Handbook

Welcome Back To School!

The beginning of the year is a very exciting time! It is a time to gather new school supplies, see old friends and meet new friends. We have a lot to learn this year and we are happy you are part of our team!

Communication

The three most commonly used forms of communication will be through the agenda, by e-mail, or by telephone. When using the agenda for notes, please write in the space at the bottom of the page rather than in the space the students use for assignments. If you use a separate piece of paper for a note, please attach it to the agenda page of the date it is sent, or send it to school in the home folder.

Also, we check our school e-mails at least once daily, so this an effective form of communication with the teachers. However, please do not use e-mail communication for time sensitive issues, like transportation changes for that day. It is possible that the e-mail system could be shut down temporarily or we may not have time to check our e-mail until the end of the day. We will try to respond within 24 hours of messages.

The same holds true for phone calls. Please leave a message with the office when you call and we will try to respond within 24 hours.

The Agenda

Each student will receive an Old Mill Elementary Agenda. This agenda MUST be carried to and from school EVERYDAY. We will use the agenda for writing homework assignments, important announcements from school, and parent/teacher communication. Each night it is the student’s responsibility to show the agenda to his/her parent and have the parent sign or initial the agenda in the appropriate place for that date.

Homework

Each student is responsible for returning ALL assigned homework ON TIME. There should be minimal homework to complete nightly. At times, it may be a project activity assigned, but rest-assured, ample time will be given in order to complete it. A weekly Reading Log is required, so 20 minutes of reading for 4 nights during the week is expected (more to come later about a Reading Logs).

If a student does not spend his/her time in school wisely, he/she will need to complete any unfinished class work. In other words, **any class work not completed at school becomes homework and is due the next day**. \*\*\*All homework is due the next school day unless otherwise noted on assignment.

Make-Up Work and Absences

Anytime a student is absent from school, he/she will need to make up the missed day’s assignments at home. This is not due the very next day; instead, they have one day for every day that was missed. For example, if a student misses two days of school, their work is due two days from the day they returned to school. Please note that whenever a child misses school, they are missing out on valuable learning experiences, so encourage 100% attendance!

If a student misses school, a doctor’s note or a note from the parent is required for the absence to be considered “excused”. We can only accept 6 parent notes throughout the year, after that a doctor’s note must be sent in, in order for the absence to be considered excused!

Classroom Climate

The temperature in our classroom varies from season to season. Students may keep a sweater or sweatshirt in the classroom to accommodate these changes in the temperature. Please remember that all clothing and jackets MUST be able to fit into the students’ backpacks while zippered shut to avoid clutter.

Field Trips

We do not have any field trips scheduled yet, but will try to schedule one or two during this school year. If parents or grandparents would like to chaperone, they must fill out a crime check in the office. The paperwork for this must be filled out in the office. It will take 4 to 6 weeks for the return of the crime check from the state department. Without an approved crime check on file in the office, one may NOT attend any field trips as chaperones. Please remember that just because an approved crime check is on file does not mean it’s a guarantee of attending each field trip.

Home Folder

Each student is responsible for maintaining a Home Folder throughout the school year. Parents should check these Home Folders every night and remove any important papers from school, as well as any checked/graded papers. The checked/graded papers should be taken out and left at home nightly. Students are expected to keep this Home Folder neat as it will be going to and from school each day, along with the agenda.

Transportation

All changes in methods of transportation MUST be in the form of writing from a parent/guardian. NO PHONE CALL CHANGES will be accepted in the office. We prefer a note in the agenda for any changes of transportation, but e-mails from confirmed e-mail accounts will be accepted (but NOT ON THE DAY THE CHANGE IS TO TAKE PLACE). However, faxed notes will be accepted from parents in the office. Students will only be released to the people listed on their emergency cards in the office. Whoever comes to pick up a student must provide proper identification in order to check the child out of school-NO EXCEPTIONS!

Contact Information

Old Mill Elementary School Fax…… (502) 538-6641

Old Mill Elementary Website……http://ww2.bullittschools.org/omes

Old Mill Elementary School Office…… (502)869-3200

Teacher e-mail addresses:

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