

# When We Go To School...

## SCHOOL ENTRANCE AGE

In order for your child to enter kindergarten in our school system, she/he must be five years of age on or before September 1st of the current school year. We ask that you bring your child's birth certificate or some other document showing proof of age on registration day.



## SCHOOL HOURS

Early Childhood

8:00 a.m. - 10:55 a.m.  
11:55 p.m. - 2:50 p.m.

Kindergarten - Fourth Grade

8:00 a.m. - 2:50 p.m.

It is essential that students are in their classrooms by 8:00 A.M. when class begins. Students should arrive no earlier than 10 minutes prior to the start of school,

## SCHOOL CLOSING INFORMATION

Extremely heavy snow or hazardous winter weather may delay buses or result in cancellation of school. Announcements of delays or cancellations are made on the Madison radio stations WNWC, WJJO 94.1, WIBA 1310, Triple M Y105, WNGN/WTDY 1480, WHIT/Q106 FM, WOLX 94.9 FM and WMJB-Janesville. It will also be announced on WISC (Channel 3), WMTV (Channel 15) and WKOW (Channel 27). Please listen to these stations to find out if school has been closed. This announcement will probably be made by 7:00 a.m. or shortly thereafter. You may also call **835-4000, choose option #6 for school closings.**

IF EARLY DISMISSAL IS NECESSARY, THE FOLLOWING SCHEDULE WILL BE FOLLOWED:

IF DISMISSAL IS IN THE MORNING, BETWEEN 10:00 A.M. AND NOON, THE HIGH SCHOOL, MIDDLE SCHOOL AND ROME CORNERS INTERMEDIATE SCHOOL WOULD GO HOME FIRST WHILE K-4 IS HAVING LUNCH. IF DISMISSAL IS NOON OR AFTER, NORMAL ROUTES WOULD BE RUN.



# How We Get To School...

## WALKING TO AND FROM SCHOOL

Children are to walk to and from school on sidewalks where they are provided. If they must walk along a street with no sidewalks, they should walk on the left side facing traffic.



A crossing guard is provided by the Village of Brooklyn at the corner of First Street and Highway 92. All boys and girls must cross the highway only at the corner at which the guard is stationed.

## TRANSPORTATION POLICY

### Transportation to child care providers

Transportation is available only within the school district boundaries. Transportation is not provided for children that live ½ mile or less from school.

Mileage will not be added to a bus route for transportation to a child care provider after routes are established. Bus routes are established for the upcoming year July 31<sup>st</sup>.

Children are expected to ride the same route to and from school. However, the district will attempt to accommodate no more than three-drop off/pick up points.

Requests for permanent changes in the established drop off/pick up point(s) must be made in writing to the school office twenty-four hours before the change is to occur.

With unexpected temporary changes, notice should be given to the building secretary prior to 12:00 noon for change in the child's delivery to other than the regular drop off point. If there is room on school transportation vehicles, the district will attempt to accommodate the request.

Requests for transportation to day care providers after July 31<sup>st</sup> will be handled on a first come-first serve basis.

### Transportation to Friends' Houses

Students will not be allowed to ride the bus home with friends for birthday parties, sleepover, etc. We will consider transporting for an emergency situation only. Call the transportation office (835-4032) for clearance at least 24 hours in advance.



## **BUS RIDER RULES**

The primary responsibility of the school bus driver is to safely transport students to and from school. The bus drivers also have the responsibility of maintaining discipline on the bus. Students are responsible for their behavior on the bus. Misbehavior distracts the driver and adversely affects bus safety. Such distractions could endanger the lives of all students being transported.

**Although not all students ride the bus to and from school, all students are bus riders at some time during the school year for field trips. Therefore, all parents and students must complete and return a Bus Behavior Form.** It is important that all families know the bus guidelines. Thank you for your support.

### **BUS GUIDELINES:**

#### **I AM A SAFE BUS RIDER WHEN I:**

**Respect other, their property and the bus.**

**Sit down.**

**Use a quiet voice.**

**Keep my hands to myself.**

Individual bus drivers may have additional rules posted. Students that choose not to follow the bus rules may be given a School Bus Behavior Report. (See Appendix.) Repeated offenses may result in a suspension of bus riding privileges.

# If A Student Must Be Gone ...

## SCHOOL ATTENDANCE REPORTING STUDENT ABSENCES AND EXCUSES

The following guidelines regarding student attendance are in effect for all students at elementary schools in the Oregon School District.

Parents are legally responsible for their children's school attendance according to the state law of Wisconsin. **We ask you to please call the automated attendance line at 835-4100 if your child will be absent or late.** If the teacher is not in the classroom, or if a substitute is in the room for the day, messages are not always retrieved from the voice mail. If you feel a need to speak personally to the classroom teacher, please feel free to do so, but also call the attendance line. Please call within the first hour of school or the school will contact you. We do that to be sure the child is safe. In addition, sending a note on the day your child returns to school stating the reason for absence would be helpful. Have your child bring the note to the teacher.

Children are expected to be in their classroom by 8:05 A.M. Any child arriving after 8:05 A.M. should report to the office. They will receive a pass to be admitted to class. Absences will be recorded by the hour. The following seven periods have been created:

1<sup>st</sup> Hour: 8:00-9:00  
2<sup>nd</sup> Hour: 9:00-10:00  
3<sup>rd</sup> Hour: 10:00-11:00  
4<sup>th</sup> Hour: 11:00-12:00

5<sup>th</sup> Hour: 12:00-1:00  
6<sup>th</sup> Hour: 1:00-2:00  
7<sup>th</sup> Hour: 2:00-2:50

According to policy: "A student may be excused by the parent/guardian for not more than (10) ten days in the school year if the absences are pre-arranged and the student completes missed coursework". The following absences per Oregon School District Board Policy 433 are considered excused:

- Personal illness. A written medical statement may be required.
- Acute family crisis, serious illness or death of immediate family.
- Religious observances.
- Special cases in which an excuse from the Attendance Officer has been secured in advance of the absence.

If someone is going to pick up work for an absent student, we ask that you contact the teacher or office early in the morning. You may also leave a message on the attendance line. The classroom teacher will then have time to gather materials.

## AUTOMATED ATTENDANCE LINE

To report your child's absence from school, we have installed an automated attendance line. This will allow you to leave a message with the key information, yet not tie up the lines, so critical calls can get through. When you call, please read the steps listed below.

- A. Dial "835-4000"
- B. Dial "1" to reach the Attendance Line, for other options remain on the line.
- C. Select school by choosing  
Brooklyn Elementary School
- D. Select grade level by dialing,  
"1" – Early childhood, Kindergarten,  
"2" – 1<sup>st</sup> and 2<sup>nd</sup> grade  
"3" – 3<sup>rd</sup> and 4<sup>th</sup> grade  
"0" – To return to Main Menu.
- E. Leave your message, the dial "9" to save and exit or dial "0" to save and return to main menu.  
Include:
  1. Your child's name
  2. Your child's teacher
  3. Grade
  4. The reason for the absence
- F. To talk to an operator dial "0" from the Main Menu
- G. Note if you have a rotary telephone wait on the line for an operator, they will transfer you to the proper mailbox. (During office hours 7:30 AM – 4:30 PM)



## EXTENDED ABSENCES

It is the school's responsibility to provide students an opportunity to learn. Schools can only provide that opportunity if students are actually in attendance. Families who remove their children from school for extended vacations put their children at risk. Students' chances for success in mastering outcomes and benefiting from the various learning activities that schools provide are reduced when they are not present.

When scheduling vacations, please keep in mind that the time missed from school can never really be "made up." The classroom discussion that occurred will not happen again. However, we understand there are times when a vacation during the school year is a family's only option.

Teachers are not responsible for gathering future assignments to be done prior to or while on vacation. Missed assignments will be held by the teacher. When the student returns he/she will be given the make-up work. The absence will be considered unexcused until the work is completed at which time the absence will be excused provided the student has requested prior approval for the absence.

Special situations (e.g. competitions or performances) may arise during the school year. These absences will be handled the same as vacations, with the work being made up when the student returns.

We respectfully encourage that you consider carefully the educational impact of a family vacation during the school year. Our wish is to maximize your child's school success and we can do that best when your child is present each and every day.

Please refer to the district policy (Attendance Policy and Truancy Procedures, 433) for further information.

### **RETURNING TO SCHOOL OR LEAVING SCHOOL DURING THE SCHOOL DAY**

Students who must leave school during the school day for an appointment or illness must be picked up at the Brooklyn Office. The student should sign out at the office. Students returning to school during the school day must sign in at the office before returning to class. This includes students who are late for school. They will receive a pass to be admitted to class.

### **ILLNESS OR INJURY**

A student who becomes ill or is injured should report to the health office. Parents will be notified, depending on the severity of the injury or illness, or if the student requests staff to call parents. If the student needs to leave school, parents are responsible for pick up, or arranging for another responsible adult to do so. Office staff will need to know the name of this person prior to the student being released from school. Under no circumstances is a pupil to leave the building during school hours without first notifying the office. All parents must provide the telephone numbers for each parent's work and home telephone number. Also necessary is the name and phone number of at least two additional adults who can care for your child in the event neither parent can be reached. Please contact the school secretary (835-4591) to update emergency contact information if it changes.

### **WITHDRAWAL OF STUDENTS FROM SCHOOL**

Before a student plans to withdraw or transfer from school, he/she should bring a note from his/her parents explaining the situation. It would be appreciated if the parent would notify the teacher and the office one week prior to withdrawal and also the last day of attendance. The pupil will then receive instructions regarding the return of textbooks and library books.

# **Student Expectations...**

## **RESPONSIBLE BEHAVIOR**

During the 1993-94 school year, a district-wide task force, comprised of parents, bus drivers, teachers, administrators, educational assistants, school board members, students, cooks and custodians, developed a district wide report and constructed a model for behavior in the Oregon School District. They developed, reshaped, and worked toward implementation of a discipline model based on responsibility and respect for all persons, regardless of race, ethnicity, gender, social class, sexual orientation, or disability.

The task force recognized that respect and responsibility are modeled and taught jointly by parents, school staff, students, and community. The Oregon School District is a part of a larger community. All must work together in order to promote respect and responsibility among all participants.

Within our schools, the task force is aware that modeling and teaching responsible behavior are parts of the learning process and that there is a connection between successful instruction/learning and classroom behavior. Further, they believed that throughout our schools (i.e., hallways, cafeterias, athletic and musical events) responsible behavior is a function of how "connected" people feel to the school and community.

Consistent with the Oregon School District's commitment to continuous improvement, this policy does not represent a "final product," but rather a broad set of beliefs commonly shared by school and community which will continue to be shared and reshaped as respect and responsibility are modeled and taught. Responsible Behavior Task Force June 1994

(Please refer to "Responsible Behavior Belief Statements" in the Appendix.)

## **BEHAVIOR EXPECTATIONS**

Brooklyn Elementary recognizes the vital relationship between an orderly atmosphere and a positive and successful learning experience in school. Discipline is a necessary ingredient for success, and its foundation originates in the home. It is the parent's responsibility to develop good habits of behavior as well as positive attitude toward school. We seek a cooperative relationship in guiding the child to become a responsible member of society capable of self-discipline and effective decision making. A student's behavior affects the school climate. Therefore, we have developed school wide rules to insure a safe and effective learning for everyone.

## **SCHOOL RULES**

### **1. Be respectful.**

--Be kind to people.

- Treat property carefully.
- Walk and talk without disturbing others.
- Use polite words to help others feel good.

**2. Be safe.**

- Play and behave in ways that will not hurt yourself or others.

## **PUPIL HARASSMENT**

Students shall be expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. We recognize that learning can best take place in an orderly environment. Students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

The Oregon School District shall not discriminate in standards and rules of behavior, including pupil harassment. "Pupil harassment" means behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

(Please refer to the pupil section of district policies regarding behavior expectations.)

## **PERSONAL APPEARANCE**

Students' clothing choices and personal appearance should compliment the learning environment. Clothing and personal appearance should not present an obscene or vulgar appearance, be a distraction or interference to others, or be a danger to the health and safety of others. (Based on School Board Policy 8.17.02B)

## **STUDENT RESPONSIBILITY FOR SCHOOL MATERIALS AND PROPERTY**

Students and their parents are responsible for all damages caused by the student. Students should care for and respect every piece of equipment and property.

## **ARTICLES NOT ALLOWED**

**Matches, chewing gum, tools with razor blades, jackknives, caps for cap guns, cigarettes, squirt guns, and other toys that replicate weapons, are not to be brought to school at anytime.**

**No one shall possess a weapon on school property, school buses, or at any school-related event.** A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage.

Students violating the policy on possession of weapons (District policy 8.34) will be subject to disciplinary action, possible suspension and/or recommendation for

expulsion. In the case of possession with intent to threaten or cause bodily harm to others, or to cause property damage, law enforcement officials will be notified, parent/guardian will be notified and recommendation for expulsion review considered.

Additionally, **wheeled items such as bicycles, skateboards, scooters, roller blades, roller shoes, etc., are not to be used on school property.** They can be a serious safety hazard if used inappropriately. Bicycles should be walked once the child reaches school property.

**The use of portable cassette and CD players with headphones is not permitted** during school hours, unless approved by a staff member. Students are prohibited from using or possessing any electronic paging or two-way communication devices. (See district policy 8.35 for further information or exceptions.)

## **STUDENT DRUG, ALCOHOL AND TOBACCO USE**

The Oregon School District prohibits and will not tolerate any student possessing, using, or distributing drugs, alcohol, or tobacco on school premises or during school sponsored activities. Students in violation of the policy will be subject to disciplinary action. Please see district policies for further information. (Student Policy on Alcohol and/or Other Drugs, 436 and Nonsmoking Policy, 8.32)

## **IF AN ITEM IS LOST**

The school is not responsible for lost money or other valuables carried by students. Please use good judgment regarding personal belongings. **It is best to keep valuable items at home.** We do not have lockers nor can we supervise the hallways all the time. Cards for trading (e.g. Pokemon) and electronic games (eg. Game Boy) which are stolen are usually impossible to recover. Lost items of clothing, etc. are usually found in the "Lost and Found" in the hallway off the entryway. Small or valuable items are kept in the office. Pupils should check several times for a lost object, as it may not be located immediately.

It is very helpful if you **label your child's jackets and boots.** That increases the chances that lost items will be returned.

## APPROACHES AND STRATEGIES FOR CHILDREN WITH SIGNIFICANT BEHAVIOR CONCERNS

Children who demonstrate serious and/or frequent behavior concerns often are provided for with a number of different strategies, depending on their needs. There may be contact with their parents, referral for special services, disciplinary action, and special programs. The following options are possibilities, depending on the type and seriousness of the problem. Other services or approaches may be used as well.

### Parent Contact

- Phone call to parent
- Note to parent
- Conference with parent
- Referral to family for outside counseling
- Parent involvement in parenting class, offered by the district

### School Discipline

- Restitution and natural consequences
- Behavior contract
- Time out
- Behavior report
- Discussion with principal
- Loss of privileges
- “Think sheet”
- In-school suspension
- Out of school Suspension

### Referral to:

- Building HelpTeam
- At risk program
- Reading plus
- Program for exceptional educational Needs (e.g. emotional disabilities, learning disabled, etc.)
- Alcohol and other drug abuse program
- Gifted and talented program
- School nurse
- Guidance counselor
- School psychologist
- Dane County Social Services
- Brooklyn or Green County Police Department

# How Parents Can Help...

## YOUR CHILD'S PROGRESS REPORT

As a means of sharing your child's progress, parent-teacher conferences are held twice during the year. You will receive report cards to learn of your child's progress. With both conferences and the progress reports the parents and the teacher can evaluate the progress your child is making. Your child's progress report is also available through the Oregon School District web page ([www.oregon.k12.wi.us](http://www.oregon.k12.wi.us)) Click on the link titled Power School Login (For Parents and Students). If you have not been assigned a password, please call the school secretary, Lynne Outhouse, at 835-4591 to receive one.

Please feel free to make an appointment with your child's teacher for a conference whenever you feel that there is a need for one.

## PLEASE VISIT US

In addition to the scheduled parent/teacher conferences, you are always welcome to visit school during the regular classroom hours to observe your child at work. Contact your child's teacher to make arrangements beforehand. Special conference appointments can be made with teachers after classroom dismissal.

When you visit the classroom, you give your child a sense of cooperation between the parent and the teacher. You also are able to have a better understanding of the responsibilities you share with the teacher. Because of the number of children in our school, we do not recommend visitation by pre-school children during the school day. However, we have an established visiting day for kindergarten children in May. They may visit us at that time if they will be entering kindergarten in the fall. Arrangements should be made with the classroom teacher in advance if a child from another school is interested in visiting and attending with a student.

**We request that all visitors enter the building through the main door and come to the office to sign in before going to a classroom. This is essential to maintain a safe school environment.**

**If you would like to have a family pet visit your child's classroom, you must make prior arrangements with your child's teacher and your pet needs to have correct vaccinations. You must register the animal at the Brooklyn Office when you come in.**

## SCHOOL VOLUNTEERS

Many parents and grandparents have served in various capacities as parent volunteers aiding in the classroom, working as a PTO parent, or as room parents to particular homerooms for your children's teachers. You may call your child's teacher and inform her/him of your interest to volunteer.

**We request that all volunteers enter the building through the main door, go to the office to sign in and receive a volunteer badge before going to a classroom.**

The safety and well being of the students, staff and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with children on a regular basis or out of the direct presence of a teacher.

School volunteers will be made aware of procedures, regulations, district policies and assigned tasks by teachers, advisors, coaches and administrators. School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities. All district employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision approved by the building principal. Volunteers shall be covered under the district's liability policy while performing their authorized duties.

Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and district policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. (Board Policy 9.17)

## **Other Available Services**

### **HEALTH SERVICES TEAM**

The Brooklyn health office is staffed by a health assistant between 8:30-2:30. The school district also employs two school nurses. Should you have questions, please contact Vickie Kneifl, Brooklyn health assistant, at 835-4502.

Our district medication policy, (Medications: Prescription and Non-prescription, 8.36) does not allow any students in the elementary schools to carry any medications. The exception is emergency-type medications such as Epi-pens or inhalers, which students are allowed, and encouraged, to carry with them at all times. We ask that all students requiring the use of an Epi-pen or inhaler provide a back-up Epi-pen or inhaler for the health office. This will ensure treatment is available in the event the student has misplaced or forgotten these medications.

Additional information regarding medications, immunizations, physical and dental examinations, and procedures/forms for administration of medications at school can be found in the appendices.

### **SCHOOL INSURANCE**

All students enrolled in the Oregon School District are insured by the Student Assurance Services, Inc. This insurance is provided by our board of education. Your

child is covered by this insurance on the school grounds and in the school building during the hours that school is in session or at any school directed activity. This is accident insurance, not health insurance. Glasses are not covered.

Only a school may report and file a request for benefits. It is imperative your child report any injury immediately to the teacher and the office. All injuries must be verified and confirmed by the school in order to qualify for benefits. First treatment must be given within 60 days of the date of injury in order for a claim to qualify.

The Student Assurance Services Plan is secondary coverage. IN ORDER TO DETERMINE BENEFITS YOU MUST REPORT THE ACCIDENT TO YOUR OWN COMPANY IF YOU HAVE OTHER INSURANCE.

### **STUDENT ASSISTANCE PROGRAM (A.O.D.A.)**

The Oregon School District is aware of the need to provide information on the area of alcohol and other drug abuse (A.O.D. A.). This program is K-12. It includes classroom presentations, support groups, and a referral mechanism. For further information, contact your child's teacher, principal, psychologist, or guidance counselor.

### **HUMAN GROWTH AND DEVELOPMENT**

The district provides instruction in Human Growth and Development, particularly at the fourth grade level. For information or to review the curriculum, contact a fourth grade teacher.

### **GIFTED AND TALENTED PROGRAM**

The needs of gifted students are met in a variety of ways. Classroom teachers offer differentiation, acceleration, enrichment and/or guidance to gifted students in the regular classroom. The gifted and talented resource teacher works with staff and community people to arrange for programming beyond the scope of the regular classroom.

Parents work with the school to provide activities outside of school hours. There is a local group of gifted students as well as University of Wisconsin, county, and state organizations to assist parents of gifted students.

### **READING PLUS**

Reading Plus services are provided for those students who need extra help in reading and qualify under district guidelines. A combination of in-class assistance and individualized or small group help is provided.

### **READING SPECIALIST**

The district reading specialist coordinates and directs the K-12 reading and language arts program, district testing program, and the K-4 Remedial reading program referred to as Reading Plus program. Questions having to do with any of the above programs should be directed to Judy Chilson at 835-1309.

## **SPECIAL EDUCATION**

Oregon School District has a comprehensive special education program designed to meet students' special needs. The Individuals with Disabilities Education Act (IDEA) requires that all children with disabilities and youth ages 3-21 be provided appropriate educational opportunities. This law provides for any child who has a physical, learning, cognitive or emotional disability and who requires services to supplement or replace regular education. Each child is served through programs tailored to meet his/her specific needs. To the extent possible, program opportunities are provided in classes with students who do not have exceptional education needs. When appropriate, the school psychologist or guidance counselor may provide extra support to these students.

Within our school there are programs for children with learning disabilities, emotional disturbance, cognitive disabilities, speech and language delay, physical/orthopedic disabilities, hearing impairments, visual impairments, autism and traumatic brain injury. An early childhood program is also in place to serve children with these needs who are ages 3-5.

A staff member who suspects your child may have some learning difficulties may make a referral so your child can be more closely observed and assessed. If you consent to this evaluation you will be kept informed throughout the process. Parents, too, are encouraged to talk with their child's teacher or other special services staff if they suspect their child may be experiencing learning difficulties. Specific questions about Oregon's special education programs can also be directed to the Director of Special Education, at 835-4004.

## **ART**

The main objectives of this program include training the child in skills appropriate for age and thus helping develop creative abilities, making the child aware of the part art plays in daily life, and developing appreciation of the arts of the past and present. Each child in grades 1-4 receives instruction by an art specialist once every four days for fifty minutes.

We request that you send an old shirt or a suitable smock with your child. We realize that accidents do happen and sometimes we have very creative children. This will save on clothes and laundry.

## **MUSIC**

General music is taught by the music staff. Students receive general music instruction once every four days for fifty minutes. Objectives of the general music program include the development of individual and group singing, basic music fundamentals, and the enjoyment of music.

All students also participate in "Music and Movement." It is offered once every four days for fifty minutes during one trimester of the school year. Both music and movement are integrated into this portion of the music curriculum.

An instrumental music program is available beginning in grade 4. Instruction in string instruments, eventually leading to orchestra, begins in 4th grade. Regular lessons and sessions in orchestra are held weekly as skills are mastered.

Chorus is offered to students who are in third and fourth grade.

## **PHYSICAL EDUCATION**

All students receive physical education taught by a qualified instructor. The instruction is dedicated to body awareness and developing the body, teaching basic skills in physical education, building leadership qualities and bringing about certain social adjustments. Your child will be required to participate in all physical education classes unless excused by a physician in writing.

All students must have tennis shoes marked with your child's name. This is for the benefit of the child in case a shoe is misplaced. These shoes should be left at school. Bathing suits and towels will be provided during the swimming unit.

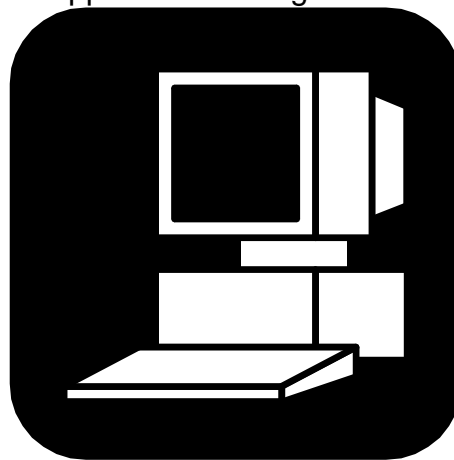
A child who has foot trouble (athlete's foot) should inform the teacher immediately. A rash, tender area or cracking on the foot should be brought to the attention of the gym teacher. The teacher will then check the child's feet to determine further procedure.

## **INSTRUCTIONAL MATERIALS CENTER (LIBRARY)**

Pupils may check out or return books from 8:10 a.m. to 3:45 p.m. Each child is responsible for returning books on or before the date due and we ask that each parent develop a feeling of responsibility in the care and prompt return of books.

The IMC staff works in collaboration with classroom teachers and technology staff to integrate reference skills and appreciation of good reading. The IMC is open for research and enrichment groups or classes anytime. Children may come to the

No fines will be charged for books must be returned to reasonable time or they will. When a student loses or student will be charged the discretion of the librarian. If money will be returned. will result in a fine amount of damage.



for individuals, small during the school day. library any day.

overdue books but the the IMC within a be considered lost. damages a book, the cost of the book at the the book is found, the Any damage to books commensurate with the

## **COMPUTER LAB**

The computer lab contains networked computers. Classes use the computers at least once a week during a scheduled time. Teachers can also schedule their class or individual students to work on projects as needed. The technology resource teacher

and classroom teachers collaborate to determine which programs should be integrated into the curriculum. An educational assistant is also available to assist students and staff.

### **KEYBOARDING CLASS**

Third and fourth grade students receive keyboarding instruction in our computer lab. One or more computers are available in each classroom for research, drill and practice and keyboarding.

## **How to Reach Us and Where to Find Us**

- Phone directory
- Administration