



CORE 4 CHARTER SCHOOL

Collaborating On Readiness Education for 4 Year-Olds

*2008– 2009 Parent Handbook
WHITNALL SCHOOL DISTRICT
5000 S. 116th Street, Greenfield, Wis. 53228*



CORE 4 VISION & PHILOSOPHY:

We believe that early education provides a foundation for life long learning. Strong collaborative relationships between families, teachers and community members enrich children's development. It is through being accepted, respected and valued as unique individuals that children develop a positive sense of self.

Children benefit from predictable routines and structures that involve activities and experiences that are concrete, real and relevant. Children learn through actively participating in play- oriented discovery activities in a safe and secure environment.

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WELCOME

CORE 4, which stands for **C**ollaborating **O**n **R**eadiness **E**ducation, is a public charter school in the Whitnall School District with classes housed at both Edgerton and Hales Corners Elementary Schools.

The Parent Handbook features an alphabetical listing of CORE 4 policies and procedures. We have made an effort to include information that will help you start the school year smoothly. In the event that something is unclear, please feel free to call the office. The last page of the handbook includes an appendix of WSD Policies that might be of special interest to parents. These can be accessed through the website www.whitnall.com.

The CORE 4 staff and administration look forward to working with you and your children. Let's have a great year growing and learning together!

Administrator in charge:

Mr. Chris D'Acquisto, Edgerton Elementary Principal ----- 414 525-8911

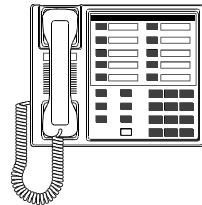
Mrs. Lori Komar, Hales Corners Elementary Principal ----- 414 525-8811

Mrs. Sally Habanek, Associate Superintendent of Curriculum & Instruction

shabanek@whitnall.com ----- 414-525-8405

Telephone Numbers

Edgerton Elementary	525-8900
Edgerton Elementary Fax	525-8901
Hales Corners Elementary Office	525-8800
Hales Corners Elementary Fax	525-8801
Whitnall District Office	525-8400



The Telephone Extension List can be found by visiting the school websites at www.whitnall.com.

Office Staff

Hales Corners Elementary

Jane Leonard, Secretary
Diane Bickler, Secretary
Kris Niewolny, Office and Library
Sue Larson, District Nurse
Lori Coyne, Health Room/Office Aide

Edgerton Elementary

Pat Morzy, Secretary
Janet Pond, Secretary
Lauri Spargur, Health Room
Sue Larson, District Nurse

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Admissions Requirements and Lottery: The Whitnall School District and CORE 4 Board will annually make information concerning CORE 4 available to parents. CORE 4 enrollment applications will be accepted after January 1st and prior to 4:00 p.m. on February 15th for the next school year. The primary requirement for admission to the school is the timely submission of an enrollment application by the stated deadline. Students must be four years-old prior to September 1st of the enrolling school year and comply with state immunization requirements for this age group. Students with disabilities will be enrolled as per their IEP under the regulations of IDEA. Registration is open to 4 year-olds whose parents are residents of the WSD. If more applications are received than spots are available, a lottery (conducted with both WSD and CORE 4 representatives present) will be conducted after February 15th to determine enrollment and waiting list order. Twins or other multiples at the same grade level will be assigned concurrent priority in the lottery draw. Morning (AM) and Afternoon (PM) slots will be filled based upon parent request. If more applications are received for either AM or PM, a lottery will determine placement and a waiting list will be formed. To ensure fairness, preferences will be honored based upon a lottery selection for each school attendance area. Parents/guardians will be notified in writing by March 1st of their child's enrollment status. The lottery does not apply to students with an IEP. For the remaining seats, enrollment will be accepted until the beginning of the fourth quarter. Open enrollment seats may be available after registration in August.

ATTENDANCE AREA

Edgerton Elementary Attendance Line ----- 414-525-8910

Hales Corners Elementary Attendance Line ----- 414-525-8800

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, family trauma, and special medical appointments shall be the basis for excused absences.

A.M. Session - Please call the school by 9:00 A.M to report your child's absence.

P.M. Session - Please call the school before or by 1:00 P.M. to report your child's absence.

If a child is unaccounted for during attendance processing, phone numbers on the child's emergency card will be called until the child's whereabouts and reason for absence are established.

A written parental excuse should be sent with the student when he/she returns to school.

In case of absence for more than three days, or upon the principal's request, a statement from the local health department or attending physician may be required before being re-admitted.

Children may be signed out of school by parents/guardians for business which cannot be handled outside of school attendance hours. A student in attendance for at least one hour in the morning or afternoon is considered present for that half day.

Sign-out of Students

Students who need to leave school early must be signed out by their parent/guardian in the school office. Students will remain in their classroom until their parent/guardian has arrived at school. Students returning to school following an appointment must be signed in at the office before returning to the classroom.

Tardiness

Parents are asked to call the office when their child will be late for school. Tardy students must enter the building through the main entrance in the front of the building. Parents are asked to accompany their children to the office to sign them in. Students will be issued a tardy slip before reporting to their classroom. In the event that some transportation emergency such as weather or a substitute bus driver causes a child to be late, the child will not be recorded as tardy for report card purposes. There may be legitimate reasons for late arrival to school – i.e., medical/dental appointments, etc.

A.M. Session - After 8:50 A.M., a child is tardy. P.M. Session - After 12:52 P.M., a child is tardy. There is no differentiation between excused and unexcused tardies.

BUS TRANSPORTATION

No bus transportation is provided for the CORE 4 charter school.

CLASS PLACEMENT

Class lists for K4 students entering K5 are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. Parent requests for specific teachers are due by a strict deadline printed in the March newsletter and will be reviewed by the principal. Every effort will be made to honor the requests. Students attending a non home attendance area school for K4 are expected to return to the attendance area home school for K5.

COMPUTER USE

Please refer to Whitnall School Board policy #363.2, 363.2R and 363.2E/363.3E. These policies are posted on the Whitnall website at www.whitnall.com.

CONDUCT

It shall be the policy of the Whitnall School District that conduct be kept within reasonable bounds consistent with the desire to maintain the disciplined atmosphere necessary to maintain the right of their peers to receive instruction.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of teachers, administrators, and supportive staff. Disobedience, open defiance of proper authority, and disruptive language or behavior shall not be tolerated. Insofar as possible, rules shall be clearly defined, consistently and uniformly enforced in accord with these policies and procedures. WSD School Board Policy #443

The Code of Conduct for Hales Corners Elementary School and Edgerton Elementary School stipulates that children will “be kind and respectful to yourself and others.” While no teasing, threatening, or bullying of any kind is acceptable, parents and students need to be aware that threats of physical harm to others, particularly those that include words “shoot”, “kill”, or any other words or actions conveying similar meaning will be taken very seriously. Student explanations of, “I was just kidding,” or “I didn’t mean it,” will not lessen the seriousness with which the behavior is treated. Objects such as toy or real guns, knives, bullets, etc., which can frighten or harm others will not be tolerated. Possession of such objects may result in suspension from school. Students should report any suspicious objects to an adult.

Please discuss with your child(ren) the need to refrain from using such threatening language or actions in school.

Classroom Conduct

- Arrive in class on time.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.

Playground Conduct

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Use equipment safely.
- Stop playing when the bell rings and line up silently.
- Re-enter the building only with permission from a supervisor.
- Physical aggression will not be tolerated and may lead to suspension. There are no tackle sports, and there is no snowball throwing.
- Children **may not** bring toys, electronic games, or playground equipment from home.
- Please be advised that recess and playground rules are available in the office for viewing.

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year during fall and spring. Parents will have the opportunity to sign-up for a conference time. You will receive notification of your conference time a few weeks prior to your conference.

For those families who are separated/divorced, only ONE conference will be scheduled. It is advisable that both parents attend. Therefore, both parents can add insights about the academic and social progress reported by the teacher. The teacher will become far better equipped to provide support for a child who moves between separate home environments.

Your attendance at the conference is one way we can assure good home/school communication about the progress of your child. Additional conferences may be scheduled throughout the school year.

CURRICULUM OF C.O.R.E. 4

Curriculum delivery will be a blend of guided instruction, guided-choice activities and personal choice activities that are contained within thematic units and learning center structures. In addition C.O.R.E. 4 teachers will utilize a system of comprehensive assessment as it relates to student development and targets. This study will focus its efforts on utilizing best practices in assessment of young children.

LEARNING THROUGH EXPLORATION:

- Literacy focused to give your child a jump-start in learning to read, write, and understand math concepts.
- FUN! Integrated format incorporates what 4 years like to do and what excites them.
- Everyday Math trademark or copyright symbol
 - Counts and recognizes numbers
 - Basic shape identification
 - Sorts and classifies objects
 - Completes simple patterns
 - Interprets graphs and charts
 - Understands and uses simple measurement concepts
 - Compares objects
- Snack

- Children provide snacks for the class on a rotating basis.
- Simple hands-on food preparation.
- Doors to Discovery trademark or copyright symbol
 - New Places, New Faces
 - Vroom! Vroom!
 - Tabby Tiger's Diner
 - Build It Big!
 - Healthy Me!
 - Discovery Street
 - Our Water Wonderland
 - Backyard Detectives

DAY CARE CENTERS

Some local day care providers will provide transportation for those enrolled at their center to and from our K4 program. It is recommended that parents confirm this with the daycare provider.

This is a list of area Day Care Providers

Children's Educare	543-1462
Kindercare Learning Center, 6350 S 108th, Franklin	425-9330
Kindercare Learning Center, 3300 S 108th, Greenfield	321-4232
Park's Edge Childcare Center	427-9561
Kindercare Learning Center, 8650 W Forest Home, Greenfield	425-1943
Kindercare Learning Center, 13000 W Beloit Road, New Berlin	425-5924
YMCA	274-0832

The YMCA offers child care options for hours complementary to Whitnall CORE 4 half day hours at their Howard Avenue location. The YMCA also offers CORE 4 on-site child care before the AM session and after PM session.

This listing does not constitute a recommendation. Parents should personally check out the day care centers.

DRESS CODE

Please send your child to school in clothes for learning. When shopping for shoes, coats, hats, mittens etc. PLEASE BUY CLOTHING THAT YOUR CHILD CAN GET ON AND OFF BY HIM/HERSELF! It helps your child feel successful and cuts down on the time we spend zipping and tying.

EARLY DISMISSAL

Emergency Closing

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, the public will be notified over the local radio and television stations.

<u>FM Radio Stations</u>		<u>AM Radio Stations</u>		<u>Television Stations</u>	
WKTI	94.5	WTMJ	620	WTMJ	Channel 4
WQBW	97.3	WOKY	920	WITI	Channel 6
WMYX	99	WISN	1130	WISN	Channel 12
WMIL	106	WEMP	1250	WDJT	Channel 58

An emergency school closing card will be sent home for all parents to fill out. This card will inform staff members what procedure students should follow if it becomes necessary to close the schools during the day and adults are not home at the time of their early arrival at home. **Please notify the school of any changes in phone numbers as they occur during the year.**

In-Services and Conferences

Students in five year old Kindergarten (K5) through Grade 5 will be dismissed at 11:20 A.M. on half days of school. **Four year old Kindergarten (K4) and Early Childhood students will not attend classes on half days.**

EMERGENCY CARDS

Please fill out and return an emergency card for each student. It is very important for these cards to be filled out completely. Unlisted phone numbers will remain confidential but it is **critical** that we be able to reach you if your child becomes ill or has an accident. Requests for transport to a specific hospital should be clearly stated on the emergency card. **Please notify the school office of any changes.**

EMERGENCY DRILLS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills and an annual tornado drill are held in accordance with Wisconsin law and Whitnall School Board policies. Lock-down drills are conducted once or more per year.

FEES

School fees will be collected at registration in August. **These fees do not cover personal school supplies.**

Early Childhood and 4 Year Old Kindergarten (K4) \$25.00

FIELD TRIPS

Field trips are planned throughout the year. Teachers usually try to provide about two weeks notice. Field trips may require payment of a fee and a possible request for volunteers to accompany the students for supervisory assistance. Usually, field trips take place completely within the student day. Usually, field trips take place within the student day and on occasion A.M. and P.M. sessions could be combined. Our PTO provides some of the funds for school field trips.

HEALTH

The school is served by two nurses, the Hales Corners Public Health Nurse and the Whitnall School District Nurse. The public health nurse maintains the health records for vision and hearing screenings. Kindergarten physicals and immunizations are maintained by the Whitnall District Nurse, who oversees health room services in all district schools. She advises on medication and first aid treatment, and is providing service to individual students with special health care needs. Along with the parent and appropriate staff, she will develop an Individual Health Care Plan for children with severe allergies, chronic and acute conditions.

The Whitnall District Nurse is involved in health education and screenings of the children. Health volunteers augment the professional services available from the nurse and provide invaluable help to your child. If you would like to volunteer, call EES at 525-8900 or call HCE at 525-8809.

Injury and Illness

First aid is provided by school personnel when injuries are minor. Rest, in a quiet place, is made possible for youngsters who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated on the emergency card will be called and asked to come to the school to take the student home.

A child who returns to school too soon after being ill may suffer a relapse and may have to miss more days. Students should not return to school if they are not well enough to participate in the complete program.

Serious Injury or Illness

Suspicion of severe injury or illness will result in an immediate call for **RESCUE SQUAD** service. Parents, guardians, or other adults listed on the emergency card will be called at the same time so that the adult may proceed directly to the hospital emergency room.

Depending on the severity of injury, children will be transported to the nearest hospital unless otherwise indicated by parent/or guardian on the student emergency card.

Medication Administration Procedures

If your child requires administration of medication during the school day a Medication Administration Form must be completed. Procedures for the Administration of Medication Sheets will be mailed home in the registration packet. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. Medication administration forms are available in the school office. Completed forms for both prescription and non-prescription medications will be maintained in the Health Room. Any questions about medication in school should be directed to Sue Larson, the school nurse.

Non-Prescription Medications

Non-prescription medication can only be administered by school personnel or volunteers with the written permission of the parent or guardian. Written instructions must be given on the appropriate form and shall include the following information:

- name of the medication and the prescribed dosage
- the frequency of administration of the medication
- the condition or circumstances which require the administration of the medication

Forms are available to the parent or guardian by the school principal. Completed forms are maintained in the school office or health room.

Prescription Medication

Prescription medication can be administered by school personnel only after the school has been provided with signed, written authorization from the parent or guardian and the student's physician or practitioner. The following information is required for administration of medication to occur in school:

- name of the medication and the prescribed dosage
- the frequency of administration of the medication
- the condition or circumstances which require the administration of the medication

Forms are made available to the parent or guardian by the school principal for their signature and that of the student's physician or practitioner. Completed forms should be maintained in the school office or health room

Labeling and Storage of Medication

Medications to be administered at school must have the following information clearly printed on the container:

- child's full name and grade

- name and dosage of medication
- frequency of administration
- physician's name (for prescription medication only)

All prescription medication must be in a pharmacy labeled container. Non-prescription medication should be stored in the original container of purchase. (baggies or other unsafe containers are not allowed for the storage of any medication). Medications will generally be kept in a locked container in the Health Room.

Medications for Field Trips

School Nurses are not allowed to dispense daily medication from the school for field trips. Parents may opt to obtain a field trip dose of daily medication prepared by their pharmacy if they wish for their child to obtain a dose while on his/her field trip. School health staff will send emergency medications, such as inhalers, Epi-pens, and Benadryl for student's with severe allergies, for field trips occurring during regular school hours. If a parent is attending the field trip, they may administer medication to their child.

Unused Medication

Unused medication will not be returned to the student to be transported home. Parents may recover unused medication at the school office. ALL consent forms must be renewed each school year and/or any time a medication or dosage of a medication is changed. Any questions about medication in school should be directed to the principal, the school nurse or the Director of Student Services.

Communicable Diseases

Your local health department should be notified if your student contracts a Communicable Disease. Examples of reportable diseases include any form of Hepatitis, Measles, Mumps, Rubella, Whooping Cough, Kawasaki Syndrome, Lyme Disease, Meningitis, Salmonella, Shigella & Campylobacter. Children with a rash will be excluded from school until clearance is obtained.

We encourage you to check your child's head often for the presence of head lice. It is especially important near the end of summer, Christmas and spring breaks. Feel free to call the local health department or your School Nurse with questions. We have additional information available to you in the School Health Room if requested. Refer to WSD Head Lice Policy # 453.31.

Hales Corners Health Department	529-6155
Franklin Health Department	425-9101
Greenfield Health Department	329-5275

■ **Immunization Requirements**

Students entering any Wisconsin School at this time must be able to furnish evidence that they have been immunized against Diphtheria, Whooping Cough, Polio, Tetanus, Measles, and Rubella (3 day or German Measles), and Hepatitis B. Varicella Vaccine or proof of Chicken Pox is required for Kindergarten, First and Second Graders.

2006-07 Immunization Requirements

Age/Grade	Number of Doses

Grade Pre K (2 years through 4 years)	4 DTP/DTaP/DT	3 Polio	1 MMR ¹	3 Hep B	1 Var ⁵
Grades K ² through 12	4 DTP/DtaP/DT/Td ³	4 Polio ⁴	2 MMR ¹	3 Hep B	1 Var ^{5,6}

- ¹ MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday.
- ² DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant.
- ³ DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required.
- ⁴ Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required.
- ⁵ Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.
- ⁶ Students 13 years of age or older without a prior history of chickenpox disease or a prior history of varicella vaccine before 13 years of age require 2 does of varicella vaccine.

HOME ACTIVITIES

Homework is the extension of the opportunity for learning beyond the regular classroom period. These assignments are made on the basis of course goals and objectives and teacher determination of individual needs.

LOST AND FOUND

Please label all belongings with your child's name. It is much easier to find the rightful owner when this is done. Our lost and found cabinet is located on the main floor across from the elevator. Feel free to visit our lost and found area anytime. Unclaimed items will be donated to a local charity.

MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR

If you are moving out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you MUST fill out a Tuition Waiver Form. This form may be picked up in the District Office at the south end of the high school. This form must be on file in order to complete the school year.

Should you want your student to attend the District the following year, please follow up with the District Office, Superintendent/Board Secretary, 525-8411, to find out if there are any options for your particular situation. The options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

NON-CUSTODIAL PARENTS

We recognize the importance of parental involvement. Some families have more than one household.

Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.

Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.

Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents should inform the school office and teacher if they would like to receive school mailings of report cards, newsletters and events. In the event of an address or phone number change, please inform a school secretary.

NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF

It is the policy of the Whitnall School District that no person may be denied admission to any public school in the District or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap contrary to s. 118.13, WI Stats. This policy also prohibits discrimination as defined by title IX of the educational Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicapping condition). Student discrimination complaints shall be processed in accordance with established School Board policies 411/411R.

Any questions concerning these policies should be directed to:

Dr. Karen Petric, Superintendent of Schools
Whitnall School District
5000 South 116th Street
Greenfield, WI 53228
(414) 525-8411

OFFICE HOURS

The school office hours are 7:30 A.M. until 4:00 P.M.

ORIENTATION

Parent orientation takes place each fall by grade level. Dates for each grade level will be listed in the district calendar and on the district website at www.whitnall.com.

PARENT TEACHER ORGANIZATION (PTO)

The PTO's at Hales Corners Elementary and Edgerton Elementary are made up of volunteers who organize and run numerous special events and long term programs. Some of these include school-based activities, family events, special assembly programs, the publishing center, the school yearbook, health room assistance, a monthly newsletter, and room parents. Monthly meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at registration in August.

PTO meetings are held in the HCE Library at 7:00 P.M. on the dates listed in the district calendar and monthly school newsletter/EES Library 6:30 P.M.

RECESS/OUTDOOR PLAY

All students will go outside each day, except on days of inclement weather. Parents should dress children for outdoor activities accordingly. Please do not request that children stay indoors as we cannot supervise students both indoors and out at the same time. See **CONDUCT--Playground Conduct** for rules.

REPORT CARDS

C.O.R.E. 4 report cards are issued after the second and fourth quarters. In individual cases, parents will be contacted by the school when additional conferences are needed. See **DATES TO REMEMBER** for distribution dates. See **CONFERENCES**.

SAFETY & SECURITY

At HCE and EES we make every effort to assure the safety of your children. Our doors are locked after morning entrance. They automatically open at recess and lock after the recess periods. Visitors “buzz in” and enter through the main lobby entrance. They are required to report to the office where they check in and sign the Visitor’s Register. We have instructed all students and staff NOT to open security entrances for anyone. That way, the security system and visitor traffic can be controlled through the office. If you notice any irregularities such as unlocked doors please report it to office personnel. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. During the school year a number of emergency drills are scheduled. These include a lock down drill, tornado drill, and fire drills.

SCHEDULE

Morning Session 8:40 A.M. – 11:20 A.M.

Afternoon Session 12:42 P.M. – 3:22 P.M.

Students should not arrive at school before 8:35 A.M.

Playground supervision begins at 8:35 for the AM session.. Students should not arrive before 8:35 or 12:35 for the PM session. Persons dropping off children should stay with them until the CORE 4 Staff member meets the children at the drop off location for their building. Parents are responsible for arranging before and after school daycare as necessary.

SCHOOL GOVERNANCE

CORE 4 is an instrumentality of the Whitnall School District and, except as otherwise set forth in the Charter Contract, shall be governed in accordance with the policies and procedures of the WSD. CORE 4 will be governed by a board (The CORE 4 Board) consisting of the Associate Superintendent of Curriculum & Instruction, the Director of Special Education & Human Resources, two elementary principals, up to three regular education teachers, one special education representative, and up to three parent representatives. Subsequent board members will be elected in accordance with the CORE 4 bylaws. The administrator is designated as the Associate Superintendent of Curriculum and Instruction for the Whitnall School District. The CORE 4 Board will ensure that the terms of this contract with the Whitnall School District are fulfilled. Curricular, program, and disciplinary guideline changes will be at the discretion of the CORE 4 Board.

The principals of HCES and EES will be responsible for maintaining daily operations, scheduling

issues, and student discipline, as necessary. The Program Consultant and Staff Developer will conduct C.O.R.E. 4 program evaluations, and parents on the C.O.R.E. 4 Board will act as liaisons to the Building PTO's and to the School Leadership Teams.

STUDENTS WITH DISABILITIES

Pre-school children referred for evaluation by a parent, physician, teacher and/or district pre-school screening will follow District procedures for evaluation and placement. Parents of preschool children identified as having a disability may choose to participate in the C.O.R.E. 4 Charter in their home school, or their children can be served in an alternate setting. Students with disabilities will receive services based on their Individual Education Plans (IEPs). Instruction is provided within the classroom as well as in small group settings. The district will consider all children as first belonging to the community of their same age neighborhood peers and provide services through an Integrated Comprehensive Services Model, before providing service in a more restrictive environment.

TELEPHONE CALLS

It is not always possible for staff members to accept phone calls during school hours. Your call may be forwarded to a teacher's voice mail, where you may leave a brief message. Your call will be returned at a convenient time. If your call is time sensitive, please contact the school office.

VISITORS

At HCE and EES, we are fortunate to have a high level of parent involvement. Please use the following guidelines to help us maintain a safe school:

- FOR HCE ONLY (due to office location) Use the buzzer and intercom system to enter the building. Students are NOT to open locked entry doors for visitors.
- Sign in at the main office and take a Visitor or Volunteer badge.
- Sign out and return the badge.
- Don't be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor's badge. Even if you're at school frequently, not all of our staff members know you.
- Schedule appointments with teachers in advance. It is difficult for teachers to drop everything to talk with a parent at arrival and dismissal times.

We make every effort to know who is visiting our school. Thank you for your help in securing a safe learning environment.

VOLUNTEERS

Classroom teachers will inform you of volunteer opportunities. Let your child's teacher know that you are willing to help. Volunteers are also needed to help in the HCE and EES office and library. **Volunteers are gently reminded that students' right to privacy is of utmost importance. Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school.**

In order to provide for the safety and well-being of the students in **the Whitnall School District, the School Board requires a background check for all volunteer who work one-on-one with students, alone with students, who accompany students on overnight activities, or who, at the discretion of the Superintendent or his/her designee, supervise students in an activity with limited oversight by the school staff.** These background checks will be conducted upon initial application and then again on a three year rotation cycle or as deemed necessary by Administration.

The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for a flyer outlining the many volunteer opportunities available throughout the school year.

WITHDRAWAL FROM DISTRICT

If you are planning to withdraw your child from school, please inform the school as early as possible.

APPENDIX I

Policies of Interest <http://www.whitnall.com>

- 345.1 Grading Systems
- 345.1R High School Grading/Class Rank: Procedures
- 345.2 Student Progress Reporting
- 345.3 Homework
- 345.3R Homework: Procedures
- 345.6 High School Educational Plan/Graduation
- 345.62 Graduation/Commencement Participation
- 353.1 School Volunteers
- 362 Supplementary Supplies & Materials
- 362.1/771 Copyright Policy Printed, Digital, DVD, Other Media & Duplicating Services
- 363.2 Computer Network Use
- 363.3 Electronic Communication Systems
- 363.4 School District Web Site
- 371 Student Clubs & Organizations
- 412.1 Full-Time Student
- 421 Entrance Age – Early Admission
- 431 Student Attendance & Truancy
- 443 Student Conduct & Discipline
- 443R Student Conduct & Discipline: Classroom Removal Procedure
- 443.1 Student Dress Code
- 443.2 Student Conduct on School Bus
- 443.3 Use/Possession of Tobacco, Alcohol, and Controlled Substances by Students
- 443.3R Use/Possession of Tobacco, Alcohol, and Controlled Substances by Students:
Violation Procedure
- 443.4 Damage to School Property by Students (Vandalism)
- 443.5 Student Use of Two-Way Communication or Paging Devices
- 443.6/832 Weapons on School Premises
- 443.9 Corporal Punishment/Staff Use of Physical Force
- 443.10 Student Probation, Suspension and Expulsion
- 445 Student Interviews
- 446 Search of Students and/or Their Possessions
- 446.1 Locker Searches
- 451 Student Insurance
- 453.1 Emergency Nursing Services
- 453.2 Student Immunizations and Eye Exams
- 453.3 Communicable Diseases
- 453.31 Pediculosis (Head Lice)
- 453.31R Pediculosis (Head Lice) Procedures
- 453.4 Administration of Medication to Students
- 454 Reporting Child Abuse/Neglect
- 455 Student Safety & Supervision of Students
- 455.2 Student Driving and Parking
- 456 Drug Intervention Program
- 457 Student Mental Health (Suicide Prevention)
- 460 Student Awards and Scholarships
- 470 Student Fees, Fines and Charges

491/852 Distribution of Materials and Literature to Students
492 Religious Expression in the Schools
722.1 Accident Reports
723.1 Fire Drills
723.2 Bomb Threats
723.3 Tornadoes and Other Threatening Weather Plans
723.4 Emergency School Closings
723.5 Emergency Shelters
730.1 Pest Management for Healthy Schools
751 Student Transportation Services
771/362.1 Copyright Policy Printed, Digital, DVD, Other Media & Media & Duplicating Services