

## **GOODTIME ELEMENTARY SCHOOL PARENT HANDBOOK**

### **ARRIVAL AT SCHOOL**

School opens at 7:30 a.m. Student cannot enter school before 7:30 a.m.

Drive-through drop-off time: 8:15-8:25 a.m.

Drive-through pick-up time: 3:20-3:30 p.m. on M, T, Th & F, 2:30-2:40 p.m. on W

Students line up when the teacher on duty rings the bell at 8:25 a.m. and go quietly to their rooms.

### **ATTENDANCE**

School begins at 8:30 a.m. The lunch time is 11:30 a.m.

School is dismissed at 3:20 p.m. M, T, Th, F. On Wednesday school is dismissed at 2:30 P.M.

Students attending after school programs should be picked up before 6:30 p.m. The school is closed at 6:30 pm. After school charge is \$50 per month.

Regular attendance is essential to successful school work. If a student is going to be absent, Parents/guardians call or email us before he/she is absent. Parents/guardians of all absent students will be contacted. Please save us the work of calling. Let us know if your child will not be in school. An absence due to a contagious disease will require an admit slip from a doctor.

Students will be counted tardy when they arrive after school begins and up to 30 minutes afterwards. A student arriving 30 minutes late or leaving for more than 30 minutes during the day will be counted absent for 1/2 day for the part of the day he/she missed. Perfect attendance awards will be given at the end of the school year to those students who do not miss any school or have any tardies.

### **AWARDS**

Attendance Award: The objective of the attendance award is to improve attendance. Awards will be given for: a) perfect attendance, and 2) good attendance (miss one day or less). The award will consist of a certificate and publication.

Good Citizenship Award: The objective of the good citizenship award is to reward good behavior and improve citizenship. Requirement for this award is no classroom penalty time, including playground behavior, was received during a quarter. This quarterly award will consist of a certificate and publication.

### **DISCIPLINE AND RULES**

The following rules and regulations will be enforced:

1. Show respect for administration, teachers, aides, and other employees.  
Promptly obey at all times.
2. Use the restrooms properly. Students should not play in the bathroom, or use the same bathroom stall at the same time.
3. Pass quietly through the halls.
4. Help keep noise and confusion at a minimum so other students will not be disturbed.
5. Improper actions, such as rudeness, foul language, pushing or the lack of respect for others, will be reprimanded.
6. Students will be charged for any damage caused to property of the school, staff or other individuals.

7. Students should not go into classrooms when the teacher is not present.
8. Students should not leave the lunchroom until their teacher comes to pick them up

### **PLAYGROUND RULES:**

1. No rough games such as tackle football will be permitted.
2. Any game that requires catching and rough handling of an opponent is prohibited.
3. All students must be quiet in line before anyone enters the school buildings.
4. Rough or dangerous use of any of the playground equipment will not be permitted.
5. Proper footwear will be necessary for students to participate in playground activity during bad weather (snow, rain, mud, etc.). Students should have an extra pair of shoes or overshoes. Students should also have an extra outfit that they keep at school.
6. Students should specifically have shoes for gym class.
7. Snow rules:
  - a. No throwing snowballs.
  - b. No sliding on the ice.
  - c. No playing in water or mud.
8. No petting animals at the playground
9. Students should not go up to strangers at the playground or on field trips
10. Allow little kids to go first and pass you on any field trips. Especially smaller children who do not go to Goodtime Chinese School.

### **MISCELLANEOUS RULES**

1. When crossing the street on the way to or from other buildings, students are to walk with their teacher and cross only at the designated crossing.
2. No student is to be in any school buildings at any time unless taking part in a sponsored activity.
3. Squirt guns, bean shooters, sling shots, hard baseballs, or anything else that may easily cause injury are prohibited at school. They will be confiscated by the teacher.
4. Students should not bring play equipment from home unless they have been given permission by their teacher. Students will use items provided by the school.

Students failing to comply with the previous rules will be subject to disciplinary action by the teacher which will include a loss of recess time and/or detention and a conference with the student, teacher, and possibly the parent/guardian. Continual abusers of rules will be referred to the director.

### **BUS RULES**

1. Students must obey the bus driver promptly.
2. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
3. Students must enter the bus without crowding or disturbing others and go directly to assigned seats.
4. Students must remain seated and keep aisles and exits clear while the bus is moving.
5. Students are prohibited from throwing or passing objects on, from, or into buses.
6. Student may not eat or drink on the bus.
7. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
8. Students may not open bus windows without permission from the bus driver.
9. Student must respect the rights and safety of others at all times.
10. Students must help keep the bus clean, sanitary and orderly. Students must remove all

personal items and trash upon exiting the bus.

### **FIELD TRIPS**

Field trips are a part of classroom work and student conduct should be the same as in the classroom. If the student decides not to go on the trip with his/her class, appropriate class work must be made up for that day. Permission slips signed by parents/guardians must be presented to the teacher before the student makes the trip. Any student failing to comply with rules and regulations while on the field trip shall be subject to discipline.

### **LUNCH**

Students will sit at tables designated by the lunchroom supervisor. Students will use good table manners and only use only quiet conversation. If students are continually noisy while eating, they may be put in a seating arrangement or their privilege of talking quietly may be taken away. Trading of food will not be allowed unless it is between siblings. Students are not to take food from the lunchroom unless given permission.

The hot lunch program will be in operation on the first day of school. Meals may be purchased. Meal price is \$3 per meal. Monthly lunch menu will be distributed by email before the first day of every month. Meals may be purchased singly or in any quantity. If your child/family has any special dietary restrictions please prepare your child's lunch everyday.

Free snack is offered twice a day.

If students pack lunch or snack, please make sure not to pack nuts, we are nuts-free facility.

### **REPORT CARDS/GRADE VALUES**

Report cards are issued every nine weeks. Parents will receive the report cards at Parent-Teacher Conferences following the first and third nine weeks periods. The nine weeks grade is based on daily work, class participation and tests.

Mid-term reports for all students will be sent out to parents/guardians approximately each four and one-half weeks. These reports will indicate the student's progress in each class. Grade values are as follows: A (94-100%); B (86-93%); C (78-85%); D (70-77%); and F (Below 70%).

### **SCHOOL ATTIRE**

Education is directed toward the improvement of the student's complete personality. Appropriate dress contributes toward that goal. It is hoped that students will take pride in their appearance and be clean and well groomed at all times. "The way we dress influences the way we act."

### **SEVERE WEATHER**

Notice of school closings will be called and emailed.

### **STUDENT HEALTH**

Medication that can be administered before or after school is better kept at home. However, if it is necessary, the school staff will administer oral and topical medications with written parental consent

and if the medication is in the original container and properly labeled. (Label and parental consent must include date, child's name, name of the medication, amount of medication, and the time that it is to be taken). Your pharmacy can provide a duplicate "school" bottle. All medication will be kept in the office.

Allergies should be disclosed to Goodtime Chinese School. Please only register verified allergies. If you suspect your child has an allergy, please contact your pediatrician. Food preferences and dietary restrictions due to personal likes and dislikes are not allergies.

The medication will be administered under the direction of the school staff, with the parent or guardian accepting ultimate responsibility for monitoring the effects of this medication.

The school does not provide Tylenol, cough drops or other over the counter medications. When brought from home, these products also require written parental consent before they will be given.

A pupil who is absent from school for a period of five or more consecutive school days because of illness must present a doctor's permit stating that the student has been examined and has been found to be physically ready to attend school. During an epidemic, this ruling may be changed to meet the approval of health authorities.

A student with a fever or other indication of illness should not be sent to school, neither should a child with an infectious sore, such as ringworm, etc. The school is required to send children home in such instances, as a safeguard to the health of others.

If a student is to be taken to a doctor or dentist during school hours, the parent should either phone the principal or should come for the student personally. Scheduling appointments during school time should be a last resort.

Please be aware of the following guidelines for student attendance:

- **Chicken Pox:** Rash turns to red bumps, which develops into blisters. Blisters dry and form a scab. Cases are excluded from school for a minimum of 5 days or until scabs are dry (usually 5-10 days).
- **Common Cold/Fever:** Students with severe coughs and sore throats should remain at home. Those with temperatures over 100 degrees will be excluded from school and should not return until the temperature has been below 100 degrees for 24 hours.
- **Impetigo:** Disease characterized by a pustule (crusted sore with oozing) appearing on the body. Exclude from school until all areas are healed (usually one week) or until the child has a doctor's statement for re-entry.
- **Intestinal Flu:** Children with symptoms of upset stomach, diarrhea and/or vomiting should remain at home.
- **Pink Eye:** Redness and itching of the eye. Often swollen with discharge of pus. Children are excluded from school until under antibiotic treatment for 24 hours or condition clears.
- **Ringworm:** Small, red, scaly patch, gradually increases in size. Exclude from school until written consent from the physician to return or the area has been treated for at least 24 hours. Infected areas must be covered with the child is in school.
- **Scabies:** Mite burrows into the skin. Small bumps appear in rows, with itching. Usually found between the fingers, wrists, cracks of the elbow and under arms. Exclude until treated (itching will still be present). Clothing and linen must be treated. ALL contacts should be inspected.

- **Scarlet Fever, Scarletina, Scarlet Rash, or Strep Throat:** After diagnosed and 24 hours of antibiotic treatment, children may return to school, if temperature is below 100 degrees.
- **Head Lice:** Usually found in the hair behind the ears and back of neck. Head lice are communicable by DIRECT CONTACT: Head-to-head touching; sharing personal items such as combs, brushes, hats and towels; and common household furnishings, pillows, couches, chairs and also car upholstery. Symptoms are itching and the presence of lice and/or nits (eggs). ALL FAMILY MEMBERS AND CONTACTS SHOULD BE INSPECTED. Exclude child from school until shampooed with a lice shampoo and ALL eggs are removed. Bed linens, clothing, personal and household items must also be treated. A written statement from parent must be furnished when the child returns to school stating the child has been treated.