



**O. M. TIFFANY HANDBOOK
2009-2010**

"Working Together Makes Everyone Shine"

Aberdeen Public Schools, District 6-1

"Empowering all students to succeed in a changing world"

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O. M. Tiffany Principal
Mr. Earl Martell

O. M. Tiffany Secretary
Mrs. Dee Zahn

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“Working Together at O. M. Tiffany Makes Everyone Shine”

Welcome to O. M. Tiffany Elementary School! Our goal is to equip each child with the academic and social skills that they need to be successful citizens now and in the future.

O. M. Tiffany currently serves approximately 375 students and families in Aberdeen, and our class sizes range from 21-27 students. We are one of five elementary schools in the Aberdeen Public School system. O. M. Tiffany opened in 1941, and we have grown and expanded to our current size with five major remodeling additions.

We are an accredited academic institution as required under No Child Left Behind (NCLB) and the South Dakota Department of Education. O. M. Tiffany is a school-side Title 1 school which boasts a dedicated and caring staff whose main concerns are for the safety, welfare, and education of the children we serve. In addition to kindergarten through fifth grade classrooms, we have Title 1 Reading and Math, Special Education resource rooms, speech therapy, counseling services, and gifted education. Our school has two computer labs, an Art/Science activity room, and a beautiful and spacious library.

We invite you to visit our school. We are extremely proud of our students, families, and staff and the learning opportunities they experience together each and every day.

Mr. Earl Martell, O. M. Tiffany Principal

Aberdeen School District 6-1 Mission Statement:

“Empowering All Students to Succeed in a Changing World”

At O. M. Tiffany Elementary, we strive to deliver the best possible education for all students. In following our district’s mission statement, we will work towards achieving our exit outcomes with our students’ successes as our first priority.

EXIT OUTCOMES

Students will demonstrate that they are:

- 1. Lifelong learners who create worthy goals that reflect a personal vision and are able to manage change.**
- 2. Responsible citizens who cultivate civic virtues, participate in the democratic process; promote healthy family values and appropriate parenting skills; practice environmental preservation; and make value driven decisions.**
- 3. Collaborative workers who practice effective team skills with/without leadership skills; establish healthy inter-personal relationships; and, are individually accountable.**
- 4. Quality producers who practice a positive work ethic and accountability for their productivity and actions.**
- 5. Investigative and creative thinkers who access information; apply scientific process; solve complex problems; and, express originality through the arts and sciences.**
- 6. Effective communicators who receive, analyze and express ideas in a variety of forms and environments.**
- 7. Technology literate individuals who conceive and apply technology to solve problems.**
- 8. Globally and culturally aware individuals who recognize and understand world interdependence, and demonstrate a knowledge of and respect for cultural diversity.**
- 9. Healthy individuals who practice a physical, intellectual, and emotionally balanced life style, and possess a positive self-concept.**

O. M. Tiffany Staff

2009-2010

Principal	Mr. Earl Martell	
Secretary	Mrs. Dee Zahn	
Classroom Teachers	Ms. Rosalie Brosz	Kdgn
	Mrs. Kim Aman	Kdgn
	Mrs. Sheryl Fischbach	1
	Mrs. Christen Salfrank	1
	Mrs. Barb Zinter	1
	Mrs. Karla Balster	2
	Mrs. Susan Jerde	2
	Mr. Jason Wetzel	2
	Mrs. Cheryl Olson	3
	Ms. Kira Wannebo	3
	Mrs. Victoria Wilson	3
	Mrs. Kathy Moore	4
	Mrs. Carol Otten	4
	Miss Jalynn Karlen	5
	Mr. Kendall Hoellein	5
		5
	Teacher Specialists	Mrs. Annie Falk
Mrs. Theresa Cler		Title 1 Reading
Mrs. Sandra Ullrich		Title Math Coach
Mrs. Mary Pence		Resource Room
Mrs. Denise Dutenhoffer		Resource Room
Mrs. Dorla Kantack		Speech
Mrs. Diane Kost		Phys. Education
Ms. Lonna Wanner		Phys. Education
Mr. Jake Phillips		Phys. Education
Miss Joell Rachel		Music
Mrs. Kay Bosanko		Art
Mr. James Weaver		Orchestra
Mrs. Lila Morris		Director of Library Services
Mrs. Rose DesCamps		Gifted Education
Mrs. Sheila Rook		Resource Room
Mrs. Janet Rawden		Resource Room
Mrs. Stacey Frink		Resource Room
	Title Reading	
	Writing Lab	
	Computer/Library	
	Safety Patrol	
	Library	
	General Aide	
	Reading Tutor	
	Lunchroom	
	Reading Tutor	
	Lunchroom	
	Lunchroom	
Custodians	Mr. Stan Moffenbier	Custodian
	Mr. Mike Arnoldy	Custodian
Lunchroom	TBA	Lunchbox Operator
	Mrs. Marsha Olson	Cook
	TBA	Cook

O. M. Tiffany Calendar

August	24	First Day of School	11:30 am dismissal
	27	Open House	6:00-7:00 pm
September	10	PTA meeting	6:30 pm, library
	11	Donut Day	Volunteers by 6:45 am
	18	School Pictures	Volunteers by 6:45 am
	23	Kindergarten Screening (pm)	
October	8	PTA meeting	6:30 pm, library
	14	Health Fair	Times TBA
	22	Picture Retakes	Volunteers by 7:30 am
	23	Blood Drive	Times TBA
	29-30	P/T Conferences	BOOK FAIR
November	12	PTA meeting,	6:30 pm, library
	20	PTA Movie Night	Tentative
December	11	Holiday Program	9:00 am and 1:30 pm
	23	Winter vacation	Begins at 3:00 pm
January	5	School Resumes	
	7	PTA meeting	6:30 pm, library
February	11	PTA meeting	6:30 pm, library
	13	Valentine's Day Parties	
March	4-5	P/T Conferences	BOOK FAIR
	11	OMT School Skate	6:00 - 8:00 pm
	25	Spring Casual Pictures	Volunteer Times TBA
	25	PTA meeting	6:30 pm, library
April	15	PTA meeting	6:30 pm, library
	16	Donut Day	Volunteers by 6:45 am
May	4-8	Staff Appreciation Week	
	7	Spring Concert	9:00 am and 1:30 pm
	21	Awards Assembly	
	21	Last Day of School	11:30 am dismissal

Upcoming Events

QSP Fundraiser	January
Dakota Step Testing	March/April
Track and Field Day	May
KDGN: Muffins w/mom	May

DAILY SCHEDULES AND ROUTINES

ABSENCES

If your child has to be absent from school, or will be late coming to school, parents are requested to call the school at 725-7400 between 7:30-8:30 AM. If we do not hear from you before 8:30 am, a routine phone call will be made to determine the reason for the absence.

NOTE: Whenever children arrive to school after 8:05 AM, they need to report to the office before going to their classroom.

Class attendance is necessary for students to gain optimum benefits from their school experience. We urge parents to consider this when scheduling dental/doctor appointments and vacations. In accordance with the district's attendance policy, letters will be sent home through the mail following a student's 6th day of absence or to note excessive tardiness. As a team, we will strive towards practicing good attendance in the best educational interest of each O. M. Tiffany student.

O. M. TIFFANY SCHOOL SCHEDULE

7:30 AM	Breakfast begins in the gym
7:45 AM	Supervision in the gym for all students
8:00 AM	Students enter classrooms
8:05 AM	Tardy Bell
9:40-9:55 AM	Recess – Grade K-2
10:00-10:15 AM	Recess - Grades 3-5
11:25 AM	Lunch - Grades K-2
11:55 AM	Lunch - Grades 3-5
12:10 PM	Gr. K-2 Return for afternoon classes
12:20 PM	Gr. 3-5 Return for afternoon classes
12:20 PM	Tardy Bell
3:00 PM	Dismissal

**Students who plan to have lunch anywhere other than at school are required to have a note or a phone call from a parent giving the student permission to do so.

SPECIAL CLASSES

Physical education, music, and art classes are as follows:

K-5	Physical Education 30 minutes twice weekly
K-5	Music 30 minutes twice weekly
K-5	Art once a week – time depends on grade level

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, as it ties up our phone lines. We would encourage you to develop a family plan of what to do and where to go if you both work and cannot pick up your children. This may include a plan to ride with neighbors or friends, and should be developed before the weather emergency occurs.

O. M. Tiffany Discipline Plan

The O. M. Tiffany School staff will do everything possible to “empower all students to succeed in a changing world.” Our goal is to help every child develop self control, character, and learn the rules of a safe and positive learning environment. We view discipline as a process of teaching and learning which involves self discipline and showing respect for others. In addition, we expect appropriate behavior in all areas of the school and believe that the term "discipline" is a way for learning rather than just a form of punishment. Furthermore, we believe that all individuals can be held accountable for their behavior choices and that consequences are a natural way to help students learn appropriate ways to conduct themselves both in the classroom and in a variety of school settings.

The following is our O. M. Tiffany Rights and Responsibilities plan that will be sent home on the first day of school. We ask that you sign the back page, along with your child, acknowledging your awareness of our plan and send it back to your child’s teacher. We appreciate your support in maintaining a positive and safe learning environment for your child.

O. M. Tiffany Elementary School’s Rights and Responsibilities

O. M. Tiffany Elementary School will establish an atmosphere in which our students feel safe, have a love of learning, and share a mutual respect for one another.

When our O. M. Tiffany students feel safe, know that others care, and feel good about themselves, then students will experience success within their classrooms. We believe it is essential to develop and manage the social behaviors of students to foster achievement of the educational goals of O. M. Tiffany Elementary School.

We believe that teachers have the right to teach and that students have the right to learn. In order to make this belief a reality, the needs of the teacher and learner must be met. O. M. Tiffany’s expectations will be fairly and firmly established. These expectations will be communicated to students and parents, so that students will have a clear understanding of the appropriate behaviors we expect. We believe this plan will help **our students be more responsible and accountable** for their behaviors, helping to make O. M. Tiffany School a safe place for students, a place for students to learn, and a place where all have a shared respect for one another.

Rights

I have the right:

To be treated with RESPECT and kindness; no one will tease me, insult me or put me down due to my looks, abilities, beliefs, or gender.

To be SAFE; no one will threaten me, bully me, or damage or remove

Responsibilities

I have the responsibility:

To treat all persons with respect and kindness by not teasing, insulting them or putting them down regardless of looks, abilities, beliefs, or gender.

To help make the school SAFE by not acting dangerously and

my property.

by securing my property, by not threatening or bullying others and by respecting the property of others.

To be heard, to express my feelings and opinions, and make appropriate CHOICES without criticism.

To listen to others, consider their opinions, respect their feelings and understand the possible consequences of my choices.

O. M. Tiffany Expectations

Respect others
Make appropriate choices
Help create a "friendly" and "safe" school to learn in

Office Referrals to the building principal:

The following incidents will result in an **automatic** referral to Mr. Martell:

- *physical assault upon another student or staff member
- *abusive or offensive language, gestures
- *weapons brought on school property
- *verbal threats towards others implying to harm them
- *disrespect of a O. M. Tiffany staff member

Consequences:

When a student does not choose to follow the instructions of an adult, clear and specific consequences will be followed. The student will be given an opportunity to counsel with the adult. Together they will determine the best way to resolve the problem.

Consequences may be taking a timeout to think, cool off, and make the appropriate choices. If inappropriate behaviors continue, a student may be given a write up with a referral to their homeroom teacher. A write up will result in one or more of the following consequences:

- The teacher will require the student to return the write-up with a parent signature the following day or to call the parent.
- The teacher may give the student detention time after school: 30 minutes for kindergarten through second grade and 60 minutes for grades 3, 4, and 5.
- The teacher may take recess privileges away from the student.

If a student earns an office referral as a result of a write-up, Mr. Martell will contact his/her parents at home or at their place of work.

If a student earns **3** write-ups, a special parent/school conference will be scheduled

with the parents and the student to review other options to help resolve the inappropriate behavior.

Weapons – Students who choose to bring a weapon to school will be suspended for a minimum of one to three days to investigate and gather information related to the incident. Weapons found on school property are a Class IV misdemeanor punishable up to one year suspension from school.

Physical Aggressive Behaviors- Students who choose to demonstrate physical aggressive behaviors toward others may be suspended from school or placed into in-school suspension. Assault and battery is a serious offense and will not be tolerated.

Appropriate behavior will be taught stressing self-discipline and self-reliance through the Boys and Girls Town Management System. This training will allow our students to make appropriate choices in a supportive atmosphere with fair consequences.

The O. M. Tiffany Rights and Responsibilities Plan has been designed in an effort to create a positive and safe learning environment for your child. As we begin this new school year, please take the time to read and share this with your child. After doing so, we ask that you and your child sign the acknowledgement page and return it to your child's classroom teacher.

Please feel free to call me at any time if you have questions and/or concerns. A major part of a child's feelings about school and the success he/she enjoys comes from your parental involvement and support.

Sincerely,

Mr. Earl Martell
O. M. Tiffany Elementary Principal

SCHOOL PROCEDURES AND POLICIES

Aberdeen School District 6-1

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Aberdeen School District's compliance with the regulations implementing the Title IV, Title IX, Americans with Disability Act or Section 504 is directed to contact Dr. Gary Harms, who has been designated by the Aberdeen School District to coordinate the District's efforts to comply with the regulations implementing these regulations.

Title: Dr. Gary Harms, Superintendent
Location: 314 South Main Street, Aberdeen, SD 57401
Telephone: 605) 725-7100

You can also contact the Section 504 Coordinator at the South Dakota Department of Education and Cultural Affairs by calling (605) 773-3678.

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 office.

The No Child Left Behind Act of 2001 requires that all teachers are highly qualified for their teaching assignments. If you would like information regarding the professional qualifications of your student's teacher, please contact our school.

SCHOOL-WIDE TITLE 1: PARENT INVOLVEMENT

The Aberdeen School District is dedicated to providing opportunities for the home and school to work closely together to strengthen the educational process. To ensure that parents of Title I students have the opportunity to share and receive communication regarding their child and the program, and be actively involved in enhancing and supporting learning, the Aberdeen School District will conduct the following activities:

1. The school district will hold an annual public meeting, in the fall of the year, which all parents of eligible students will be invited. The purpose of the meeting is to explain the program and activities, and to receive parent suggestions in the planning, development, and operation of the program. The Title I Coordinator will plan and conduct this annual meeting.
2. The District will appoint a parent advisory committee consisting of Title I staff, administrators, and parents, for the purpose of reviewing policies, practices, and programs and giving feedback to the school.
3. Each Title I school will hold at least one additional meeting each year with parents to provide inservice on curriculum and learning activities. Title I staff members of each building will be responsible for scheduling the meeting and notifying parents of eligible students of the meeting. During this meeting, parents and staff will determine activities and training necessary to meet the parent's needs and the use of the 1% set aside money.
4. The District will provide materials and training to help parents work with their children to improve academic achievement by providing read at home activities, family literacy nights, and suggested websites.
5. The District will provide full opportunities for participation in Title I programs to parents and students with Limited English Proficiency, students with disabilities and migrant families. The District will ensure any information will be provided in an understandable format.
6. The District will inform parents of children in the Title I programs of the Parent Resource Network and how to access information and training provided by this agency.
7. Child progress reports will be prepared and shared with parents of Title I students at the end of each grading period. In addition, Title I personnel will participate in the District parent/teacher conferences, held in the fall and spring.
8. At the beginning of each school year, parents of Title I students will be notified of their child's participation, and will be provided a copy of this Parent Involvement Policy, and notification of their right to information regarding the qualifications of their child's classroom teachers.
9. Annually, in the spring of the year, parents of Title I students will be asked to complete a questionnaire on parental involvement and the planning, review, and improvements of programs under Title I. Based on the responses from the questionnaire, the Title I Advisory Board will make improvements to the policy or the Title I program as needed.
10. The District will submit any parent comments about the LEA Title I plan, if found unsatisfactory, to the Department of Education when the plan is submitted.
11. At the time a student is enrolled in Title I, a school/student/parent compact will be signed to indicate the commitment of each party to the learning process.
12. The Aberdeen School District will coordinate and integrate parental involvement strategies in Title I Part A with parental involvement strategies with the local Head Start program.

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 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.

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 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 POLICY STATEMENT

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. Any printing on the clothing should be appropriate. Comments about alcohol, cigarettes, or offensive slogans will be deemed inappropriate. Students who wear clothing containing inappropriate comments will be instructed to cover the clothing; turn the clothing inside-out; or will be sent home to change the clothing.

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

UNAUTHORIZED ARTICLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom.

VALUABLES

The school principal and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safe-guarded by registering them and leaving them at the principal's office.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for suspension from school. The school requires that vandal damage be paid for by the student/parent. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

STUDENT DETENTION

The purpose of keeping pupils after school hours should be constructive, e.g. either to give assistance to the pupil or to confer with the pupil in order that a better understanding is obtained concerning conduct, attitude toward work, etc. **Parents will be notified by the student or his/her teacher if the student is being kept after school for more than fifteen 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 additional time for practice 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. Three major purposes for which homework may be used are as follows:

1. As an extension of class work--to practice and reinforce skills or concepts introduced in class. Homework is used to deal with different ability levels, with work missed because of absences, and to encourage students to correct errors.
2. As preparation for class work--to prepare for in-class discussions or experiments. Upper elementary students are often asked to read or study materials. Other activities may include collecting materials or information to bring to class, studying spelling words or math facts.
3. To expand and enrich--to allow students to explore in depth subjects of personal interest and to allow individual creative forms of expression. Activities may include reading, research, or art projects.

MAKE UP WORK

When a student has been absent from school, it is likely that there will be some work to be done at home in order to complete the make-up work. If a student is going to be absent for an extended period of time, it is sometimes possible that some work can be done during the absence. In this case, the parents are encouraged to call the office in **advance** and pick up work for the student.

GRADING SCALE

Grades K-3

E.....excellent effort
S.....satisfactory effort
I.....improvement
N.....needs improvement
U.....unsatisfactory

Grades 4-5

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

Modification of this grading scale will be explained on a student's IEP (Individual Education Plan) or following a conference with the parent or guardian.

KINDERGARTEN REGISTRATION

Kindergarten registration is held in the spring of the year. Any child who will be five before September 1 can be registered. Parents should register their child in the school office in their attendance area. A certified copy of the child's birth certificate and the social security number are to be presented at the time of registration. An informal packet will be handed out concerning screening, immunizations, supplies, fall orientation, etc.

SCHOOL ATTENDANCE

Students who are six years old by the first day of September and who are not yet sixteen fall under the South Dakota Compulsory School Attendance Act (Section 13-27-1). Students not in regular attendance must be reported to the district truant officer (13-27-15). School board policy 5113 provides guidelines for grades 1-8 student attendance and associated concerns. A copy may be obtained from the school secretary or principal.

EARLY DISMISSAL

Parents requesting early dismissal for their child(ren) should know that students will be counted absent if they leave before 9:00 a.m. for the morning session and 1:00 p.m. for the afternoon session.

SCHOOL SAFETY

ACCIDENTS

In the event of a serious accident at school, the parents are called. The emergency number will be called if the parents cannot be reached. In case neither parent can be contacted, school authorities will attempt to take necessary steps to assure the welfare of the child.

SAFETY PATROL

Our safety patrol crossing guards will be on duty every day from:
7:45-8:00 am 3:00-3:15 pm

Students must obey all safety rules. Our student patrol members are under the supervision of the safety patrol (adult) supervisor.

MEDICATION

Due 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 medicine to be taken during school hours, such medication must be prescribed by a doctor. All medications will be kept in the school office. It is the responsibility of the child to self-administer his/her medicine. The prescribed medicine should be labeled by the doctor as to dosage, time, name of pupil and all other pertinent information. It is necessary to fill out a parent request form which is available at the school office.

Over the counter drugs (non-prescription drugs) are to be treated as other medications. If at all possible, these medications are to be given at home. If necessary to have the child take them at school, a note must accompany the medication with instructions as to when the child will self-administer. These non-prescription drugs must be kept in the school office.

ILLNESS AT SCHOOL

In the event that a child becomes ill at school, the parents will be called (or the emergency number on the information card) so that the child may be taken home. The decision to call the parents will be made by the principal and/or school secretary. Please make arrangements so this can be handled effectively for the welfare of your child.

BICYCLE USAGE

Students in the 3rd grade (or 8 years old) and up 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 during school hours, 8:00 A.M.- 3:00 P.M.; are to be parked on the racks provided; and are not to be left overnight. Students may bring bike chains and locks for safekeeping.

TELEPHONE USE

Students may use the office telephone with their teacher's permission only when special needs exist. They are not to use it for making arrangements for special activities after school. Also,

we ask that parents communicate with their children before school concerning appointments, riding the bus home, etc. If a call is necessary, please call before 2:30 PM. All messages are delivered via the school's public address system before 2:45 P.M.

EMERGENCY PROCEDURES

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

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.

BIRTHDAY INVITATIONS

We do not allow students to pass out birthday invitations at our school, as we want to avoid hurt feelings for students who are not invited.

PARENT INVOLVEMENT

ACCESS TO O. M. TIFFANY SCHOOL

In the interest of student welfare, public access to the O. M. Tiffany School building and

occupants is limited to parents, Park and Recreation activities, city and YMCA-sponsored activities, and organizations approved by the district. We encourage use of the building and request that proper district procedures and requirements be followed in gaining access.

CONFERENCE AND REPORTING SCHEDULE

Parent/Teacher conferences will be held twice a year. Each area of the curriculum is broken down into component skills, and student achievement is evaluated. Areas of deportment (work habits, attitude, citizenship) are also given strong consideration and provide a focus for each report. Teacher specialists (Music, P.E., Art, Gifted Ed.) who teach at other sites will schedule conferences by appointment because they may not be present during regular conference dates.

PTA AND ROOM PARENTS

The O. M. Tiffany Parent-Teacher Association invites your attendance and membership. You are represented by a PTA Board which meets on a regular basis and has standing committees that work with the school in carrying out the goals of the organization. Room parent volunteers represent each classroom to help with room parties and other activities during the year.

The O. M. Tiffany PTA belongs to the city, state, and national PTA associations. We believe this creates a connection between schools, teachers and parents. We appreciate all our active PTA does for our school.

SCHOOL VISITATION

We encourage parents to visit our school. A 24-hour notice of a classroom visitation would be appreciated. The first and last two weeks of school should be avoided for visitation. Friends who wish to visit school will be allowed to come for lunch, but we discourage any classroom visitations. You must stop and register at the office and pick up a visitor's badge. Thank you.

SPECIAL PROGRAMS AND SERVICES

SPECIAL ASSISTANCE

To adequately meet the needs of all children, the following personnel are available:

Resource teacher, Title I Reading teacher, physical therapist, occupational therapist, nurse, speech/language clinician, counselor, teacher for gifted students, classroom teacher, and principal.

BUS TRANSPORTATION

Bus routes are determined by Dietrich of Aberdeen. Transportation will be offered to students who live at least five miles and beyond. Students are expected to conduct themselves in a respectful manner on the busses. Violations may lead to consequences related to their bus privileges.

A note or a call is required if a bus student is not to ride the bus home or if there are any other changes in the assigned bus route procedure. You are asked to call Deitrich's at 226-5958 if you have any bussing questions.

STUDENT COUNCIL

Fourth and fifth graders are encouraged to apply to be on our student council each fall. The goal of our student council is 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 bi-weekly under advisement from Mrs. Cassie and Mr. Wetzel.

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 a permission slip for your child to attend at the beginning of the school year. If the classroom teacher does not receive proper notification prior to the trip, your child must remain at school.

AFTER SCHOOL CHILD CARE

The Y.M.C.A. and the Boys and Girls Club sponsor after-school programs for the children. Information is available from:

YMCA: 225-4910

Boys and Girls Club: 225-8714

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 lunchroom procedures.

Cost for lunches: Prices will be announced in August

Breakfast is served daily in our gym from 7:30-7:55 a.m.

