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Dear Manor Heights Students and Parents,

Welcome to Manor Heights School, the home of the JAGUARS!

We are very proud of our school and hope that you are as well. Our school is known for its high academic standards, and friendly, well-behaved, hardworking students.

Our school rules have been adopted for the safety and well being of the students. They are intended to ensure a safe and supportive environment that is conducive to learning. Please consider this handbook as a reference guide for any questions that you may have about our school.

The curriculum at Manor Heights gives all of our students the opportunity to explore, grow and expand their horizons. Learning will be fun and exciting at Manor Heights!

An effective school functions well when students, parents, and the school staff work together. At Manor Heights, we are willing and eager to do our utmost in providing the best possible education for our students.

Parents are welcome and encouraged to participate in their child's education. Please feel free to visit the classroom or any of the special activities that our students are involved in throughout the school year. Parents are our partners in education and your support is very much appreciated.

If you have any questions, please feel free to contact me at 253-1800 or feel free to stop in and visit. I look forward to working with you to make this an outstanding year for our students!

Through the halls of Manor Heights walk the greatest kids in the world!

Sincerely,

**Dr. Kent M. Thompson
Principal**

MANOR HEIGHTS MISSION AND GOAL AREAS

At Manor Heights Elementary School, our mission is to BELIEVE in ourselves and each other, ACHIEVE our academic and personal goals, and SUCCEED in school and life.

Believe, Achieve, Succeed!

Goal 1: Literate Students

All Manor Heights students will be Jaguarrific readers and writers as measured by meeting or exceeding proficiency standards based on multiple data points.

Strategies:

- **ELA instruction aligned to NCSD curriculum**
- **Common formative assessment through a systematic approach**
- **Technology: integrate at individual instructional level and create and apply understanding of a concept**
- **Participate in research-based tiered interventions as needed**

Goal 2: Mathematical Thinkers

All Manor Heights students will be prepared mathematical thinkers as measured by meeting or exceeding proficiency standards based on multiple data points.

Strategies:

- **Math instruction aligned to NCSD curriculum**
- **Common formative assessment through a systematic approach**
- **Technology: integrate at individual instructional level and create and apply understanding of a concept**
- **Participate in research-based tiered interventions as needed**

Goal 3: Safe and Healthy Community

All Manor Heights students will be safe and healthy citizens as measured by multiple data points.

Strategies:

- **Learn and practice socially acceptable behaviors at school**
- **Learn and practice skills for healthy living**
- **Contribute to society by giving back to the community**
- **Participate in research-based tiered interventions as needed**

ACTIVITIES AND CLUBS

Numerous co-curricular activities are available to Manor Heights Elementary students throughout the school year, with some exceptions based on grade level. These clubs vary from year to year, and are provided as enrichment activities for our students. A student must be in attendance for at least half of the school day to be eligible to participate in any extracurricular activity. Any student who has been suspended may not participate in any school-sponsored activity for the length of the suspension. Parents who are interested in assisting with any of the following activities should contact the school office. Manor Heights Elementary Schools proudly sponsors the following activities and clubs:

**Student Council
P.E. Club
School Store
Art Club**

**Lego-Robotics Club
Guitar Club
Enrichment Club
Drama Club**

ADVERTISING

Commercial advertising or religious material cannot be distributed to the students and students may not distribute this type of information to other students. Information related to the students and the school such as Scouting, Brownies, Y.M.C.A., Community Recreation, and 4-H will be permitted with approval from the business manager at the Central Services Facility. This information will be available on the school district web site under NCSD-Bulletin Board.

AFTER-SCHOOL SPORTS

Manor Heights' students may participate in the after-school sports program sponsored by the Casper Recreation Center. It consists primarily of boys and girls volleyball and basketball for fourth and fifth graders. Practices may be held in the Manor Heights Elementary gymnasium, and, if so, only those participating students are allowed to attend the practice sessions. Games and tournaments are played at the Casper Recreation Center. All participating students are expected to conduct themselves in their very best manner during practices and games. The principal and the Casper Recreation Center director reserve the right exclude students from participation in this program.

ASSEMBLIES

During the school year, several assemblies will be presented to the students at Manor Heights. They include a variety of programs such as musicals, athletic shows, puppet shows, enrichment presentations, and special guests. If you have any questions about these assemblies or would like for your child not to participate, please contact the school principal.

ATTENDANCE AND TARDINESS

Regular and punctual attendance at school is expected of every Manor Heights student. The attitude of a child towards education is reflected in his/her attendance habits. Children who are tardy or absent are missing valuable learning time as well as critical work ethics and habits. It is extremely important that your child not develop the habit of missing school as research shows that a child who misses school in his or her younger years is more likely to also be absent from work as an adult.

When your child is absent from school please call the school office at 253-1800 prior to 8:30 a.m.

If we do not receive a call and are unable to reach you by phone we have no choice but to record an "unexcused" absence. We must hear from you within 3 days to excuse this absence or it will remain unexcused.

If your student is tardy or absent due to a medical appointment or doctor recommendation and you present the medical note to the office within 3 days of the tardy or absence it will be marked as Medical and will not count against the 5 parent-excused absences.

Five parent-excused absences will be allowed each semester. If a student has five days of unexcused or unverified absences in a semester, the school will develop an intervention plan with the student and/or parent(s).

A student, who is tardy or leaves school early, disrupts the learning environment, which impacts not only his or her learning, but his or her classmates as well. All tardies or early dismissals are unexcused without a medical note. A half-day absence will be given to any student who arrives to school more than 45 minutes late or leaves the school more than 45 minutes prior to school being dismissed for the day. Appropriate disciplinary actions will be taken for students with excessive tardiness.

(See N.C.S.D. Attendance and Enrollment)

BEHAVIOR ON THE PLAYGROUND

For the purpose of pupil safety, we have a playground supervisor on duty at all times the children are outside. The supervisor is responsible for approximately 315 students. Therefore, it is necessary to have some general standard rules for the children to adhere to while playing on the school grounds. There are certain types of behaviors that we cannot allow, either because it presents a danger to either the child or others, or because it violates what is commonly accepted as appropriate behavior:

1. Fighting, wrestling, attempting to provoke fights, kicking, hitting, or any other type of assault provoked or unprovoked. 2. Throwing snowballs, rocks, gravel, dirt or any other projectile. 3. Insubordination. 4. Leaving the playground without permission. 5. Obscenity or profanity. 6. Unnecessary roughness, harassment, pulling on or taking other's coats or caps. 7. Intimidation of smaller children -- our older students must be good role models. 8. Verbal cruelty, name calling or ridiculing. 9. Spitting. 10. Lying. 11. Theft. 12. Chewing gum or eating candy, drinking soda, etc. 13. Extortion. 14. Carrying or using tobacco, alcohol, or controlled substances. 15. Willful destruction of school property. 16. Refusal to follow playground rules or disrespect toward the playground supervisor.

NOTE: No "ranking" as regards to the seriousness of the above items is implied, some are more serious than others, yet all help protect the safety of our students. Discipline is progressive in nature.

(See N.C.S.D. Student Conduct)

BELL SCHEDULE

2018 ~ 2019

8:05 a.m.	Breakfast Program
8:15 a.m.	Students allowed on playground
8:45 a.m.	<u>First Bell</u>
8:50 a.m.	<u>Tardy Bell</u>
9:55 - 10:10 a.m.	Recess (3 rd -5 th grades)
10:10 - 10:25 a.m.	Recess (K-2 nd grades)
11:20 - 11:40 a.m.	Lunch (K & 1 st grades)
11:40 - 12:00 p.m.	Lunch Recess (K & 1 st grades)
11:40 - 12:00 p.m.	Lunch (2 nd & 3 rd grades)
12:00 - 12:20 p.m.	Lunch Recess (2 nd & 3 rd grades)
12:00 - 12:20 p.m.	Lunch (4 th & 5 th grades)
12:20 - 12:40 p.m.	Lunch Recess (4 th & 5 th grades)
2:15 - 2:30 p.m.	Afternoon Recess (K, 4 th & 5 th grades)
2:30 - 2:45 p.m.	Afternoon Recess (1 st , 2 nd & 3 rd grades)
3:30 p.m.	Grades K-5 th Dismissed

BICYCLES, ROLLERBLADES, SCOOTERS, SKATE SHOES AND SKATEBOARDS

Students in the third, fourth and fifth grades may ride bicycles, rollerblades, scooters, or skateboards to school, but only with permission from their parent or guardian, and only if the student is wearing a helmet. We ask, however, that students not ride them once they are on school property or in the crosswalk on 15th Street. Please walk them from the street to the bike racks or school. They may not be ridden during recess time. Students who abuse this policy will lose the privilege. Additional consequences will be up to the discretion of the principal. We strongly encourage that all bicycles be locked to the rack on the east side of the school. Helmets can be hung on the child's coat hook. Rollerblades, scooters, and skateboards must be stored near or in a child's backpack. We do not have additional storage spaces and these items are not allowed in the classroom. Manor Heights Elementary School is not responsible for the security of these items. Skate shoes or shoes with built in wheels are not permitted at school. Students may not ride their skateboards, rollerblades or skates, and scooters on school property during the school day (8:00 a.m. to 4:00 p.m.) or during any afterschool events. Exceptions to this policy may be granted by the principal, but only with prior notification.

BIRTHDAY PARTIES

In accordance with Board Policy #5133, individual birthdays cannot be celebrated with a party during the school day. Parents are welcome to bring treats, cupcakes or cookies for the students' enjoyment with the consent of the teacher. These treats will need to be handed out at the end of the school day, with the prior consent of the teacher, and cannot disrupt class. Please be sure that there are enough treats for all students in the class. Invitations to birthday parties should not be passed out at school unless all students in the classroom are invited.

BUS TRANSPORTATION

The rules established by the school district will be strictly enforced. It is a privilege, not a right, to ride the school bus. We would ask our bus students to become familiar with the bus rules. A card discussing bus rules and the bus citation policy will be given to each student upon authorization to ride the bus. Bus citations will be issued for any infraction of a bus rule, to ensure the safety of all of the students who ride the bus. A second citation will require a conference with the principal. A third citation will be an automatic ten day suspension of bus riding privileges. Any subsequent citation will result in the loss of bus riding privileges (including field trips) for the remainder of the school year. All bus citations must be signed by a parent and returned to the bus driver. The principal reserves the right to deny bus riding privileges for behavioral reasons. Students riding a bus to a friend's house will require written permission from both parents to the transportation department at least two days in advance. Permission given over the telephone will not be granted.

CALENDAR
School Calendar 2018 - 2019

August 27th	Teachers Report
September 3rd	No School – Labor Day
September 4th	First Day for Students
November 2nd	End of First Quarter
November 5th	No School - Professional Development
November 21st, 22nd & 23rd	No School - Thanksgiving Vacation
December 20th - January 1st	No School - Winter Break
January 2nd	Classes resume
January 18th	End of Second Quarter
January 21st	No School - Equality Day
February 15th	No School - Professional Development
February 18th	No School – President’s Day
March 22nd	End of Third Quarter
March 25th – 29th	No School - Spring Break
April 19th	No School - Good Friday
May 27th	No School - Memorial Day
June 6th	End of Fourth Quarter / School Dismissed

CAMPUS POLICY

For the protection of the child, the school campus is a closed campus at all times, unless the child is checked out through the office, and is escorted off of the school grounds by a parent or guardian.

- 1. Children may enter the playground at 8:20. A bell will ring at 8:45 a.m. for the pupils to enter the building in a safe and orderly manner. The teachers will meet the students at the outside doors to escort them to their classroom.***
- 2. When entering the building, the pupils will proceed quietly to their coat racks, and then into their rooms. Boots, which are strongly suggested during wet, snowy weather should be placed neatly beneath the child's coat in the hall area.***
- 3. Generally, the pupils will not be allowed inside the building before the first bell except for emergencies, inclement weather, extra help by a teacher at the teacher's request, or other special circumstances. The pupils must be responsible for their books, lunch sacks/boxes and other items they bring to school with them until the 8:45 a.m. bell, unless in the opinion of the playground supervisor the items should be brought inside; i.e. musical instruments.***
- 4. Neighborhood students should observe all crosswalk, traffic lights and stop signs and enter the school through the front doors of the school only.***

5. Supervision is not provided and students are not allowed on the playground prior to 8:20 a.m. Exceptions are granted to students eating breakfast, which starts at 8:05 a.m., and those students with prior written permission from their teacher. If there is a situation that arises, a student may receive permission from the playground supervisor to enter the school building. Any student arriving to the school prior to 8:20 a.m. will be asked to wait in the gym.

COMMUNICATION BETWEEN HOME AND SCHOOL

Effective communications between school and home is a goal of the staff. This requires much effort on the part of the teachers, the principal, and the office staff. It also requires the effort of each parent.

During the school year, each parent will receive frequent information about their child and about the school activities. A special folder, our Thursday Folder, comes home each Thursday, containing important information about what is going on in your child's classroom, upcoming events and school/classroom newsletters. Other communication may be in the form of:

Telephone calls (from teachers, principal or office manager)	
Individual notes	Requests for conferences
Home visits	Classroom and School Newsletters

Parent-Teacher Conferences are scheduled for all parents in the fall and again in the spring. Report cards and grading systems will be explained at that time. Other conferences are scheduled as needed. Parents are requested to call the school at any time if they would like conferences with teachers or the principal. We welcome parent interest and encourage your calls and visits. For your convenience, please call first (253-1800), to schedule an appointment.

We will no longer pull students from their classes to take personal phone calls. Our teachers have requested that you use electronic communication to relay any messages you need your child to get. Most of our teachers have their Remind App or e-mail readily accessible and can get your text or e-mail messages relatively quickly to their students. We ask that you make arrangements with your child prior to the beginning of the school day regarding whether they are to ride the bus at night, walk home, or be picked up by you or another family member, and to determine their lunch choices. It is too disruptive to get messages to students during class time on a daily basis. We would like to limit these classroom disruptions to emergencies only.

COMPUTERS AND INTERNET USAGE

Desktop and laptop computers are available for student use in the Natrona County Schools. This service is provided to promote educational excellence in schools by facilitating research, resource sharing, innovation, and communication in support of the curriculum. A parent permission box must be checked on your parent portal before a student may access the internet.

Computers are essential and expensive tools in education today. At Manor Heights, we strive to teach both the use and the care of the computer, and will adhere to the following policies:

- 1) Manor Heights students will use the internet while being supervised by an adult.**
- 2) Manor Heights students will use the network and related hardware and software in a responsible manner.**

General computer care:

Clean hands

Use a soft touch on the keys

Print in color only after adult approval

Save into your locker not the desk top

Do NOT touch the screen

No food or drink near the computer

Report any problems right away

Additional Laptop care:

Only an adult should push the cart

Only an adult should plug or unplug the computer from the cart

Students may carry laptops, safely and flat in front of them with two hands

When shutting down, close the lid only after the screen is black

ANY staff member can correct behavior and take computer privileges away.

CRISIS MANAGEMENT

The Manor Heights Crisis Management Plan and Quick Reference are derived from the district plan. The plan addresses possible crises and the proper procedures for before, during and after those crises. The procedures are designed to ensure the safety of the students who attend Manor Heights School. The entire school will participate in practice drills throughout the school year. These drills may include: bomb threat, earthquake, flood, fire, tornado, school violence, out-of-control students and weapons at school. In case of a school evacuation, parents will be notified as soon as possible. Each classroom and office has a copy of our Crisis Management Quick Reference. (See N.C.S.D. Health & Safety / Crisis Management)

DOCTOR - DENTIST APPOINTMENTS

Recognizing that it may be impossible to schedule doctor appointments outside of regular school hours, the following guidelines may be of assistance:

- 1. Send the student to school before or after the appointment. Students who arrive late or leave early will be counted as a medical excused tardy or absence as long as a doctor's note accompanies the child.**

2. ***Please try to send a note to the teacher in advance when at all possible. This will help to eliminate classroom disruptions and allows the teacher to plan ahead for that student.***
3. ***No student will be allowed to leave the building unless checked out by the parent or guardian. We apologize for any inconveniences that this may cause.***

EMERGENCY PROCEDURES

Occasionally, during the winter, extreme weather conditions may require an early closing of school. Also, due to an emergency school closure, our students may need to evacuate to Kelly Walsh H.S. If either of these were to occur, a notification will be sent out, as follows:

- a) ***Announcements on all local radio stations, repeatedly.***
- b) ***Telephone messages from the district's Alert Now system or school if time and circumstances permit.***
- c) ***Emergency contact information listed on parent portal accounts.***

The school makes reasonable attempts to notify parents in the event of unusual circumstances, but parents have a responsibility to provide updated and accurate emergency contact information. An emergency number is required by the school or preparations arranged with a neighbor to care for children sent home in emergencies.

Weather information and school closure information is broadcast by radio from 6:30 a.m. - 9:00 a.m. whenever schools are closed or busses are not running. Stay tuned!

EVALUATION OF STUDENTS / GRADING POLICY

The teachers at Manor Heights Elementary School have four major methods by which to measure student progress and communicate that progress to parents. These include: 1) report cards, 2) quarterly progress reports 3) missing work notices, and 4) parent-teacher conferences or telephone calls. The major purpose of reporting progress to parents is to communicate to the student and the parent, the teacher's assessment of the student's abilities. Please feel free to contact the classroom teacher if you have any questions or concerns about your child's progress or grades.

FIELD TRIPS

A teacher may use field trips during the school year to strengthen a student's knowledge of a particular subject by viewing a place of business, museum, etc. Parents are usually asked by the teacher to assist with supervision. We expect our students to display their best behavior while representing Manor Heights on these trips. All regular and classroom rules apply to the student while on the trip. Parents, acting as chaperones on a field trip, and riding on the school bus, must complete the required district fingerprint and volunteer protocol.

HONOR ROLL

We may publish or announce during an assembly, "honor roll," "work habits," or "attendance" students names and criteria. If you wish for your child's name not be published please let his or her teacher know in writing and mark the no media box on your parent portal.

ILLNESS AND / OR INJURY

The school does not diagnose an injury or illness. In most cases, parents of students who become ill or who are injured will be contacted immediately, if possible.

Our first concern is for the child. We will do what we feel is necessary for the child's well-being.

Note: The School District does not carry accidental injury insurance.

LIBRARY PROCEDURES

- A. Students may have two books checked out at a time.***
- B. Books are loaned for a period of 7 days and can be renewed.***
- C. Students can return and check out books before the date due.***
- D. Students are responsible for materials borrowed from the school library.***
- E. Students who have lost books and not paid for replacement, will be asked to either keep books at school or not get to check out books at all.***

If a book is lost the list price of the book is charged. Damaged book fines are determined by the cost of replacement.

LUNCH AND BREAKFAST PROGRAMS

Manor Heights offers hot lunch and breakfast programs. The lunch costs are \$2.75 per meal, breakfast is \$1.65, and extra milk costs 40 cents (these prices are subject to change). We encourage parents to keep their account current. If a student has charged \$10.00 or more an alternate lunch will be provided at a \$0.50 charge. Free and reduced meal applications are available on the NCSD website under Parent/Students, scroll to food services, double click and follow the directions.

Students eating breakfast at school, starting at 8:05 a.m., are required to remain in the gym until 8:20 a.m. unless they have permission from their classroom teacher. Students

who eat lunch at school are restricted to the school grounds during the lunch and lunch recess. Students willfully violating this rule will face disciplinary action.

Student behavior in the lunchroom requires your cooperation. We continually strive to have our lunchroom a pleasant, appetizing place to eat. Good manners, courtesy, and proper behavior are expected.

We do not:

- a) Allow throwing of food or other items;**
- b) Permit loud, unnecessary noise;**
- c) Running, or moving around carelessly;**
- d) Allow students to change seats after beginning to eat;**
- e) Allow students to leave their lunch table without permission;**
- f) Allow any student to prevent others from enjoying their lunch;**
- g) Due to food allergies, allow students to trade or share food.**

We expect our students:

- a) To treat each other with respect in the lunchroom, and;**
- b) Use good manners.**

MEDICATION AT SCHOOL

The School District is very strict concerning student usage of medication at school. The following guidelines are observed at Manor Heights School:

a) Only medication with an order filled out and signed by a doctor as well as signed by the parent is permitted. See the school nurse for an order form.

b) The medication must be in the original bottle from the pharmacy with the prescription still attached.

c) Over the counter medications, including Tylenol, Ibuprofen and cough drops require a doctors order to be given at school.

d) ALL MEDICATION IS TO BE STORED IN THE NURSE'S OFFICE IN A SAFE LOCATION

e) Medication is to be given only by the school nurse or trained staff.

f) Medication is to be brought directly to the office or nurses' office upon arrival at school. Students are not to have medication in their possession while in class or on the playground. Parents need to drop off and pick up medications from the nurse's office.

g) It should be understood that it is the student's responsibility to come to the office to get the medication at the prescribed time.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

NCSD#1 and Manor Heights Elementary have endorsed the use of a Multi-tiered System of Supports (MTSS), which is an evidence-based model of schooling that uses data based problem solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. This includes specialized small group tutoring and counseling services. "Need-driven" decision-making seeks to ensure that Manor Heights reaches the appropriate students at the appropriate levels to accelerate performance of ALL students to achieve and/or exceed proficiency.

PARENT - TEACHER CONFERENCES

Parent - teacher conferences are held in the fall and in the spring. These conferences are one of the best methods of reporting progress of students to their parents. It is our hope that all of our parents will take advantage of this opportunity. Evening conferences are scheduled as well, for your convenience. Please know that you and your child are both welcome at these conferences.

PETS AT SCHOOL

Animals are only allowed in the classroom for instructional purposes or for those students who require them as part of an IEP, per Board Policy 6900. Please speak with the principal before bringing animals to school.

PLAYGROUND EQUIPMENT AND GAMES

The various types of playground equipment must be used in a reasonable manner to ensure the safety of all children.

1. SWINGS... We cannot allow more than one person on each swing at once, or any pushing, twisting, holding hands, running under, standing or jumping out.

2. CLIMBING EQUIPMENT, CLIMBING WALLS & WEB... We do not allow any pupil to stand on the top of the climbing equipment. Please keep a hand and a foot on the web at all times. Do not play tag on the equipment or engage in any other unsafe activity. Keep your hands and feet to yourself, respect the students playing around you, and play safely. Students are not allowed to wear flip flops on the climbing equipment.

3. SLIDES... Only one person may come down at a time, seated, feet first, and you may not come down until the previous child is completely clear. Standing up on the slides is prohibited as well as climbing up the ramp. Please do not throw rocks, gravel, snow, or playground balls, up or down the ramp. Pupils are not to stop at the base of the slide or impede the progress of another student coming down the slide.

4. MONKEY BARS... These are to be used from one direction and on the underside only. Students are not to attempt crawling across the top or walking across the top.

5. SPINNERS... Students are not to play on a spinner unless they can reach it themselves. Students are not to lift or spin other students. A line should be formed a safe distance from the spinner and students are to take turns. Boosting is not allowed on spinners.

6. GAMES... Rules and expectations have been developed and posted for the following games: football, soccer, basketball, kickball and tetherball. Manor Heights' students are expected to play these games safely, respectfully and responsibly.

NOTE: Other rules will be enforced at the discretion of the playground supervisor, should a safety or weather-related situation warrant (sliding on the ice, etc.)

It is hoped that we can provide the pupils with enough equipment to satisfy their needs during the recess breaks. We do discourage students from bringing their own balls, toys, baseball gloves, computer games, etc. to school. We will not be responsible for the loss of these items. Baseballs are prohibited on the playground. The school does provide various playground balls. The playground supervisors and principal reserve the right to confiscate any unsafe items, games, equipment or electronic devices that are brought to school and taken to the playground. Fidget spinners are not allowed out at recess.

RECESS AND WARM CLOTHING

Manor Heights School procedures include the belief that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go out-of-doors for recesses, properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods and foot wear (Please make sure that your child is able to independently dress themselves for outdoor recess). When extreme temperature or weather conditions occur (based on the judgment of the staff) all children are kept inside. For long term permission to remain inside we must have a doctor's request, stating the reason, the length of time, and any other special needs.

SAFETY

With school in session, and many children crossing busy streets as they travel to and from school; safety should be emphasized. Please discuss safe routes for travel, bicycle safety, pedestrian safety, and expectations on arrival and departure times.

We have busses that provide transportation for many Manor Heights students. These busses must run on a rather strict schedule. With this in mind, it is imperative that we keep the Bus Stop area(s) clear of other traffic and also allow for their arrival and departure with unnecessary delay.

We realize that it is necessary for many of you to also deliver and pick up your children. For those of you that do, we need your assistance. It is extremely important that you arrange with your child(ren) a delivery and pick up location that would not interfere with traffic. Please assist us in stressing pedestrian safety by arranging a pick up location in an area where children could use the crosswalk. Parents, please do not stop or park in the left hand lane of our drive through, please pull to the right side to park or pick up students. The left lane is drive through only and stopping or parking in that lane blocks all traffic. Thanks!

NOTE: Students should ALWAYS go directly home after school, report in to parents, babysitter, or whoever is responsible - and then plan after school activities. STUDENTS SHOULD NOT GO TO SOMEONE ELSE'S HOME AFTER SCHOOL UNLESS PARENTS KNOW OF THE PLANS. Accepting rides, candy, etc. from strangers is a very real danger to children.

NOTE: AT NO TIME SHOULD CHILDREN ACCEPT FAVORS FROM ANY PERSON UNLESS THEY ARE WELL KNOWN AND PARENTS HAVE GIVEN PERMISSION.

SCHOOL HOURS

Students are not permitted on the school grounds prior to 8:00 a.m., unless:

a) A teacher has requested an early arrival for extra instruction b) Prior arrangements have been made for special circumstances c) Inclement weather or d) The student is participating in a school-sponsored before school club or activity.

Our breakfast program begins serving at 8:05 a.m. in the gym. Any student that is not eating breakfast, but arrives at school prior to 8:20 a.m., will be asked to wait in the gym until playground supervision begins at 8:20 a.m. School is dismissed at 3:30 p.m.

Our office hours are from 8 a.m. to 4:00 p.m.

TELEPHONE AND CELL PHONE USAGE

Manor Heights Elementary School discourages the use of student cellular phones during the school day. If a student's parent or guardian allows them to carry a cell phone, we request that the phone be turned off once a student arrives at school, so as not to disrupt the learning environment. Cell phones are not to be used during school hours, without teacher or staff permission, which includes recess, lunch, while waiting for a bus or a ride home, on the bus, and/or during field trips. Cell phones that disrupt classroom instruction or the learning environment will be confiscated. Cell phones that are used to threaten or bully other students will be confiscated and the privilege of having a cell phone at school will be taken away. Cell phone use during testing will be considered academic dishonesty with appropriate consequences. Manor Heights Elementary School is not responsible for lost or stolen cell phones. Please refer to the Natrona County Schools board policy on cell phone use at school. School telephones are available for use in each classroom and one is located on the counter by the office. Students may use these phones during the day provided they have permission. Students should keep these conversations as brief as possible. We would ask that all after school plans be pre-arranged prior to the beginning of the school day.

UNAUTHORIZED VISITORS

All visitors to the school are required to report to the office for clearance. Parents, guardians, and persons on legitimate school business are always welcome, but please stop and check in at the school office prior to visiting any classroom, the lunchroom or playground area. Thanks!

TO PROTECT YOUR CHILDREN:

PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE FOR CLEARANCE BEFORE VISITING CLASSROOMS OR CHECKING OUT CHILDREN PRIOR TO REGULAR DISMISSAL TIME.