

# Handbook

## “CHAMPIONS OF CHILDREN”

The Entrance to **EAGLE**

**NATION!!**

# Welcome Page

## **MISSION STATEMENT**

Champions for Children

We believe that each child is endowed with unique traits and capabilities. It is our goal to provide a learning environment where all students can ACHIEVE.

## **BELIEF STATEMENT**

We believe we have the responsibility to maintain organizational practices that reflect sound management, high standards, and respect for democratic ideals. Provide students with basic knowledge and skills to function in society.

We believe we have the responsibility to provide a safe, stimulating learning environment, which fosters well-being and achievement of students, staff members, and the broader community

We believe we have the responsibility to develop and implement plans for continuous program improvement, consistent with changing societal conditions. Provide a variety of educational experiences in the classroom. Provide students with the basic knowledge and skills to function in society.

## **PLAN FOR A SAFE AND ORDERLY ENVIRONMENT**

The degree of success of a student's experiences as he/she adjusts to life at Jack Daley Primary is a fair measure of that students' level of maturity. The rules of behavior are responsible and not at all repressive. The vast majority of students have no trouble managing their personal behavior. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling and advising the student involved. We are committed to the ideal that all students are successful and get along well by following simple rules of behavior.

## **PHILOSOPHY AND GOALS**

Thatcher Public Schools are a learning community that provides quality instruction. Jack Daley Primary strives to provide high-quality educational opportunities for all students. It is our goal to provide a safe stimulating learning environment, which fosters well-being and achievement of students, staff members and community members. We believe the school must:

- Provide classroom instruction with high academic standards.
- Assist students in developing their physical, emotional, mental, social, moral and creative potential.
- Provide resources for students with special needs.
- Supervise and enforce a fair system of discipline.
- Provide students with activities that develop self-worth.
- Recognize the unique problems associated with primary students and provide counseling to assist with related problems.
- Encourage all students to strive for the best possible education by maintaining high standards of excellence both in and out of the classroom.
- Work together with parents and the community to provide for the total education of all students.
- Provide instruction and resources to help align student abilities with state and district academic standards.

# **General Information**

## **BUS POLICY**

Riding the bus is a privilege. Students who are riding the bus must conduct themselves properly on the bus. We are concerned about the safety and well-being of all students who ride the bus. Bus drivers will warn the students when they misbehave. If further problems occur the driver will fill out an Incident Report on the student. If this problem is not corrected the privilege of riding the bus will be suspended and the parent will be responsible for the transportation of the student to and from school.

## **CAFETERIA**

All JDPS students use the cafeteria. Breakfast and hot lunches can be purchased at reasonable rates. Students who bring their lunch can purchase milk during the lunch hour. Courteous behavior and cleanliness are required in the dining room. Lunch monies can be paid at the office. Parents may pay any amount toward the student's lunch account. Free and reduced lunch applications are available at the Primary or District Office. At no time are students allowed to take food outside the cafeteria.

## **VISITORS**

No VISITOR will be allowed in the classroom or on campus (including the Cafeteria) without checking with the OFFICE and receiving a Visitor Pass first.

## **TEXTBOOKS**

All students are provided with textbooks. Students are responsible for damaged or lost textbooks checked out to them. Students will be charged for all marks and damage to each book checked out to them. This policy also applies to Library books.

## **GENERAL PLAYGROUND RULES**

### **Swings:**

One person per swing, seated not standing, no jumping out of, (bailing out), swings straight. Students should not run under (underdogs), or twisting of swings. Swings are to be used properly, not wrapped about tip pipe (twisted over).

### **Slide:**

Student is to sit down before going down the slide feet first, no standing/running down or sliding on knees, or running up the slide. Sand and rock thrown on the surface is dangerous- such items do not improve ability to slide down. Ropes should not be hung anywhere from the slide.

### **Bars:**

Students are not to walk or sit on the top of the bars. Chicken fights are not allowed!

### **Tunnels:**

Students should not stand on the top.

### **Wall Ball:**

Is not allowed!

### **Other Concerns:**

Due to congestion, balls and jump ropes are not allowed in the breezeway.

Students should play on the field or playground and not between the wings and between Room 8 and K-1. The throwing of rocks, sand, dirt, sticks, or grass is dangerous- violation of Conduct Code.

Basketball standards are to be used for basketball- not hanging from.

Should a soccer game be in progress the second one should move to another area so as not to intermingle?

All students should respect red lines and stay behind unless given permission to cross.

# **Behavior and Discipline**

## **CODE OF CONDUCT**

Jack Daley Primary School expects exemplary conduct from its students in both scholarship and citizenship. Positive student behavior is based upon recognizing the inherent dignity of every human being. Students learn most effectively in an environment in which the expectations of good conduct are clear and consequences of unacceptable behavior are defined. This Code of Conduct applies to any student who is on school property, who is in attendance at school or at any schools sponsored activity, or whose conduct at any time or place, including to and from school, has an effect on maintaining discipline and order in schools. THEREFORE, it is essential to examine the rules of good conduct at JDPS.

## **BEHAVIORAL PLAN**

See Jack Daley Primary School Behavioral Plan under School Publications.

A discipline referral may be written for Fighting when two or more students have jointly violated the Hands-Off Policy and there is intent to cause physical harm or injury and/or strike with anger or malice. Consequences for fighting shall be:

First Offense: Suspension for (1) one school day

Second Offense: Suspension for (3) three

Third Offense: Suspension for (5) days

Police may be contacted for any fighting incident.

A disciplinary referral may be written for **Incitement** when a student has made threats of physical harm or injury, harassed or intimidated another student, acted or promised to act as "back-up" to fight, and or promoted or supported a fight between other students through verbal or physical actions which may include congregating at the scene of a fight when directed by school employees to leave the scene. Consequences for incitement shall be:

First Offense: Parent Conference

Second Offense: Suspension for (1) school days

Third Offense: Suspension for (3) school days

## **HANDS-OFF POLICY**

It is the policy of JDPs to enforce a hands-off policy on campus. Students are not to push, shove, trip, slap, or otherwise strike another student either in play or anger.

A discipline referral may be written for **Violation of the Hands Off Policy** when a student has feigned or actually made physical contact as previously defined. Consequences for violation of the Hands Off Policy shall be:

First Offense: Loss of one day's recess

Second Offense: Parent conference (Phone or with Principal)

Third Offense: Suspension for (1) one day

Fourth Offense: Suspension for (3) days

A discipline referral may be written for Physical Assault when a student violates the Hands-Off Policy and there is intent to cause physical harm or injury and/or strikes with anger or malice. Consequences for physical assault shall be:

First Offense: Suspension for (1) one day

Second Offense: Suspension for (3) three days

Third Offense: Suspension for (5) days

Police may be contacted for any physical assault incident

### **Short-Term Suspension:**

Under the direction of the principal a student can be suspended from 1 to 9 days without the Superintendent's approval.

### **Long-Term Suspension:**

The student will be referred to the Superintendent of Schools for a possible removal from the school environment for the remainder of the school year.

### **Expulsion:**

The student will be referred to the Governing Board of Thatcher Schools for a possible permanent removal from the school environment.

## DRESS CODE

Parents are strongly urged to attend to the cleanliness, modesty, and appropriateness of their student's school attire. The building principal for school or school activities may specify further rules and regulations concerning dress. The principal will make the final determination to whether a student's dress or appearance is acceptable. This determination will be based on the philosophy and rationale of the dress code. The principal has the authority to allow items for special occasions or special circumstances to be worn. Students who violate the dress code may be subject to warning or a call to parents for appropriate clothing. Students are requested to wear clothes that are modest and appropriate for the school setting. The school requires that students do not dress in a way as to detract or disrupt the educational process.

-Hair must be clean and groomed and not present a hazard to the health and safety of the student or to others in school. Hair must be a "natural color".

-No body jewelry (body piercing) may be worn except in the ear.

-Any clothing, belts, jewelry, or other items suggest identification with the drug culture are not permitted. Any gang apparel, jewelry, hat or hair ornaments that suggest gang affiliation are strictly forbidden and will be confiscated. Having lewd, vulgar or suggestive statements or pictures, or anything with racist slurs are prohibited. Jewelry shall not be worn if it presents a safety hazard to self and/or others. This includes the inappropriate use of straight or safety pins.

-Shorts and skirts are permitted if they are no more than 5 1/2 inches above the middle of the kneecap.

-All shirts **must have sleeves**. No spaghetti straps, tank tops, see through clothing, bare midriff shirts, short tops (belly shirts) without proper undergarments. (Tee-shirt should be worn underneath) Any garments allowing undergarments to show are not to be worn.

-Shoes are to be worn at all times. We do not allow **flip-flops** or shoes that easily fall off the feet to be worn at school. Sandals that buckle around the ankles will be allowed.

Excessively baggy or sagging pants are prohibited. All waistlines of the pants are to be worn on a person's waist. Pants that are two more inches larger than the measured waist size will be considered excessively baggy. Under garments should not be exposed. Pants with the seat worn or cut may not be worn to school.

-Shirts are to be no longer than the main knuckle of the hand as the arm hangs normally at the side. Students who wear shirts what are too long will be asked to tuck them in.

Any violation of dress code in one or more of the following: (1) a phone call home for proper clothing to be brought to school, (2) the student changing into proper clothing they may already have available, (3) If clothing is not available or able to be brought from home we will ask the parent to make arrangement for clothing to be brought to school.



**Parent conference:**

A conference may be conducted between the student, his/her parent(s) and appropriate school personnel.

**Required Parent Conference:**

The student will be suspended until a parent or guardian is able to meet with the Principal and student.

**Time Out:**

The student will be placed in a "time out" area until behavior is under control.

**In-School Suspension:**

The student is suspended from class, but remains at school during these class periods.

**Restitution:**

The student is informed that he/she is liable for replacement, repair, or monetary reimbursement for the damage to property.

**Removal from Extracurricular Activities:**

The Principal informs the student that he/she will not be permitted to participate in Field days, music, field trips, and/or school sponsored activities. The duration of removal may be brief or long term.

**Behavioral Contract:**

The student is placed on a contract that lists the disciplinary consequences that will be used for future behavior problems. The principal, student, and parent(s) sign this contract.

**Work Detail:**

The student will be given a work assignment (sweeping sidewalks, picking up papers, raking, etc.)

**School Suspension:**

The student will be removed from the school environment for a period not to exceed nine (9) days. A parent conference is required upon the student's return to school.

## **RESPONSIBILITY AND RESPECT**

Students are expected to demonstrate courteous behavior. In assemblies, students are expected to come to order and give their attention to those presenting the assembly.

Students must behave for and cooperate with, substitute teachers. Students reported by a substitute teacher for misconduct will receive disciplinary consequences.

Public displays of affection (kissing, hugging, holding hands, etc.) are not acceptable behavior.

Punctuality is important. Bus misconduct will not be tolerated and may result in the loss of riding privileges.

## **LUNCHTIME RULES- Work Hard, Play Hard**

During lunch students are to stay away from all classroom areas south of the cafeteria (middle school classrooms and empty lot). For their safety we ask that students not congregate in front of the cafeteria as they are to return to the JDPS playground as soon as they are finished eating. All games and activities that occur during lunch should be safe...no rough play will be tolerated. "Wall Ball" (and other similar games) is prohibited. Students need to stay in safe, supervised areas.

## **MAINTAINING AN ORDERLY CAMPUS**

Students may not be in classrooms or the multi-purpose room without a teacher present. No bicycling, skateboarding, or rollerblading will be allowed on campus, even when school is not in session. Collecting money on campus for any purpose, other than approved fundraisers, is not allowed. No food or beverages are allowed inside of classrooms or the school buildings without teacher approval. Chewing gum on campus is not permitted. Radios, tape recorders, CD's, electronic games, cassette players, cell phones and cameras may not be brought onto the campus without prior approval from the principal or teacher. Unauthorized use of this equipment will result in its confiscation until the end of the school year or parents pick up items.

## **CONSEQUENCES OF MISCONDUCT**

### **Student Conference:**

A formal conference is held between the student and one or more school officials. During this conference the student must agree to his/her behavior. This conference will be logged and documented.

### **Parent Notification:**

Telephone, personal contact, or letter regarding disciplinary infractions on a timely basis notifies Parent(s).

### **Short-Term Suspension:**

Principal has the authority to suspend a student for a time period of 1 to 9 days. Anything longer is

termed long suspension.

**Long-Term Suspension:**

The student will be referred to the Superintendent of Schools for a possible removal from the school environment for the remainder of the school year.

**Expulsion:**

The student will be referred to the Governing Board of Thatcher Schools for a possible permanent removal from the school environment.

**SUBSTANCE ABUSE POLICY**

If it is established that a student has been transmitting, selling, using or has in possession alcohol or drugs during regular school hours or at any school sponsored activity the following procedure will be followed:

-The principal will notify the parent or guardian and suspend the student for nine (9) days. A written report will be sent to the Superintendent and the Thatcher Police will be immediately notified.

-If after review, by the principal, a 'Long Term Suspension' or Expulsion hearing is needed a letter will be delivered to the parent or guardian describing the charges and the time, place, and date of the hearing.

-The administration views these actions as very serious, by nature, and recognizes that the student's removal by no means solves his/her problem. All actions and contemplated action under these regulations will be immediately reported to the Superintendent.

**CONTROLLED SUBSTANCES**

DPS prohibits the possession, use, dispensing, selling, or giving any alcohol, drugs, tobacco, or weapons to another person. JDPS maintains a "Zero Tolerance" policy in regards to drugs, alcohol, tobacco and weapons. This policy is in force at any school-related functions either on or off the JDPS campus.

**TOBACCO**

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to disciplinary action. These rules apply to students on the way to and from school, at school activities and during the school day. The TUSD Resource Officer will be notified for possible legal action.

**WEAPONS**

Thatcher Unified Schools subscribes to and follows the state mandated policy of 'ZERO TOLERANCE' when dealing with dangerous weapons. In addition, any students who possess, handle, or transmit any object that can reasonably be considered a weapon or dangerous instrument in any school building, premises, or any related activity, event, or function will be dealt with following school policy.

## **THE PERSONAL RIGHT OF OTHERS**

Racial, ethnic, religious, and sexual slurs will not be tolerated. Slurs regarding physical differences are likewise banned. Sexual harassment is defined as unwelcome sexual advances, request of sexual favors, and other verbal, visual or physical conduct of a sexual nature. Lewd, indecent or obscene conduct is unacceptable. Bullying, hazing and intimidation are serious offenses. Foul language will not be tolerated. It is prohibited to knowingly publish or circulate false information, which is damaging to another (spreading of false hurtful rumors). Fighting will not be tolerated. Problem solving must be non-violent. Threatening physical violence to another student or teacher is not acceptable. The throwing of rocks, sand, dirt, sticks, or grass is dangerous and not permitted.

## **PROPERTY RIGHTS**

Stealing and vandalism in any form, including the unauthorized "borrowing" of another's property/belongings, the removal of food from the cafeteria, the removal of sporting equipment from the school grounds, the removal of books from the library without signing them out will not be permitted.

Defacement of school or personal property will require restitution as well as written apologies and disciplinary consequences. This includes destroying or writing on desks, tables, walls, chairs, computers, and posters/banners.

Lying to a teacher, principal and another adult to avoid punishment for wrongdoing is a serious offense. Intentional disruption of school activities will not be allowed. Disorderly conduct of any kind is prohibited. Using on-line computer services to acquire or view sexually explicit material is also considered a serious offense.

## **SCHOOL PROPERTY**

A student who marks on, cuts, defaces or otherwise damages any school property may be suspended or expelled.

"Upon complaint of the Governing Board, the parent or guardian of the student who has injured school property shall be liable for all damages caused by their children or wards." (ARS 15-842)

## **Health**

### **ACCIDENTS and INJURIES**

All major accidents or injuries occurring must be reported immediately to the teacher or person in charge. An accident report will be completed and filed. Minor bumps, scrapes and bruises will be treated by the nurse and left to her discretion to notify parents.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a Medical permission form must be filled out by the parent and kept in the nurse's office. A consent form was filled out for general medications to be administered by the Nurse or Health Aide if needed in the enrollment package. All medications will be kept in and dispersed from the office or nurse's office.

### **PERSONAL HYGIENE**

Students who do not bathe regularly or who wear soiled or unclean clothing to school set themselves up for social rejection. Unkempt hair and unbrushed teeth are readily recognized by fellow students and create social barriers that teachers can't erase. We appeal to parents to check their children before they leave for school each day.

### **INSURANCE**

School insurance is available for a nominal fee. Forms can be obtained at Back to School Night or from the office.

## **Academic Performance**

### **GRADING POLICY**

A Standards Based grading policy has been adopted by Jack Daley Primary School. The following scale is used:

E= Exceeds the Standard

M= Meets the Standard

A= Approaches the Standard

FB= Falls Below the Standard

### **HOMEWORK**

It is our philosophy that students should be given homework. Students should anticipate up to 30 minutes each night. Students should manage their time to see that all homework assignments are completed and turned in on time. Teachers will notify parents when assignments are missing. (Each student will have math and home reading Monday through Thursday evenings. A parent will need to sign off nightly.)

### **PROMOTION POLICY**

Parents of students who are not doing passing work will be notified when the student's progress is deficient. Each student will be reviewed during the month of January. Parents will be notified by February 1st if their student is in jeopardy of retention. If the deficiency still exists in May, the parent will be notified that the student will be retained. Parents are encouraged to maintain contact with teachers and monitor their student's grades and progress in problem subjects.

### **REPORT CARDS**

Students will be issued one report card at the end of each nine-week period. Grades from all classes will be listed. An interim report will be sent to the parent at the midpoint of each grading period if students are not working up to their potential. Parents should feel free to call the school at any time during the year and set an appointment to visit with the teacher concerning problems or situations that may arise. Parents are encouraged to check periodically with teachers concerning their student's progress.

### **MAKE UP WORK**

Work missed during the absence is to be made up within a reasonable amount of time, as determined by the teacher. If work is requested and sent home during the absence, it will be due the day the student returns to school. Work assigned before the absence and due the day of absence, are due the day the student returns.

## **JDPS ATTENDANCE**

Jack Daley Primary holds to the philosophy that parents or guardians are primarily responsible for the attendance of their students at school. Parents have the right to have their child out of school for any reason deemed important, but in exercising that right they assume the responsibility for the loss of any academic material presented during the student's absence, and may be responsible for the loss of credit, if absences are excessive. Parents cannot expect the school to educate students that are not physically in attendance. The school reserves the right to set limits on the number of absences that a student may have.

### **Covid 19**

During the **Covid 19 Pandemic** if your student is showing or experiencing signs and symptoms of Covid they are encouraged to stay home or will be sent home from school where they must remain for 24 hours of showing no symptom or test negative.

## **ABSENCE POLICY**

When a student is absent, the parent of said student should call the school that morning. If you are unable to call the school, send a note with the student upon their return to school. The school may call and check on students any time we feel there is a need. Excessive absences without good reason may warrant a Truancy Officer being called.

### **Excused Absence**

Those caused by unavoidable circumstances, such as student illness, funeral, dentist or doctor appointments, or other emergencies which may arise. Each of the absences should be followed by a note or phone call from the parent. After a student is absent for more than ten days in one semester a Doctor's note for verification of illness may be requested for each absent.

### **Unexcused Absence**

Those absences in which the student and parent had a choice. An unexcused absence does not allow for work to be made up unless arrangements are made with the teacher prior to the absence. Examples are: shopping, pleasure trips, vacations, hunting, etc.

### **Academic Deficiency make-up Time**

If the student does not complete an as-assignment, time will be provided to complete that assignment. The teacher will arrange this time.

## **EXCUSING STUDENTS DURING SCHOOL DAY**

Students will not be excused from school without a note or phone call from the parent. Only exception will be when a parent comes into the Office and signs the student out. All students must be signed out, in the office, before they may leave school.

## **Miscellaneous**

### **P.E. CLOTHING**

Please send your child in sturdy shoes on days your child has PE. Sandals and wedges are difficult to run in or kick balls. If extra shoes and socks are sent to school for PE please label. Parents are encouraged to label coats and jackets also.

### **SCHOOL SUPPLIES**

The school will supply paper and pencils to all students. Crayons, glue, scissors and other supplies may be donated to the classroom at any time.

### **LOST AND FOUND**

DPS will not be responsible for any personal items lost or stolen on school grounds or school related activities. Lost or stolen items should be reported as soon as possible to the teacher or office. Students are expected to bring any valuable items they find immediately to the teacher or office.

### **LITTER**

The pride that students show in their school is also reflected in the physical appearance of their campus. Constantly be aware of littering and deposit discarded trash in containers provided throughout the campus. Those students observed littering would be assigned to pick up trash.

### **NUISANCE ITEMS**

Items not directly associated with the educational program (i.e. radios, MP3 players, cassette or CD players, electronic games or toys, cameras, water guns, skateboards, yo-yos, rubber bands, or live animals, etc.) are not to be brought to school unless permission is given by the teacher. If confiscated, items may be returned to the student the last week of the school year or to a parent or legal guardian at any time. Items not picked up by the last day of school will be given to a charitable organization.

### **Off Campus**

Should a student wish to eat at the Eagle's Roost, a parent must check them out in the office and accompany them. Older siblings and friends are not to purchase candy, soda, etc. for primary students.

-Parents or guardians may come into the office and sign their student out during lunch. Parents should return students back to the office so their time in can be recorded on the sign out sheet. Students need to be back by the time lunch recess ends.



## **LIBRARY**

The library has an outstanding supply of books, reference materials, and magazines available to students for their use. Materials can be checked out for a period of one week. Reference materials cannot be taken from the library. Students must either be with the teacher or have made arrangements with the librarian and the classroom teacher.

## **ASSEMBLIES**

An indication of the cultural level of a school is the conduct of students at an assembly. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled clapping, talking and being boisterous during the program. Students who choose unacceptable behavior during an assembly will lose the privilege of attending future assemblies.

## **PERFORMANCE ETIQUETTE**

These guidelines are provided to help create an atmosphere conducive to the enjoyment of all people during any fine arts performance:

- Quiet conversation is permissible ONLY before the start of a performance. -Talking, whispering and other distractions are not appropriate during a performance.
- All persons are to remain seated during the entire performance.
- Applause is appropriate and welcome, but whistling, shouting and hooting are not.
- Please do not wear hats.
- Keep your hands and feet off others.
- Please remain seated until you are dismissed.
- Any person not in conformity with the above may be removed and sit with a teacher or be sent to the office until performance is over.

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