

Memorial Procedures for Parents



Memorial Elementary

1052 Park Avenue
Valparaiso, IN 46385
(219) 531-3090

Mission Statement: Memorial Elementary School, in cooperation with families, provides a safe and supportive educational environment maximizing the learning potential of each student.

Dear Parents,

Welcome to Memorial Elementary School! I am so excited for the new school year of learning to begin. Your child's success is my priority and the priority of the entire Memorial Staff.

At Memorial, our focus is educating great students with **HEART**. As a staff, we will put forth our best to make sure your child's experience is great by offering a safe and supportive learning environment. In addition to the Indiana Academic Standards, Memorial Elementary children learn what it means to have **HEART (Honesty, Effort, Attitude, Respect, and Teamwork)**. Memorial students will also be challenged to be leaders in our school.

Memorial Elementary School recognizes the importance of each student's progress and is committed to provide a solid academic foundation that promotes them to be college and career ready. We will continue to strive for excellence and challenge our students to achieve and reach their potential.

Our mission statement identifies the need of working together with families to best achieve success for all students.. Collaboratively, we can provide the best educational, social, and emotional experience for each and every student. Your cooperation and involvement is encouraged and essential.

This Memorial Parent Handbook gives you some information about Memorial and our school wide procedures. The Valparaiso District Elementary Handbook can be found on the Valparaiso Community Schools. I appreciate your assistance in following our school procedures and helping our school be the best we can be. If you have any questions, please let us know.

Educationally yours,

Mrs. Debra Misecko, Principal

Memorial Parent Teacher Compact

The Memorial school community believes that students do their best when teachers and parents work together to support an effective learning environment. The Memorial staff and parents have identified specific actions that will help facilitate student success through the collaboration of parents and teachers.

	PARENT	TEACHER
H (Honesty)	<ul style="list-style-type: none"> ● Keep the school informed of any changes at home that impact your child ● Follow the chain of command to solve problems - i.e. classroom issues are first shared with the teacher 	<ul style="list-style-type: none"> ● Openly communicate with parents in order to best meet the needs of their children ● Communicate only with parent and appropriate personnel as needed to solve the problem
E (Effort)	<ul style="list-style-type: none"> ● Provide my child with the proper rest and nutrition to be productive in school ● Work with my child at home to complete and return schoolwork on time ● Stay informed about my child's academic progress using Skyward Parent Portal ● Keep informed about classroom and school news by reading all classroom/school communications sent home 	<ul style="list-style-type: none"> ● Provide for the physical needs and safety of the children during the school day ● Create meaningful assignments that are appropriate ● Be proactive and provide timely academic updates ● On a regular basis, share classroom news and events with families
A (Attitude)	<ul style="list-style-type: none"> ● Ensure my child attends school every day on time ● Ask teachers or other school personnel for help as needed 	<ul style="list-style-type: none"> ● Commit to daily planning and professional growth ● Facilitate a positive learning environment for each child
R (Respect)	<ul style="list-style-type: none"> ● Promote a positive balance for my child's time outside of school ● Be respectful of school and the staff in all written and spoken communication 	<ul style="list-style-type: none"> ● Give grade-level appropriate amount of homework ● Be respectful of parents and students in all written and spoken communication
T (Teamwork)	<ul style="list-style-type: none"> ● Follow through at home with disciplinary issues from school ● As able, contribute time, talents, and resources to enhance our school 	<ul style="list-style-type: none"> ● Cooperate with parents on disciplinary issues ● Provide parents opportunity to participate in the school environment

Memorial Elementary School-Wide Expectations

	All Settings	Hallways	Playground	Cafeteria	Bus	Bathroom	Classroom	Digital	
Honesty	Tell the truth Have courage Be a person others can trust Be a positive role model	Go directly to your destination Follow all rules and directions	Tell the truth Have courage Follow all rules and directions	Take what you ordered. Be the person others can trust.	Tell the truth. Be the person others can trust.	Use the bathroom appropriately.	Do your own work. Tell the truth. Be the person others can trust Be a positive role model.	Tell the Truth Go to the assigned websites/pages Make things right if you make a mistake	
Effort	Give your best Work Hard Have Pride Be on time Have necessary supplies/materials	Pick up after yourself Go directly to your destination	Dress appropriately for the weather Listen and line up immediately in a single file line when the whistle is blown	Take what you ordered Bring your lunch, or lunch money with you Clean up your area	Bring all necessary items with you Stay on the sidewalk Walk directly to your assigned bus Listen and follow rules.	Use bathroom at appropriate times Observe time limits Wash your hands Wait in line and take turns	Come prepared with tools and books Participate Give your best Have Pride	Carefully read questions, use our resources and take our time Persevere through the challenges Use time wisely	
Attitude	Be positive Be courteous to all people in the building Follow all rules and directions	Listen to all directions given by staff Be courteous and respectful	Be a positive role model Help others Be courteous and respectful	Stay in line and wait your turn Happily Follow all directions and rules	Listen to all rules Be courteous to the bus driver and bus riders Wait in line and take turns	Keep the bathroom area clean. Use the bathroom appropriately. Wait in line and take turns	Be positive. Be courteous to your teacher and peers. Be a good helper. Participate Be Honest. Complete assignments	Keep in mind that we have a purpose for using technology Get Excited about learning new things Feel JOY when we give our best Follow the adult directions Take Proper Care of our devices	
Respect	Be courteous to all people in the building Be an active listener Use school appropriate language Keep the school clean	Walk on the right side of the hallway Go with the flow Silent Zone Listen and follow directions at all times	Follow the playground equipment rules Share and take turns Use proper language Treat others right Be Polite	Talk quietly with the people around you at lunch Raise your hand for permission to leave your seat Keep your hands on your own food and belongings	Listen to the bus driver at all times Keep your own space Use appropriate language Use inside voices	Whisper Zone Give others their privacy Keep bathrooms clean	Use kind words and actions Use inside voices Help one another Treat others right Listen to others	Know the difference between Work time and Fun time with our devices	Help each other problem solve through tech issues Positively remind each other of our purpose
Teamwork	Work together Do your part Promote school spirit Maintain personal best in actions and attitude	Be mindful of others space and belongings Help others when needed	Encourage and include others Use good sportsmanship	Encourage others to follow procedures Encourage recycling Welcome others to your table Listen and respond politely	Encourage others to follow procedures Be courteous with language and behavior	Use the restroom appropriately Wait in line and take turns	Show courtesy to classmates Encourage others to participate in class Work Together Do your part Be a positive role model	Ask for help when needed	

ABSENCES AND ATTENDANCE

The state of Indiana requires all school age children to attend school every day it is in session including weather related make up days. Regular school attendance is very important. Please help your child develop a commitment for regular school attendance and getting to school on time.

If your child is going to be absent (or tardy), please call the school between 7:45 and 9:00 AM to inform the secretary of the reason and when the child will return to school, if known.

When returning to school from an absence, a note from a parent/guardian or doctor must be provided if the parent has not contacted the school office earlier. After five (5) consecutive days absent, a doctor's note is required for re-admittance to school. Absences of more than two (2) hours in grades K-5 will be considered a half-day's absence.

Tardies

Students who arrive after the Tardy Bell rings at 8:45 AM must be signed in at the office by the adult who brings them to school. Students who are repeatedly tardy during a grading period may be subject to one or more of the consequences listed under BEHAVIOR. Frequent or habitual tardiness will be reported to Project Attend and appropriate action will be taken.

Attendance Honors

Perfect attendance is awarded recognition by the school principal. Please note that early dismissal or late arrival may prevent a student from receiving a Perfect Attendance Award.

ARRIVAL – DISMISSAL PROCEDURES

Arrival

Our school day begins at 8:45 AM. The first bell rings at 8:30, which signals that the doors are open. The tardy bell rings at 8:45 AM. The time before school is used for teacher preparation and there is no playground supervision. Therefore, students should not arrive at school before 8:25 AM. Adult supervision begins when the first bus arrives at about 8:25 AM.

Dismissal

At the end of the school day (3:15 PM), students are dismissed from their classrooms by announcement from the office. Designated staff members help students who are riding the bus, walking home, and being picked up in the car line.

Any change in regularly reported dismissal patterns must be submitted in writing (emails are preferred) by the parent/guardian to the office by 10 a.m. each day. Without written notice, we will follow the regular dismissal for each child.

Bus Students, please note:

Bus students are dismissed from their classrooms as their bus numbers are called on the PA system and are assisted to their bus by our staff. Each student is expected to ride the bus to which he/she is assigned.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver and follow the appropriate rules of behavior listed in the Valparaiso Community Schools Parent/Student Handbook. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

DROP OFF and PICK UP PROCEDURES

AM Drop – Off Procedures for Car Riders

In the interest of safety and consideration, it is important that all cars go to the end of the car line along **Milton Street** using **Bond Avenue**. Please do not come down Ridgeland and try to merge in the middle of the line.

When you get to the back of the line please turn on your hazard lights and proceed with caution. It will speed up the line if you are unloading your students all along the curb on the side of the school. You do not need to wait until you get to the front of the school. Please merge back into traffic carefully and yield to the walkers.

PM Pick-Up Procedures for Car Riders

As in the morning, please use **Bond Avenue** to line up along the curb on **Milton Street**.

Display your name sign clearly and pull up to the curb along the side of the school. The Memorial staff will direct your child to your car as they see the name and when it is safe to enter. Cars should merge into traffic and proceed to the stop sign on Park Avenue. Please be cautious and watch for students crossing at the road and for merging vans and buses.

Procedures for Walkers :

A.M. In the morning please walk your child to the crossing guard at the corner of Park and Milton.

P.M. After school, students will be walked across Milton and Park with the help of Memorial staff. Please meet your child at the appropriate corner. It is important that cars are not parked on Park Avenue causing delays for the crossing traffic. You should only be parking there in special circumstances when after school plans have changed and your child, who is always a walker, would still be coming home that way (i.e. a family emergency or a change in a work schedule). If you are parking along Park Avenue every day to pick up your child, it is more appropriate for you to follow the pick-up procedures on Milton Street. Park Avenue becomes congested with cars picking up walkers, which makes it difficult to go down the street.

BEHAVIOR

Memorial Students are expected to follow the **H.E.A.R.T** rules and principles:

H= Honesty

E= Effort

A= Attitude

R= Responsibility

T= Teamwork

(Please refer to the School Wide Behavior Expectations on p.4.)

We believe that a safe and productive learning environment exists when all students are able to learn and all teachers are able to teach. We also believe that mistakes can be an important part of learning and afford students the opportunities to learn from those mistakes in a safe, supportive environment. We have a consistent method of discipline that attempts to eliminate interruptions to the learning process while attempting to take advantage of “teachable moments” from which students can learn and grow. The complete Valparaiso Community Schools **BEHAVIOR CODE** may be found in the Valparaiso Community Schools Elementary School Parent/Student Handbook found on the VCS website.

DRESS AND APPEARANCE

Dress and grooming must be appropriate for the learning environment. The dress guidelines are reasonable and in line with most schools today. There are specific restrictions outlined in the VCS Elementary Student Handbook, found on the VCS website, that are necessary to maintain a positive school attitude and learning atmosphere.

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices such as cell phones, camera phones, ECD's, PDA's, radios, walkmans, CD players, MP3 players, IPODS, pagers, etc.

to school. Students must not carry them on their person while at school. They must be kept off and in the child's backpack. The school will not be responsible for these lost or stolen items.

If these devices are used or visible during school hours or disrupt the educational process, the student may face disciplinary consequences. Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. In addition, if a student violates this policy, his/her cellular telephone or electronic device may be confiscated. Under such circumstances, the cellular telephone or electronic device will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

Detention Procedures Homework, Behavior and Tardies

1. A student may stay in for part of recess to complete incomplete or not turned in homework assignments. The third time this happens, the classroom teacher will send a note home with the student informing the parent that the student will be assigned a before school detention the next time he/she has an incomplete assignment. The parent is to sign the note and the child is to return it to the classroom teacher. The student will lose recesses the next day and the teacher will call the parent if this note is not returned with the parent's signature. The parent is encouraged to contact the teacher about this problem.
2. A student will be assigned a before school detention (7:45 a.m.) when the fourth incomplete assignment occurs. The student will take home a Detention Notice containing the date for the detention to be served. The notice is to be signed by the parent and returned the next day.
3. A student may be assigned a detention before school for displaying inappropriate behaviors. These types of behaviors could include repeated disruptions in the classroom, inappropriate language use, repeated problems at recess, in the hallway, or restroom as well as physical violence (hitting, kicking, slapping, etc.) and verbal harassment. A Detention Notice will be sent home to inform the parent of the problem if phone contact is not established. The Notice will include the date for the detention to be served. Parents are to sign the notice and send it back to school the next day with their student.
4. Students who are not in their classroom, ready to start class at 8:45 a.m. will be counted as tardy. Students entering the building after the 8:45 a.m. bell must check into the office before going to class. A student will be required to serve a 45 minute, before school detention for their fourth and additional tardies during a grading period.

5. Additional detentions will be assigned if a student fails to promptly return a Detention Notice signed or if the detention is not attended for reasons other than illness. The detention will be doubled and two detentions will have to be served. If the form is not returned signed, the teacher will call the parents and arrange the dates for the detentions to be served.

6. Detentions are scheduled for Thursday mornings from 7:45 – 8:30 a.m. Parents are to make arrangements to drop off children PROMPTLY at 7:45 a.m. in front of the school on the day a detention is served. The child may check in the office to find out where detention will be held for the day.

EXTRACURRICULAR ACTIVITIES

After school extracurricular programs are offered for fourth and fifth grade students. A parental permission slip must be on file with the school's intramural director. Students are expected to complete their assignments and follow school rules in order to participate. Please make arrangements to promptly drop off and pick up your child for the designated activities.

Some of the offered activities will be: Math Bowl, Spell Bowl, Science Bowl, After School Sports, Choir, Art Club, Kindness Keepers and Student Council.

HOLIDAY PARTIES

By popular demand, Memorial Elementary continues to have three holiday parties during the school year; a Halloween Party, a Holiday Party before Winter/Christmas Break, and a Valentine's Day Party. Parents may sign up to help with these parties on Back To School Night. There is a 5 parent limit to help with the party for each class on each party day. The teachers will do their best to make sure each parent wishing to help will have an opportunity to volunteer at least one time through out the school year. The snacks served at the school parties must follow the Healthy School Guidelines and accommodate any allergies present in the classroom.

HOMEWORK

The goal of homework assignments is to provide:

- Extra practice on learned skills;
- Further learning in areas covered in the classroom;
- An opportunity for the students to learn self-discipline and good work habits;
- Opportunity for growth in responsibility; and,
- You with an opportunity to see what your child is studying and how well he/she is doing.

Homework is an assigned learning activity that should be completed by the student. Parents can help by seeing that their children have a place and a specific time to study.

HOMEWORK SUPERVISION TIPS FOR PARENTS

- Check your children's book bags, with your child, each day after school for assignments, notes, and newsletters.
- Model reading for your children by reading yourself and reading aloud to them.
- Set a reasonable scheduled time daily for homework or a study time for reading, memory work, spelling words, math facts, or (board) games.
- Have an area in your home to do homework that:
 - a. is quiet (no TV, radio, CD player, etc.);
 - b. has good lighting;
 - c. has needed supplies (pencils, pens, paper, books, dictionary, etc.);
 - d. has a table with plenty of space for children to work; and,
 - e. is close enough for you to give needed assistance.
- Increase your children's concentration by avoiding interruptions.
- Review homework with your children and check that it is completed.
- Listen to your children read aloud and read to them.
- Be positive and understanding, especially when your children struggle with assignments.
- Help your children's learning to be as enjoyable for them as possible.
- Contact your child's teacher for assistance when necessary.

LOST AND FOUND

Lost and Found articles will be placed in a designated area in the hallway. Please encourage your child to check the Lost and Found when he/she is missing any item. Any unclaimed items are donated to charity. We make every effort to return items to their owners. **Please label all personal items with student's name to help in this matter.**

LUNCH PROGRAM

Food and Nutrition Services serves healthy school meals every day in the cafeteria. School Breakfast is available in the cafeteria before school. School Lunch includes one main choice and two vegetarian choices. School meals include fruits, vegetables, and whole grain-rich foods; only fat-free or low-fat milk; less saturated fat and sodium; and are trans-fat free. Parents are welcome to join their child for lunch at school. Please call the school office by 9:00 am to make a reservation. Adult lunches must be paid in cash. Students are allowed to have 2 lunch visitors a month and each visitor must have an approved background check and provide a valid ID upon arrival. Menus, prices and nutrition information are available online at www.valpo.k12.in.us.

Cafeteria Account

Every student has a cafeteria account. Their PIN is their student ID number and will remain the same throughout their years in Valpo Schools. Parents make deposits into their child's account and the amount of their purchase is automatically debited.

Parents can make deposits and monitor their child's purchases online through Skyward's Family Access. Cash or checks (payable to VCS School Nutrition) sent to school for deposit must be attached to a Prepayment Form (available online).

Charge Policy

We understand that life is busy and it may be necessary for elementary students to charge meals. We will never discuss account financial information with elementary children, parents must monitor balances and make deposits when necessary to avoid negative balances.

Free and Reduced Price Meals

Free and reduced price family meal applications are available online and in every school office. During registration, parents will be prompted to complete an application online if they would like to receive meal benefits and textbook rental assistance. Because situations change, parents may apply at any time during the school year for benefits. The reduced price of School Breakfast is .30 and .40 for School Lunch. School Breakfast and School Lunch are free to those who qualify. Need help or have questions? Call (219) 531-3050. Families must submit a new application every school year.

Food Allergies

Parents must complete an Allergy Action Plan and Dietary Prescription form with the school nurse before any meal substitutions can be made. Allergen and Nutrition Information is posted online to help parents and students make appropriate choices.

MEDIA CENTER

Every classroom visits the Media Center on a weekly basis for study, reading, and research. A few books or materials are lost or damaged every year – sometimes through negligence, sometimes by accident. Regardless of the reason, students and parents are responsible for the replacement cost. If the item(s) are returned during the current school year in good condition, the price of the items will be refunded.

PARENT-TEACHER CONFERENCES

Parents are welcomed and encouraged to come to school to talk with the teachers. Appointments must be made to coincide with the teachers' schedules. This may be done by contacting the teacher directly.

Most parental concerns can and should be handled at the most immediate level which is between the parent and teacher. Parents are encouraged to ask for a conference to discuss problems or concerns they have with the teacher at any time during the year. If a parent feels there is a need to involve the principal, the principal will discuss the concern with the teacher. If the principal, teacher, or parent feels the concern is of such a nature as to warrant a conference, a conference with the parent, teacher, and principal will be arranged.

PERSONAL POSSESSIONS

Children should not bring extra money, electronics, toys, toy weapons, trading cards, collectibles, or other such objects to school unless given permission by their teacher. Items brought from home should be clearly marked so they can be easily identified. The students must assume responsibility for any such items brought to school. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home. The school is not responsible for lost or stolen personal items, money, or valuables.

PLAYGROUND RULES

Whenever students are on the playground, the following rules apply:

- The supervising teacher or aide is in charge.
- Students are to stay on the playground--the blacktop or field.
- Students should line up quickly and quietly when the whistle blows and enter the building in an orderly fashion when dismissed by the playground supervisor.
- We emphasize courtesy, consideration, and respect to help resolve conflicts.
- PHYSICAL FIGHTING IS NEVER TOLERATED and may be grounds for suspension from school.

Playground Equipment Rules

SLIDES --

- Down only, one at a time, in a seated position

SWINGS --

- One person at a time in a seated position. Swing back and forth only, and stop swinging completely before leaving.

PLAYGROUND BALLS --

- Play on blacktop or field. Games are to be touch, not tackle.
- Students are encouraged to keep balls away from the building so that they do not end up on the roof.

WINTER RULES --

- Stay off icy patches and snow hills. Snow stays on the ground. NO SNOWBALL THROWING.
- Boots--See WINTER DRESS POLICY

RECESS

Fresh air and outdoor exercise are important to strong healthy children. Therefore, we urge parents to see that children are suitably dressed for recess, especially during the winter months (see Winter Dress Policy.) All children will be sent outside during recess periods, weather permitting. Valparaiso Community Schools system-wide policy will keep the students indoors when the temperature is below 0 degrees F (including wind-chill.) If children are ill they should be kept at home. Requests to stay inside at recess for more than five days must be accompanied by a note from your doctor. Most of the time, if a child is well enough to come to school, he/she is well enough to go outdoors for recess.

VISITOR POLICY

The visitor policy is intended to help the school educate children in a safe environment free from unnecessary distractions and interruptions. The purpose is to create the best environment for learning possible.

During the school day, from 8:45 AM to 3:15 PM, all parents and visitors **MUST** present a valid state ID or Driver's Licence and register in the office when entering the building. All visitors will be given a visitor badge and it must be worn for the entire visit.

Sometimes students forget to bring necessary materials or equipment to school. In such cases, parents are asked to deliver the items to the office. Only essential items for class will be delivered to school for students. The school office will not accept balloons, flowers, or other gift deliveries for students.

Parent visitation to a classroom is outlined in the Valparaiso Community Schools Administrative Guidelines (#9150). Parents who wish to observe learning activities taking place in the classroom are to confer, in advance, with the principal and the

teacher, and state the purpose of the visitation. A classroom visit should be no longer than one class period. Unplanned and surprise visits are not permitted.

If a child needs to leave school during the school day, parents must go to the office and office personnel will contact the classroom. It is necessary to sign a child out of school so that the school is able to account for all children.

No student guests are permitted at school. Any person not abiding by the regulations governing visitors may be subject to trespass as defined by state statute.

VOLUNTEERS

Parent volunteers are encouraged and appreciated at Memorial. If you are interested in volunteering for school activities, you must follow all visitor procedures and present a valid I.D. or Driver's License upon arrival.

WELLNESS

Snacks served during the school day or in afterschool care or enrichment programs will make a positive contribution to children's diets and health, and as such, students should be served snacks that are balanced in nutritional value. Items such as fruits, vegetables, and water should be offered to students as a "healthy choice" option. Schools will assess which snacks are acceptable and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Fast food items and soft drinks are not permissible in the lunchroom. No outside "fast food meals" or soda will be permitted to be brought into or eaten in school café during meal times.

Food items for meals must originate from home. It is recognized that parents may want to celebrate special days such as birthdays for their child by sending in an item for each student in the class. **If a parent chooses to do so, nonfood items are recommended and in some cases required. Any food treat that is offered to students must be a "healthy choice", store prepackaged food with an ingredient label, and be approved by the principal or designee.**

The **Memorial Healthy Food Guidelines** can be found on the [Memorial website](#).

WINTER DRESS POLICY

In cold weather, please send your children with an appropriate combination of hats, gloves, coat, etc so they are comfortable playing outside. While discretion is exercised by staff, students normally go outside for recess if the "feels like" temperature is above zero (0) degrees. Students must wear boots and snow pants in order to play in the snow. Otherwise, they will be required to play in a designated area relatively free from snow. Hats and gloves/mittens are also needed every cold day.

