bus privileges. A note or a call will be made in advance if privileges are denied, or if there are any other changes in the assigned bus route procedure. You are also asked to call Hub City Transit at 226-5968 if you have transportation questions.

**Student Council** - A new Student Council is organized each semester to help our students learn about sharing new ideas and making decisions that affect our school in a positive way. Representatives are asked to get input and sponsor community and/or service-related activities that can promote school/community relations. Meetings are generally held biweekly under the direction of the Student Council advisors

**Field Trips** - Educational experiences that help to bring reality to certain educational objectives are encouraged from time to time. You will be asked to sign an authorization form for your child to attend. If slips are not returned prior to the trip, your child must remain at school.

**Parent Lending Library** - Books about parenting are on display next to the counselor's office and are available for checkout. When new books arrive the titles will be published in the newsletter.

**School Lunch Program** - The school lunch program is designed to offer a class A lunch at an affordable cost. Free and reduced lunches are available if income guidelines are met. Applications for special considerations can be picked up at the office. Students wishing to bring sack lunches must comply with all lunchroom procedures. We do not allow students to bring pop as their main beverage.

**Costs for lunches: Prices will be announced in August**

Checks are to be made payable to *Food Service Program*.

You may write checks in larger amounts to credit your child's account. Our "lunchbox system" will indicate when funds are low so you can send money when you receive the notice.

\* Breakfast is served daily from 7:30-7:50 in the gymnasium.