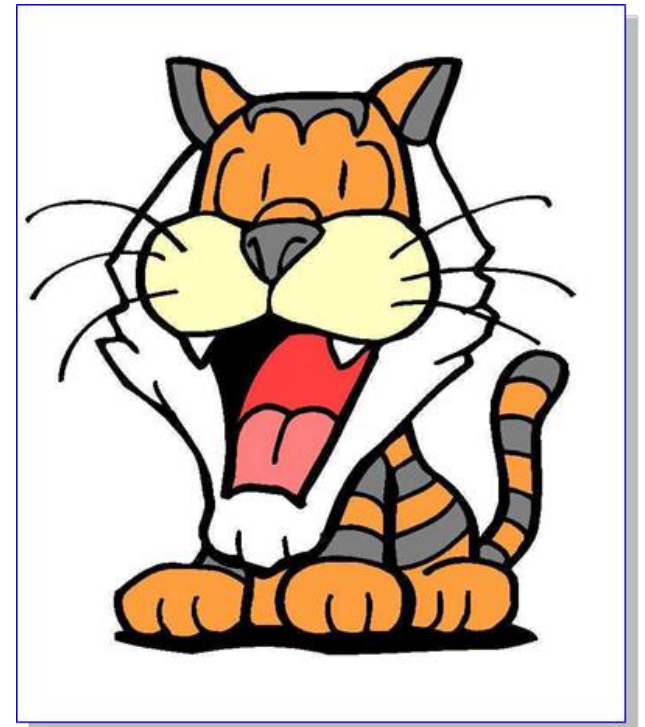


West Park Elementary School

Parent and Student Handbook/Calendar
2022 - 2023 School Year

510 Home St.
Moscow, ID 83843
208-882-2714/Fax: 208-892-1259
<https://westpark.ms281.org/>



Welcome to West Park

Welcome to West Park Elementary School! WPE is an award-winning school-wide Title I school that prides itself on being known as “a caring community.” We have been recognized twice as a “Brightest Star” school and have been accredited with “Merit” for our programming. Our student performance in academics as well as social development consistently rank high from year to year. Built in 1955, the school is located at 510 Home Street between Ghormley Park and the University of Idaho. Originally built as a first through sixth grade school, the building has been reconfigured many times over the years. Currently, the school is proud to serve kindergarten through second grade. This unique configuration enables us to focus on the needs of primary students which begin with the mastery of reading, math, and social skills.

Our student body of 170 is rich in cultural diversity. Our 40 professional, caring, and innovative staff members are joined by numerous interns and university/community volunteers in an effort to help each child become a successful, lifelong learner.

Please read the handbook and calendar with your family members, discuss and highlight areas of interest, and keep it for reference throughout the school year. As important updates are made the most current version of the manual can be found on our website. The links that you find throughout this document are “live links” if you refer to the electronic version on our website. If you have questions at any time, please phone or email me or arrange a personal meeting.

Again, welcome to West Park. We are looking forward to sharing exciting educational experiences with you!

Sincerely,

Brian Smith, Principal
West Park Elementary

West Park Mission Statement

West Park Elementary will create and maintain a safe and structured educational environment where students, parents, and staff are nurtured and respected while learning together in a caring community. Through the use of balanced, proven practices and strategies, all students will experience academic and social success in a mastery-based environment.

Our West Park Vision

The vision of West Park School is to provide a caring educational community which enables every child to reach his/her potential.

West Park Team Philosophy

West Park staff shares responsibility for the welfare and development of each child with parents and/or guardians. By teaming, we can best meet student needs.

Our goal is to offer an education that best suits each student’s ability and helps each assume active responsibility for his/her learning. The aim is to prepare students for responsible citizenship.

Our major instructional goal is for every student to become literate. To foster success and mastery, we offer the skills, competencies, and knowledge necessary for each student to appreciate his/her heritage, learn to independently solve academic and social problems, and to meet present and emerging needs.

We Are Unique

Containing only grades kindergarten through second grade, West Park Elementary is the only primary school in the Moscow School District. West Park Elementary is a School-wide Title I school. School-wide Title I programming allows our school to use Title I funds and programs to meet the needs of ALL students in the areas of reading and math throughout the school year.

School Hours and General Information

Office Hours: 7:45 am – 3:45 pm. Our number is 208-882-2714 and fax is 208-892-1259. Staff are available from 8:00 am – 8:20 am and then after school until 3:45 pm. Please call or email your child’s teacher if you would like to schedule a time to meet.

District website: <https://msd281.org/>

West Park website: <https://westpark.msd281.org/>

Our school hours are Monday through Thursday from 8:20 am – 3:00 pm. On Friday our school hours are 8:20 am – 2:15 pm.

Students arriving after 8:25 am are considered tardy and must get a pass from the office before going to class. Please call the office before 9:00 am if your child is going to be absent.

Before School Instructions

Playground supervision begins at 8:00 am. The breakfast program starts at 7:45 am. All students arriving on school property before 8:00 am will be expected to either eat breakfast or read a book quietly in the gym. After breakfast students go outside to the supervised playground.

Students and parents should not be in the hallways or be in the classrooms until the 8:20 am bell unless previously scheduled with a teacher or administration.

After School Instructions

There is no after school supervision available. Students who are picked up by parents should be picked up promptly at 3:00 pm Monday–Thursday and at 2:15 pm on Friday. Students riding the bus leave by 3:10 pm or earlier.

Please notify the West Park office before 2:00 pm Monday-Thursday and 1:00 pm on Friday in the event of any changes in after school arrangements. A signed note or call from a parent will be accepted.

Emergency Closure

Closure announcements are usually sent through our School Messenger system and broadcast by radio and TV stations shortly after 6:30 am. Look for a text, email, and/or phone call from our Superintendent if/when we have a school closure.

Attendance Policy

It is important for every student to attend school on a regular basis to help ensure continued academic progress. If a parent takes a child out of school for a special trip or any other reason, please notify the child’s teacher at least one week in advance by writing a note or sending an email. This will enable the teacher to have time to prepare work for your child so he/she will not fall too far behind. We understand that special opportunities occasionally arise, but please know that each learning day is very important, and it is sometimes difficult for a child to catch up.

Moscow School District Board Policy 5000.01.01 requires that all students must be in attendance in each classroom 90% of the days when that class is in session. Tardies are defined as the student missing up to ten minutes of class time. Every three tardies accrued in an individual semester attendance period will be counted as one absence. With 85 school days in each semester, a student that misses 9 days in a given semester may be considered truant. There are specific procedures that are required for handling truancy cases. If a child has ongoing attendance issues, the principal will contact the parent(s) directly and explain the process that will need to be followed in accordance with Board Policy. In serious cases the parent may be required to appear in Attendance Court, and it may be necessary to contact the Prosecutor’s Office.

Except in very special circumstances, students who attend school should participate in all phases of the school day, including physical education and recess. Students should dress appropriately and plan to go outside for recess and participate in specialist classes.

To see the full Moscow School District Attendance Policy, please visit the Moscow School District Website. <http://msd281.org>

School Communication

School Calendar

For planning advanced family activities, trips, and daycare, please refer to the School District calendar within this handbook. Any changes can be accessed or printed off the district website at www.msdsd281.org.

Weekly Folder

Students bring home a “communication folder” each week. In the Weekly Folder you will find school newsletters and fliers as well as student work. Please read the information and discuss pertinent issues with your child.

Phone/Online

You may contact us from 7:30 am to 3:45 pm or leave a message after hours at 208-882-2714. Staff email addresses, pictures of activities, and district information can be accessed as links at the school district website <http://msd281.org> or West Park website <http://westpark.msdsd281.org>.

School Messenger

West Park and the Moscow School District utilize a mass-communication system called School Messenger that can leave a voice mail, text, and/or email at the phone numbers and email addresses you have provided. Mr. Smith sends a weekly “Dates & Details” email each Friday to keep all families informed of important happenings.

Facebook Page

Please “friend” and “like” our Facebook page. This page can also be “shared” with relatives and grandparents to allow them to see the wonderful things we are doing throughout the school. We make updates throughout the week.

<https://www.facebook.com/West-Park-Elementary-School-1673846729595032/>

School Meals

School Meals for the 2022-23 School Year – Parents and Guardians, please note that for the 2022-23 school year, USDA school meals will no longer be free for all students. Families interested in receiving free or reduced cost school meals for their students will need to submit a Free and Reduced Meals application. Income guidelines and applications will be available on the Moscow School District website starting July 1, 2022. Printed copies will also be available at each school when school office staff return to work in August. Questions regarding Free and Reduced Meals can be directed to Kendra Grove, Student Nutrition Services Supervisor, 208-892-1123 or Charlie Gerke, Operations Director, 208-892-1110.

A computerized meal account system is used to keep track of meals served. Each student has an account set up for breakfast, lunch, and milk purchases. Meal accounts are used for all students including those who qualify for Free and Reduced Meals and those who pay the regular price.

Each school’s website has a link for the online payment system. Simply click the link and follow the steps to set up your user account. Use your information to create the profile and make payments. If you need help obtaining your child’s unique identification number, please call West Park at 208-882-2714 or our Director of Nutrition Services at 208-892-1123.

Transportation

Students not riding a bus are to leave the grounds immediately after school.

Bus Transportation

Bus transportation is available to West Park students. Bus transportation will be provided only from areas designated as West Park or Russell bussing zones. Students will be picked up and delivered to the same address each day. Students are not permitted to take a friend home on the bus or get off at a stop other than their own. Requests for emergency consideration should be forwarded to the office to receive a special Bus Pass.

Behavior on the bus is expected to comply with both school and bus passenger rules. Repeated violations and/or serious violations may result in the loss of riding privileges.

Parent Pick Up Transportation

Please do not park in front of the school when picking up or delivering children. This area is a bus loading and unloading zone. The City of Moscow may ticket cars that are improperly parked.

The parking lot on the north side of the school is a “permit only” parking lot. To avoid a Moscow Police Department parking citation, please secure a temporary permit from the office to park in the lot.

Persons delivering and collecting children may drive through the parking lot on the north side of the school. Please do not leave unattended children in the car. Do not leave the motor running and please observe the handicap parking spaces.

Change of Transportation

Please notify the West Park office before 2:00 pm Monday-Thursday and 1:00 pm on Friday in the event of any changes in after school arrangements. This will allow office personnel time to notify your child before school is dismissed.

Health

***Guidelines specific to the COVID-19 pandemic can be found on the following website: <https://msd281.org/>**

When Should My Child Stay Home From School?

Good attendance at school is important for learning and development. However, there are times when it is best for children to remain at home. For instance, when they are contagious or when they feel so poorly that they would not gain much by participation and instruction. The following guidelines are to help you determine if your child could benefit from extra rest at home.

Fever

An oral temperature of 100 degrees or higher is considered a fever. Any fever within the past 24 hour indicates the need for your child to stay home. Be sure your child is fever-free for 24 hours without the use of fever reducing medication before allowing them to return to school.

Vomiting / Diarrhea

Vomiting and/or diarrhea, with or without a fever, within the past 24 hours indicates that your child should stay home. Accompanying abdominal discomfort can make it difficult for your child to concentrate. Your child could benefit from the additional rest at home.

Pain

Moderate to severe pain that requires pain medication every few hours indicates that your child should stay home. Pain that requires the regular use of medication can hinder your child’s ability to concentrate in class. Resting at home until the pain is manageable can be beneficial.

Moderate And Severe Cold Symptoms

Children will get colds throughout the school year. Having mild congestion or stuffiness is normal, and usually children are able to participate in school activities without difficulty. However, if your child has severe nasal congestion, a persistent cough, and generally does not feel well, staying at home may be the best course of action. Additional rest could help them to feel better, sooner.

Draining, Inflamed Eyes

If your child wakes up with his/her eyes stuck together, or the eyes are red, itchy, or painful, the child should remain at home until he/she can be evaluated by a physician. Your child may have a contagious infection. If your child comes to school with eyes that are inflamed, itching, or draining, the nurse will evaluate your student for infection. If an infection is indicated, your child will be sent home.

Lice/Nits

If you suspect your child could have lice or nits (eggs), please notify the school. A nurse would be happy to help you determine if your child has lice/nits, dry scalp, or another dermatological issue. We can also provide guidance on the treatment and management of lice.

Immunizations

Idaho State law states that children may attend school when their immunizations are current or parents have obtained an exemption. Please contact your primary care provider or Idaho Health and Welfare, North Central District, 208-882-7506. See the web site: <http://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/SchoolandChildcare/SchoolRequirements/tabid/3785/Default.aspx>

What If My Child's Health Information Changes Or He/She Has Special Health Concerns?

Notify the school office so that our system may be updated. Bee stings, allergies, seizure disorders, asthma, heart problems, and diabetes are examples of the types of conditions of which we need to be aware so that we can provide proper care.

There are students at our school who have severe peanut, nut, egg, and other food allergies. We ask all students to wash their hands after lunch before going to recess; there are special seating arrangements in our cafeteria to ensure the safety of all children.

What If My Child Needs To Take Medication?

Medication should be administered at home whenever possible. If your child brings ANY medication to school, he/she must bring it to the school office. In order for school personnel to administer over-the-counter medication, the office must have a permission form or note stating the dosage, the specific reason for the medication, and the time the medication should be administered. This note must be signed and dated by the parent or guardian.

If the medication is prescribed, the school requires a statement by your physician indicating the name of the medication, the dosage, and the time of administration or the original prescription container along with a note signed and dated by the parent or guardian identifying the name of the medication, the dosage, and time of administration.

If it is necessary to administer ANY medicine during school time, please call the office at 208-882-2714.

Student Injury

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents or emergency contacts immediately. When student's parents cannot be reached, and a higher level of care or services are indicated, emergency services will be called. All minor injuries (ie. minor cuts, scrapes, etc.) will be treated at school unless directed by parents/guardians to do otherwise. It is extremely important that we have the current phone numbers for parents or guardians, and an additional contact person in the event of an emergency.

The best precautions and the closest supervision do not guarantee that accidents will not happen. Accidents are part of the growing-up process that our children experience. The school district does not provide medical insurance to pay for medical expenses when students are injured at school. Our district does have information regarding student insurance at our office. Our school nurse conducts screening and health education activities and is on call for emergencies. Parents, if you wish to discuss a health-related issue with the nurse, call the school or leave a message at the District Office at 208-882-1120.

Adventure Club

Adventure Club is available to all West Park students. Adventure Club meets after school each day at Russell Elementary from 3:00 pm - 6:00 pm Monday-Thursday and 2:15 pm - 6:00 pm on Friday. Bussing for West Park students to Adventure Club is provided. Check out the MSD website under Parent Resources for more information and prices. <http://msd281.org>

School Clothing

Mittens, coat, hats, backpacks, and other items of clothing commonly removed at school should be labeled with the child's name. A lost and found shelf is located in the main hall. Please note students will go outside for recess unless it is 10-degrees or colder.

Homework

Homework is important because it augments class work and helps students move the information into long-term memory. Homework expectations vary according to teacher and grade. Homework is not assigned during extended weekends, but students are expected to work on long-term projects if necessary.

Reading as a family is encouraged every school night. Please take the time to foster fun and success while reading with your child. Please make sure that your child's book bag or homework folder is complete and returned each day.

Personal Property, Money, and Valuables

Only necessary items should be brought to school. Students are not to bring electronic music, game equipment, or other valuable items at risk for damage or theft. Neither the school nor the teachers can be responsible for such items if they are lost or stolen. No toys should be brought to schools unless there is sharing in class.

Lockers

Lockers are provided for students' coats and school supplies but are not secure. Valuables should be kept at home.

Bikes, Blades, and Boards

No vehicles, including bikes or skateboards, can be ridden on school property or on the sidewalk in front of the school. Bikes should be locked to the bike racks.

Use of School Telephones

Children will be permitted to use the school phones for emergencies only. After school activities should be planned before the child comes to school. Parents should feel free to call the school whenever an unexpected change in plans occurs. The office will deliver a message to the child or teacher.

Except in an emergency, please do not ask teachers or children to come to the phone during the time school is in session.

Cell Phones

Students are not to use cell phones on school property during the school day. All such devices must remain in the off position during the school day. Cell phones that are seen or heard during the school day may be taken to the office and picked up by a parent at the end of the day.

Field Trips

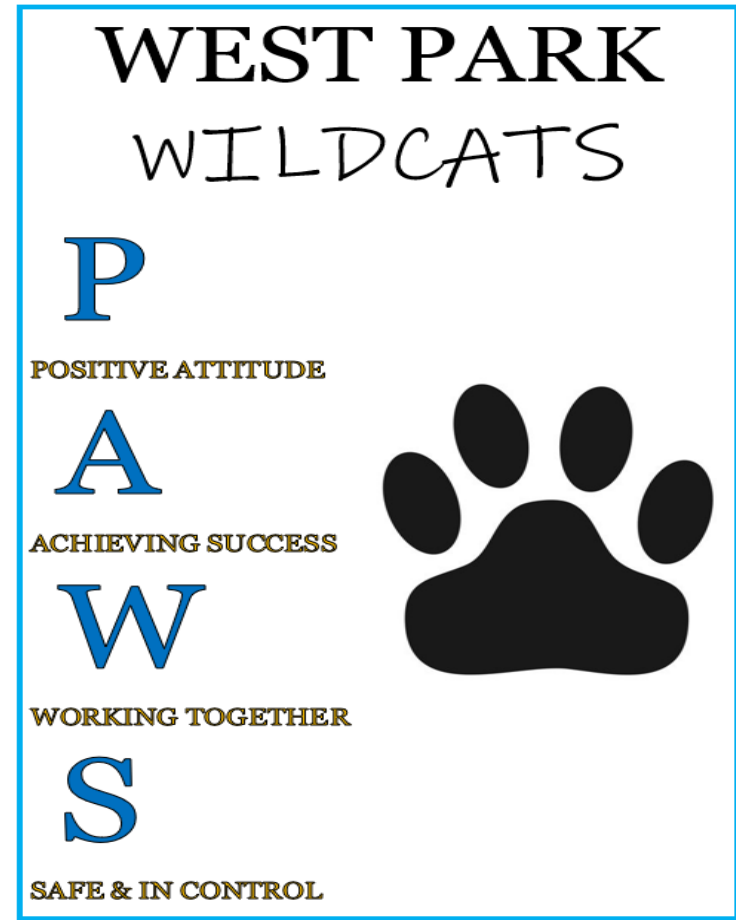
Included with all of the back to school paperwork is the permission slip for all field trips for the school year. This permission slip covers all trips taken off school grounds. Without that slip signed, your child will not be able to participate in field trips. When your child's teacher schedules a field trip, he or she will send home a letter with the specific information concerning the trip and usually a request for chaperones.

Excellent student behavior is essential and expected on these trips for the safety and enjoyment of all participants. Field trips are considered an extension of the regular school activities and good behavior and academic effort are necessary prior to going to the trip. Your child's teacher will contact you before the field trip if there are any behavior and/academic concerns resulting in either your child not being able to attend or if a parent/guardian must accompany them.

West Park Behavior Plan

West Park Elementary School is known as “A Caring Community.” We strive to create this caring environment by assisting students to become self-directed and respectful of individual differences while working as a team. To meet these goals, staff, volunteers, and parents work collaboratively with research-based techniques to develop student self-management skills through education, preventative actions, and appropriate consequences.

West Park celebrates the “PAWS” program, which helps students learn four essential habits to be successful in all school settings. The four habits are positive attitude, achieving success, working together, and safe & in control. These habits are taught daily and supported through the earning of “Cat Paws.” These tokens are taken home and should be celebrated! Each week students who earn “Cat Paws” are given the opportunity to choose a prize from our large treasure box. The PAWS program is discussed and covered with parents during the initial Open House events.



Traditional Consequences

Building staff will:

Issue verbal warning for the misbehavior

Confer with the student

Provide a time out in an assigned location and fill out a “Discipline Form”

Contact parent

Refer to the counselor

Repeated or serious offenses will be reported to the principal

Logical Consequences

Logical consequences are consequences that match the offense. For example:

If the student is habitually talking, he/she is assigned a seat change in classroom.

If the student does not complete work, he/she may miss recess time.

If the student makes a mess, he/she cleans it up.

Natural Consequences

Natural consequences are consequences that occur as a result of an action.

For example:

If a student is outside in the cold without proper clothing, he/she will get cold.

If a student does not eat enough, he/she will get hungry.

At West Park, we are committed to providing a safe environment. All acts of violence or harassment have consequences and could result in suspension and/or reports to the police.

Office Referrals

The principal has a standardized procedure on file in the office. If you have any questions about the office referral process, please make an appointment to review the procedure.

Students with Additional Needs

If appropriate, to assist a student to manage his/her behavior, a personalized behavior management program may be developed with staff, counselor, principal, and parent. If you are interested, please contact the office.

Violence and Harassment

All members of our school community should receive respect and courtesy and be free from mistreatment. Verbal, physical, and written forms of harassment will not be tolerated. If you are the subject of such action it is important to tell the other person to stop. If the harassment continues, report it to a teacher, your counselor, or an administrator. It is important to remember that what is intended as friendly teasing may have a negative impact on the other person.

Violence or harassment will not be tolerated at West Park Elementary School. If you know or hear of anyone who may be involved in either, report the situation to any adult at school.

Harassment is any word, look, act, or gesture that is offensive or hurts a person’s body, feelings, or things. Harassment is defined to include verbal, written, graphic, or physical conduct relating to an individual’s sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on school grounds.

Harassment also includes an act of retaliation taken against any person bringing a complaint of harassment, any person assisting another person in bringing a complaint of harassment, or any person participating in an investigation of an act of harassment.

The signed agreement that accompanied this handbook gives you the right and the responsibility to intervene and seek help when you know of an unsafe situation in our school. If you know or hear of an individual who may be involved in an unsafe activity, protect him/her, others, and yourself by reporting the situation to an adult at school.

Parents in Partnership

West Park Elementary School is a committed and caring community and strongly urges parental involvement. When parents are involved in their children's education, a climate of partnership and a sense of community are strengthened within our school.

Our school provides children with high quality curriculum and instruction within a supportive and effective learning environment that assists all students in meeting high academic standards. Parents need to be involved so their children are prepared to learn. Parents should ensure that their children come to school every day and on time, complete their homework, and stress the importance of a solid and comprehensive education.

Parents are encouraged to attend parent-teacher conferences and review reports on their children's progress. We believe that our school and parents work together as partners. We welcome parental input and suggestions, and invite parents to participate in our many school activities:

Family/Youth Activities

Reading Month

Book Fair

Grandparent Volunteer Readers

University of Idaho Volunteer Readers

Athlete and Community Readers

Adventure Club with homework assistance

Dinner and A Book

Celebrating Accelerated Reader Points

Parent Education

Title I Parent Information

Title I, RTI, and regular classroom progress monitoring that includes celebrating growth!

Diverse informational pamphlets in West Park hallway, such as the Idaho

State Library Program "Read to Me" and other community activities

West Park Newsletter in Weekly Folders

Volunteering

Parent volunteers are important to our programs and the number has been growing every year. Volunteers work in the library and classrooms and for special events such as class parties, field trips, and art projects. Please let the classroom teacher or office know if you are available as a volunteer.

All volunteers should sign in and out at the office each time they enter the building.

Parent Action Team

We are very fortunate to have the West Park/Russell Parent Action Team! Our PAT meets regularly to provide input/feedback on school programs and events. The PAT also spearheads fund-raising for new and ongoing school projects and assists with many school activities. Some PAT supported activities include the Fall Social, Barn Dance, and Dinner and a Book. There are many opportunities for involvement, and all parents are welcome and encouraged to participate in the PAT.

For up-to-date information, please visit the PAT website www.wprpat.org and sign up to be on our email listserv.

Book Bag/Homework Folders

Some teachers use book bags/folders to teach specific lessons in responsibility. One purpose is to help communicate with you. Please check book bags and folders daily for notes from your teacher and also to write notes back to them. Open communication is essential for the success for your student.

Please help by providing a regular homework and reading time each day and then having your student place the book bag or folder in a place where it will be returned to school daily.

Permission to be Photographed

There will be times during the school year when teachers/photographers will wish to take pictures/videos as the children go about their everyday school activities. On rare occasions the photographers could include representatives of newspapers, television, or University of Idaho students working on school projects. Pictures/videos could be used for parent-teacher sponsored events, bulletin board displays, school district brochures, or websites. The children enjoy seeing themselves published or placed in public areas around the school. For security reasons, your child's name will not be placed on any publication outside of the school without parent permission.

Birthdays

In consideration of everyone's feelings, we thank you in advance for not sending personal invitations to home birthday parties, etc. at school unless the entire class is being invited.

If you would like to bring treats to your child's classroom to celebrate his/her birthday, please check with the child's teacher at least one day prior to bringing them to find out the best time in their daily schedule. Also, please be sure and check if there are any students with allergies in their classroom.

Services Available

We have many services available to assist you in case additional resources are needed. Some are on an as-available basis. Please call the school if there is a need.

For All Students:

Mentors
Reading Buddies
Counseling
Discussion Groups
Extended Learning
Title I
Backpack Food Program

For Qualifying Students:

Gifted / Talented
Special Services
Tutors
English as a Second Language (ESL)
Speech/Language

Student Interns

We are pleased to have many student interns and assistants visit us from the University of Idaho and other area institutions. Interns allow students to benefit from additional individualized attention.

Counselors

West Park offers individual and group counseling to deal with a variety of issues affecting school situations. Unfortunately, because we lack the resources, we cannot offer long-term counseling, but we can offer a list of local practitioners.

Student Assistance Programs

To help all students succeed, we offer:

Second Step (diversity training and problem solving)
DUSO (Developing Understanding of Self and Others)
RTI – Response to Intervention
Debug System (helping students solve problems)
Virtues Project (teaching monthly virtues to foster health relationships)
Positive Behavior Supports “PAWS”

Please call for a complete explanation.

Smoking Not Allowed

State Board of Education policy does not allow smoking or vaping by anyone on public school properties.

Schools to be Free of Weapons

In order to maintain safety at school and avoid an expulsion hearing, all students must be weapon free. Please review the policy and its implications with your student. “After immediate suspension...the Board shall expel from school for a period of not less than one (1) year... a student who has been found to have carried a weapon or firearm on school property... The superintendent shall report such student and incident to the appropriate law enforcement agency...” (School Board Policy #5053.08)

The Right to Non-Discrimination

The school will not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion economic status, or sex. The West Park Staff prides itself on creating a safe and diverse school community. We celebrate differences and encourage pride in each of our students.

Child Protection

Teachers and all educational personnel working with children are required by law to report suspected cases of abuse or neglect to their building principal and/or Child Protective Services or the police who will take the necessary actions. Our position is not to judge, but to assist a family or child.

Custody/Parenting Plans

If you are one of our many blended or single parent families and have specific childcare or protective needs, please provide a parenting plan and talk with the principal.

Confidential Records

The confidentiality of information and records is held to the highest standards at West Park Elementary. If you are interested in reviewing your child's educational record, please make an appointment with the office.

Network Policy

The District provides access to the Internet and the Moscow School District computer network system. Permission from parents or guardians is required before students can access the networks. The school reserves the right to monitor electronic transmissions, and the school may revoke, deny, or suspend user accounts at any time because of inappropriate use.

MSD Elementary Library Media Center Information

The more choices kids have to read, the more they will choose to read.

Electronic Access to learning and reading links and the **MSD Elementary Library** catalog:



- 1) **QR code** link
- 2) **Canvas Elementary Library Course**
- 3) **Website:**
https://msd281.org/district_schools/district_libraries/elementary_libraries

Contact: Library Media Specialist – Faye Nagler, 208-882-2621,
naglerf@msd281.org

Britt Heisel (208-882-2715) Russell Elementary: 9:30 to 3:00 Mon-Thurs & 9:00 to 2:30 Fri.

Anita Thorsteinson (208-882-2714) West Park: 9:30 to 3:00 Mon-Thurs and 8:30 to 2:00 Fri.

The primary goal of The MSD Elementary Library Media Centers is to ensure that we provide our students and staff with the tools and resources necessary to become effective users of ideas and information, and lifelong readers and learners. Throughout the day, the library space may be used for regular classroom library time, individual and group activities, testing, mentoring, and staff conferences. Faculty, staff, and students are welcome to use the library anytime as long as it is not being used for a class.

Policies

Students are responsible for books and materials they have borrowed.

Students in Preschool, Kindergarten and 1st Grade may check out 2 books at a time and up to four books a week, provided he or she has no missing or overdue books.

Students in 2nd to 5th Grade may check out 3 books at a time and up to 5 books per week, provided he or she has no missing or overdue books.

Additional books may be checked out through all grade levels as approved by library staff and teachers as needed for additional reading and research.

Books are checked out for one week with the additional option to renew, students must bring any library material with them to renew. Books can be renewed only once if another student has placed a hold waiting on the book in question.

Some reference materials must be retained in school and returned within 24 hours.

Note: * *There are NO fines for overdue materials, however, students with lost materials or who have returned damaged books that are beyond repair will have restrictions placed on their accounts. Replacement cost of the missing or damaged item must be paid before their accounts are cleared. It is also important to know that the library cannot accept new or used copies of missing items in place of paying the replacement cost. Many of our books are purchased with special library bindings to make them more durable for heavy use. For this reason, our policy only permits library staff to accept payment for the replacement of lost and damaged items. Payments can be made online through the school website, by cash, or check. If payments create a hardship, please contact the library for additional options.*

Classroom Use

Each class receives a 30-minute weekly library lesson and optional second checkout. The library aide will teach a 15-to-20-minute lesson based on American Library Standards. Students will have the opportunity to check out books after each lesson. Teachers remain with their class during library time.