

Banks Elementary School

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Kinston, North Carolina 28504

Phone 252-527-9470

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A fully accredited member of
Southern Association of Schools and Colleges Council on Accreditation
and School Improvement and CITA.

Lenoir County Public Schools

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

Welcome to a new year at Banks Elementary School. The Banks' staff joins me in saying we're happy to have you as part of the Banks family. We hope that this will be a successful and satisfying year for you and your child.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. We feel that open and clear communication between school and home is important to the success of our educational program.

The Banks Elementary Student Planner is designed to assist your child in organizing his/her daily, weekly, and long-term assignments. We hope that this planner improves your child's organizational skills. In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Banks Elementary parents are our partners in educating the children of the community.

We welcome your participation and support during this school year and solicit your membership in the PTA. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mrs. Kellan Bryant
Principal

STATEMENT OF PHILOSOPHY

Banks Elementary Mission:

Banks Elementary will prepare all students for success in a global society utilizing 21st Century Skills, high expectations, engaging instruction, and advanced technology.

WE are Banks BEST and committed to:

- ~Building a solid foundation
- ~providing quality Education
- ~appreciating every Student's uniqueness
- ~integrating Technology to develop global citizens

The staff of Banks Elementary School is committed to the development and academic success of all students. To attain this mission and vision we will:

- Operate a safe climate;
- Recognize positive behavior;
- Promote high expectations within our learning environment;
- Incorporate a variety of teaching techniques to improve curriculum and instruction;
- Monitor student progress using a variety of assessments
- Communicate effectively within the school and community; and
- Identify and correct our weaknesses and build on our strengths.

PARENT/STUDENT REVIEW OF HANDBOOK

Dear Parent/Guardian:

We ask that you review the "Banks Student Handbook" within this planner with your child. Please complete the information below when you have finished your review.

My child, _____ and I have reviewed and understand the information contained in the Student Handbook.

Parent's Signature _____ Student's Signature _____

BANKS ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK

This handbook has been developed to provide useful information about our school. All information in this book promotes a positive, nurturing, and safe learning environment that supports our high expectations. All school routines, policies and procedures are followed on a daily basis and make Banks the B.E.S.T. **Please do not ask that we make exceptions to our policies unless it is an emergency!**

SCHOOL HOURS

- Carpool drop off begins at 7:40 a.m.
- Tardy bell- 8:10 a.m.
- **Students are not to arrive on campus before 7:40 a.m. Supervision is provided in the media center beginning at 7:40 a.m.**
- School day ends at 2:50 p.m.
- The school day will end at 2:50 p.m. unless noted otherwise on the system-wide school calendar.

ANNOUNCEMENTS AND MOMENT OF SILENCE

Morning Announcements at 8:10 a.m.

- Daily announcements
- “Moment of Silence”
- Pledge of Allegiance

Afternoon Announcements – 2:50 p.m.

- School information
- Dismissal of students

ATTENDANCE

Tardiness

- If a student is tardy, then the parent must sign him/her in at the office using the electronic system.

Checking Out Early

- Students who need to **check out early** must be signed out in the office on the electronic system by a parent or guardian.
- **A note must be sent if someone else will pick up your child.**
- Office staff will call the teacher on the telephone so the student can be dismissed.

- Classroom instruction continues until the end of the day. Please do not check your child out early unless it is absolutely necessary.
- **STUDENTS WILL NOT BE CALLED BY THE OFFICE TO LEAVE SCHOOL AFTER 2:15 P.M. IN THE AFTERNOONS.**
- Exceptions to this policy will be made for the following reasons:
 - Emergency situations
 - Presentation of a doctor appointment card
 - A **prior** written note indicating the time the child will need to be in the office to be picked up.

Absences

When a student is absent, a written note must be presented to the teacher by the 3rd school day that the child returns to class in order for the absence to be excused.

- Lawful or excused absences are illness or injury, quarantine, death in the immediate family, medical or dental appointments, court proceedings, religious observance or educational opportunity.
- No note = unexcused absence. Letters will be sent home when a student accumulates 3, 6, and 10 unexcused absences in compliance with the state compulsory attendance law. According to state law, the records of a student with 10 or more unexcused absences will be turned over to the district attorney for further action.
- NOTE: *Accumulation of 15 or more total absences will result in the requirement of a doctor’s note in order for additional absences to be reported as excused.*

Educational Opportunity

When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, then the absence can be excused.

- The parent must apply for educational excused absence(s) for his/her child by completing a form **prior** to the planned trip.
- Parents may pick up the form in the office or request a form from their teacher.
- Arrangements must be made for make-up work with the teacher prior to the trip.

Make-Up Work

In order for students to keep up with their assignments, the following procedures should be followed concerning **make-up work**:

- Students who are tardy or check out early for non-health reasons are expected to receive their make-up work from their teacher and turn in all completed assignments the next day.
- Students who leave school because they are sick or are absent all day should make arrangements with the teacher to establish due dates for assignments missed and dates to make up tests. All work should be made up no later than 5 school days after the return.
- Students absent because of educational trips should make arrangements regarding missed work before leaving on the trip.

Pediculosis (Head Lice)

- Banks Elementary will follow Board Policy 4235-Additional information will be distributed at the beginning of the 2015-2016 school year.

VISITORS and CONFERENCES

Parents are welcome to visit and volunteer in the school and their child's classroom.

- All visitors are required to go to the office and obtain a pass before visiting any class.
- Prior arrangements must be made with the teacher before visiting the classroom.
- Parents eating lunch with their child will also need to sign in the office and obtain a visitor pass.

Observing in the classroom

- Any parent, guardian, relative or any other person who wishes to observe in the classroom or volunteer should make prior arrangements with the teachers and be approved by the principal.
- Observations are limited to thirty (30) minutes to ensure that instruction is not interrupted.

Parent Conferences

- **Please do not hold an impromptu conference with your child's teacher while the students are arriving at school or in the afternoons during dismissal.**

- All conferences need to be scheduled prior to arriving at school so that teachers will have their classes covered and conference materials ready.
- Parent conferences may be scheduled by calling the office at 252-527-9470 or by sending a note to the teacher.

Any individual who disrupts the educational environment may be requested to leave.

Volunteers

We encourage parents, grandparents, and other relatives to volunteer in the classroom and school setting.

Become a volunteer

- Go to the Lenoir County Public School website.
- Click on "I would like to Volunteer"
- Complete the Disclosure & Authorization form and submit it to the principal.
- **All volunteers must have a background check form completed, returned and approved before beginning to volunteer.**
- Print a copy of "A Summary of Your Rights Under the Fair and Credit Reporting Act"
- Anyone wanting to volunteer will need to let their teacher know and the teacher will contact you when help is needed.
- All volunteers must abide by all rules, and regulations while working with students or they will be removed from the volunteer list.
- All volunteers must follow the LCPS staff dress code while volunteering on school grounds.

PTA

The Banks PTA is a student-centered organization consisting of parents, teachers, and patrons of the school. One of the objectives of the PTA is to provide a positive line of communication between the school and home. Several committees will be formed at the beginning of each year and we encourage parents to sign up for an area that interests them. We have several PTA meetings a year. A program is usually provided and the meeting lasts about an hour.

JOIN THE PTA TODAY!!

BREAKFAST AND LUNCH

Prices for 2016-2017

- All students will receive breakfast and lunch at **NO COST**. This is part of a federal program for high poverty districts.
- La Carte items- students may purchase additional items during lunch. These items may not be charged.
- Prices for A La Carte items will be provided at the beginning of the year.

Parents eating lunch with students

Parents are welcome to eat with their children during their scheduled lunchtime. This is a time for you to enjoy your child.

- All parents eating with students are expected to eat at the front table or the outside picnic tables.
- Parents are not to sit at the class tables during lunch.
- Parents may bring their child lunch but are not permitted to bring other students lunch or snacks during this time.
- Federal guidelines prohibit the competition of food sales during lunch times. Classroom parties or snacks may not be held during lunchtime.
- All visitors must sign-in at the office before going to the cafeteria.

** Lunch schedules are subject to change at any time.

FEES

Instructional Supply Fee -\$7.00-Used for classroom supplies and day-to-day engaging activities.

FIELD TRIPS

Teachers and/or grade levels plan may plan educational field trips throughout the year. Efforts will be made to limit the cost of these trips. A parent must accompany students exhibiting discipline problems in the classroom on field trips or the student will remain at school.

- Please keep the white receipts for field trips, so that we can reimburse you for field trips if the need arises.
- Trips costing \$5.00 and under will not be reimbursed due to behavior/sickness.
- Parent participation on field trips will be determined by the teacher based on

supervision requirements, space, and limitations of site being visited.

- All students and parents are expected to follow guidelines set up by the organization and/or the teacher planning the field trip.
- Parents are expected to follow the LCPS dress code policy while attending or chaperoning a field trip.
- Parents that do not show up for trips will not be reimbursed.

DISCIPLINE POLICY

It is the belief of the administration and faculty that school should be a place where students may pursue an education in an atmosphere free from fear, danger, indignities, bullying, and disruptions. Students should not only develop their academic talents, but the school staff must also insist that they develop an attitude of courtesy, responsibility, and self-control. Every student will receive a Lenoir County Public Schools "Student Code of Conduct" from our school district. We have developed a Positive Discipline System (PBIS)-Banks BEST. Rules are taught at the beginning of the year, practiced and retaught throughout the year. Students are rewarded for following the rules and for courteous behavior. Below are the guidelines.

Discipline for not following Banks B.E.S.T. expectations or LCPS Student Code of Conduct.

- Consequences for not following LCPS rules and regulations and Banks Elementary expectations are given on an individual basis depending on the offense.
- Possible consequences may be: warning, loss of privilege, alternate recess, parent contact, student pick up for the day, suspension or alternative placement for students that are 10 years of age or older.
- The principal and administrative team has the authority to assign discipline to students based on the offense and follow the LCPS Student Code of Conduct.
- Inappropriate behavior is dealt with on an individual basis. Parents will be contacted by referral and phone when actions have been taken.

At no time will disciplinary actions against a student be discussed with anyone other than the parent or guardian.

Bus Discipline Plan

The safety of our students is our primary concern.

- PBIS school bus expectations are taught during the first two weeks of school.
- Parents will receive written notice of the infraction(s) and consequences.
- Consequences will be based on an individual basis and the severity of the infraction.
- Extreme misbehavior or continuous misbehavior will result in suspension.

Bus transportation is provided as a service to parents and only students who obey safety procedures will be allowed to ride.

Bus Suspension

- Parents shall provide transportation to and from school for their students during the time of suspension.
- Parents are expected to drop off students by 8:10 a.m. and pick up students by 3:00 p.m. in the afternoon.

Riding the school bus is a privilege not a requirement!

CARPOOL AND TRANSPORTATION

Carpool drop-off and pick-up procedures have been established to ensure the safety of our students, parents, and staff. Please help us to prevent the risk of serious injury by carefully adhering to the following procedures.

- All parents should use the Banks School Road entrance and loop for drop-off and pick-up of students.
- Do not put your child in a hazardous situation by dropping him/her off in an unauthorized or unsupervised area, such as the side of the road or the non-carpool lane in the parking lot.
- **Beginning at 7:40 a.m. each day, a staff member will be on duty in the carpool loop.**
- **Staff will remain on duty until 8:05 a.m.**
- Students arriving between 7:40 and 7:55 a.m. will report to the media center (K-5).
- Parents should remain in your car in the moving lane of carpool traffic.
- Adhere to the carpool lane for moving traffic.
- Students are not allowed to cross the moving traffic lane to go to parked cars.

- Please park in a designated parking spot for parents if you need to walk your child in.
- **Thank you for not parking in the grass or gravel area behind the cafeteria in the morning or the afternoon.**
- **Please do not allow your child to cross parking lots or lanes of moving traffic.**
- **Afternoon Dismissal:** K-3 students will line up in the lobby area and wait for their names to be called to their cars. Students WILL NOT be released to anyone without a current carpool tag.
- 4th and 5th grade students who do not have siblings will be dismissed at the back of the school near the cafeteria. **Parents will need to have a current carpool tag to pick up their children.**
- The lobby area is utilized for student line up in the afternoons.
- Parents, who walk to pick up their children, will need to wait in a line at the front door or in their cars until dismissal.
- Students will not be released until after announcements.
- Parents are not to enter the lobby to get their children due to safety factors.
- **All parents picking up their child must have a current carpool tag.**
- Parents are not to enter the bus parking lot during arrival or dismissal of students.

Pre-K Student Drop-off and pick-up

- Pre-K students will follow all rules and procedures established by Banks Elementary and the LCPS Pre-K program for drop off and pick up.
- Pre-K parents will be notified at the beginning of the year about established procedures.

Walking Students to class: Parents may walk their child to class the first ten days of school. Beginning on the 11th day, we encourage all parents to use the carpool lane. Allowing students to walk themselves to class promotes independence and a sense of responsibility. Supervision is provided to ensure that they arrive safely to their classes on a daily basis.

Transportation Changes

To provide your child with proper security, **written** notification is required for a request to change transportation to or from school.

- Notification must be received and approved in the office.
- If no written notification is received from the parents or guardians, your child will follow his/her regular method of transportation.

Due to the volume of telephone calls to our school, any transportation changes that are called in to the office cannot be guaranteed to be forwarded and received by the staff.

- Put all “riding home” changes in writing prior to the beginning of the school day and send with your child.
- Please do not call the school at dismissal to make changes in your child’s transportation.

DRESS CODE

All students are expected to follow the LCPS dress code policy.

- Parents will be notified with a letter if their child is out of compliance.
- Parents will be called to bring extra clothes if the student continues to not be in compliance.
- In the event that a parent cannot bring extra cloths, students will be provided with an item to put over their clothes.

LCPS Policy 4316

All students must observe the following guidelines:

1. Shorts, skirts, and dresses must be at least knee length.
2. Shirts and tops should be high enough to cover the chest. No sleeveless shirts or tops are allowed at the middle and high schools. Tank tops, spaghetti straps, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that expose the midriff or chest are not appropriate nor allowed. Shirts and tops should be without non-functional holes. Undergarments should not be seen.
3. Clinging or form-fitting clothing (pajamas, leggings, jeggings) are not permitted.
4. Pants and shorts must be properly fitting and fastened at the waist. Pants, shorts, skirts, and dresses must be without non-functional holes above the knee. No sagging pants allowed. Undergarments must not be seen.

5. Clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items that are vulgar or obscene, encourage illegal drug use, or depict gang affiliation are prohibited. Each principal shall, in consultation with the local police department, compile a list of current gang symbols. The items on this list shall be considered to depict gang affiliation and shall be prohibited. This list shall be frequently updated and publicized to the students whenever changes are made.

6. Appropriate footwear must be worn at all times. Footwear must be properly laced, tied, buckled, and fastened at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Bedroom shoes are not allowed.

7. No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.

8. No hats or caps are allowed. No hoodies/hooded coats are allowed at the high school level. No head gear (bandannas, kerchiefs, curlers, doo-rags, hair wraps, etc.) is to be worn unless required for religious or medical reasons. Toboggans are allowed outside.

GRADING/ACADEMICS

Interim Reports and Report Cards

Teachers have the responsibility to recognize and grade the individual differences of students in keeping with their learning experiences and within the range and ability of students. Teachers will send home folders/agendas/and/or graded papers in a timely manner. Interim Reports will be sent home at the midway point of each nine weeks and report cards at the end of the nine weeks. These reports are a means of informing parents/guardians of their child’s progress, both academically and behaviorally. The grading scale for the report card is as follows:

A = 100-93

B = 92-85

C = 84-77

D = 76-70

F = below 70

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

PRINCIPAL'S LIST AND HONOR ROLL

Students in grades 3-5 may attain Principal's List or Honor Roll status at the end of each nine weeks grading period.

- **Principal's List**-Students earning all "A's" and no "N's" or "U's" (including conduct).
- **Honor Roll**-Students earning all "A's" and "B's" and no "N's" or "U's" (including conduct).

HOMEWORK POLICY

The staff of Banks Elementary School believes that homework significantly enhances the teaching/learning process for our students. Therefore, appropriate homework is assigned to students on a nightly basis. Teachers use homework assignments as a valuable tool for students to practice *previously* taught concepts and skills. Such assignments should not make unreasonable demands on a student's time. Homework should be completed in one hour or less with an additional 20-30 minutes for reading. Parents will be notified of missed homework assignments and the teacher will use his/her own method to give or detract credit for late or missing homework assignments.

STUDENT AGENDAS

Students are issued this Banks Elementary School Agenda for recording homework assignments.

- *Parents need to check and sign it daily and return it to school.*
- Teachers will check daily for parent signatures and completed homework.
- Lost agendas must be replaced at a cost of \$5.00.

STUDENT OF THE MONTH PROGRAM

Each month each teacher will select students from his/her classroom for the Student of the Month program. The students chosen have exhibited good citizenship, a regard for others and their property, and respect for adults and their peers. Each month the students will receive recognition on the bulletin board in the Media Center hall.

AWARDS PROGRAMS

- Kindergarten Completion Ceremony- June 9, 2017
- 5th Grade Graduation Ceremony- June 8, 2017
- 1st thru 4th Grade - Individual awards programs in the month of June.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to insure students' safety. Announcements are normally broadcast on the following stations:

- WELS ,1010AM/102.9FM
- TV Channels 7, 9,and 12 WNCT
- 1070AM/107.9FM
- WRNS 95.1FM

The Lenoir County Schools website at www.lenoir.k12.nc.us is also a good source of information.

Banks Elementary Facebook

Banks Elementary is on Facebook. Posts are made on a regular basis to show engaging learning and student work. Important reminders and announcements are posted here as well. This is a great place for extended family to view what is going on at Banks. Individual student information is not posted and all students featured must have a release on file. Follow us at www.facebook.com/lcpsbanks.

Connect-Ed

Connect- Ed voice messages and emails are used to keep parents informed about specific events or changes. Please listen to the message in its entirety.

EMERGENCY DRILLS

Fire drills and inclement weather drills are held in accordance with state regulations. Critical Incident drills are practiced several times a year. Please stress with your child the importance of participating seriously in these drills in order for your child to build mature inner resources for emergencies.

PROMOTION/RETENTION POLICIES

GRADES K-2

Students must perform at grade level or above and be able to succeed at the next grade level. Students are deemed proficient who earn grade-level proficiency in the essential skills based on the following criteria:

1. Students must demonstrate mastery at grade level or above **in all subjects**. Grade-level proficiency in these essential skills will be measured in a variety of ways including the North Carolina Assessment, DIBELS/TRC reading assessment, formative and diagnostic assessments, student portfolios, and classroom performance.
2. In order to be promoted to the next grade level, students in grades K-2 must meet the requirements of the Lenoir County Public Schools' attendance policy. (Policy 4400)

ACCOUNTABILITY STANDARDS: GRADE 3

Students must perform at or above grade level and be able to succeed at the next grade level. Students are deemed proficient who earn grade-level proficiency in the essential skills based on the following criteria:

1. **To be promoted to the next grade level, students in grade 3 must achieve passing grades in all subjects.** Passing grades will be measured in a variety of ways, including formative and diagnostic assessments, summative tests, student portfolios, and classroom performance.
2. *****To be promoted to fourth grade, students in grade 3 must achieve a proficiency rating on state mandated testing or assessments. Required testing will be determined by DPI and is subject to change.** More information on requirements will be distributed throughout the year.
3. In order to be promoted to the next grade level, students in grade 3 must meet the requirements of the Lenoir County Public Schools' attendance policy. (Policy 4400)

ACCOUNTABILITY STANDARDS: GRADES 4-5

Students must perform at grade level or above and be able to succeed at the next grade level. Students are deemed proficient who earn grade-level proficiency in the essential skills based on the following criteria:

1. **To be promoted to the next grade level, students in grades 4-5 must achieve passing grades in all subjects.** Passing grades will be measured in a variety of ways, including summative tests, student portfolios, and classroom performance.
2. In order to be promoted to the next grade level, students in grades 4-5 must meet the requirements of the Lenoir County Public Schools' attendance policy. (Policy 4400)

Decisions concerning promotion/retention are based on these guidelines. Parents are encouraged to closely monitor the academic progress of their child throughout the year and to stay in touch with their child's teacher regarding academic concerns.

DISTRIBUTING INVITATIONS AND BIRTHDAY CELEBRATIONS AT SCHOOL

Invitations

- Distributing invitations for out-of-school celebrations/functions will not be allowed unless all students in the class are invited.
- Birthday snacks may be celebrated at school if the parent wishes to treat the class.
- The celebration **MUST** take place after all school lunches have been served (all treats may begin after 1:00 p.m.).
- Birthday snacks **MUST** be purchased from a certified baker or store.
- Please contact the teacher to make **PRIOR** arrangements.
- Due to the confidentiality of a child's address, the school cannot distribute addresses to other parents.
- Gift Bags- Please make sure that all items are child-friendly. Gift bags will be checked by a staff member before being distributed.
- Siblings will not be pulled from other classrooms to attend birthday snacks.

CLASS PARTIES/SNACKS/AWARDS PROGRAMS

Each year classrooms will celebrate holidays with parties.

- Celebrations will be held before Christmas, Easter and at the end of the year.
- Special snacks will be offered at Halloween and Valentine's Day.
- Parents may be asked to help.
- All special snacks must be purchased from a certified baker or store.
- Special snacks may be consumed after 1:00 pm only.
- **STUDENTS WILL NOT BE CHECKED OUT TO ATTEND OTHER SIBLINGS CLASS PARTIES OR AWARDS PROGRAMS. EXCEPTIONS WILL BE MADE FOR GRADUATIONS AND KI COMPLETION CEREMONIES.**

DISTRIBUTING INFORMATION Distributing personal information is prohibited at school.

SCHOOL-FAMILY YEARLY COMPACTS

All students, parents, teachers, and principal will sign academic compacts at the beginning of each year.

All parties agree to certain conditions to ensure each child's maximum progress during the school year.

QUESTIONS, COMMENTS, CONCERNS

The administrator has the right to correct, change or revise any policy or date in this agenda as needed. The faculty, staff, and administration are always willing to listen to parents' concerns or answer their questions. Please feel free to call the school or set up an appointment with appropriate personnel to share your ideas. Our telephone number is 527-9470.

Every child deserves the BEST!!!

Banks Elementary School

Title I Parent and Family Engagement Policy

The staff at Banks Elementary believes the education of children is a collaborative effort between family and school. Student success is directly related to the amount of parent and family engagement at the school level and with the utilization of highly qualified staff members. Banks Elementary has this policy in place to outline the expectations and opportunities for parent and family engagement.

Following the yearly orientation night, Banks Elementary holds a Partnership with Parents night at which parents are informed of our participation in Title I and Focus and provided an overview of the previous school year's testing data with ways to be engaged in student achievement and growth. Under the Every Student Succeeds Act, parents have a right to be involved in the education of their child and the school has a responsibility to engage parents and families in the school environment.

Subsequent meetings are held during the year at which time, parents and families have opportunities to learn more about our programs and participate in activities that encourage family engagement outside of the regular school day. Weekly communications are sent by the principal and teachers to keep parents informed of activities to improve student learning.

Through Title I funding, based on the number of students identified as eligible to receive free or reduced meals, Banks Elementary is able to offer one and a half additional staff members this year as well as technology, resources, and training to help parents work with their child. Through conferences, newsletters, telephone and email messaging, and meetings staff is able to demonstrate the value and advantages of the families and staff being equal partners in the educational process.

School information sent home for parents to read is translated into a language that is understandable as needed. Translators are used when needed to encourage full participation in all school activities.

Banks Elementary believes that the School-Family Compact is an important part of the parent and family engagement policy. The school-family compact outlines how parents, staff and students will share in the responsibility for improved student achievement. Parent-teacher conferences are required to explain the compact and relay the high achievement standards set for each individual student.

Parents are also encouraged to contact by email, phone or in person, the school or county office with any questions that they may have. Additional phone numbers for other agencies are available upon request. We realize that the better we are able to communicate throughout the year, the greater our successes will be.

Revised 6/19/17