



Important Handbook Updates for the 2025-2026 School Year

One of the first things you'll notice about both the Parent & Student Handbook and the Faculty Handbook is their updated look and feel. To make things more user-friendly, we've moved away from the old alphabetized format and reorganized the content into clear sections. Each section is now hyperlinked, allowing for easier navigation throughout the documents, and we've also included page numbers for quick reference. Our goal was to streamline the layout so you can find the information you need more efficiently.

Updates in the Parent & Student Handbook

- Promotion and Retention
 - Information about the Third Grade Reading Guarantee was added.
- Absences
 - If a student is absent from school for the full day, he/she will not be allowed to participate in after school clubs, practices, games, etc.
 - If parents would like to request make-up for a sick student, they need to notify the office by 10:00 AM.
 - An excessive absences section was added. The number of days is not quantified, but it was added that the teacher and principal will address this topic with families.
- Tardiness
 - Students must be accompanied by an adult to the school office when tardy.
 - Excessive Tardiness plan outlined
 - Fourth tardy of the trimester: Parent Contact by the teacher
 - Fifth tardy of the trimester: A meeting may be called for the student, parent, teacher, and/or principal to discuss the situation and devise an intervention plan.
 - Tardies will begin after Labor Day.
- Arrival and Dismissal
 - We linked the [arrival and dismissal instructions](#) in the handbook
 - **Please do not drop off students in the parking lot or allow them to walk unattended.** This creates an unsafe situation for children and drivers.
 - K-4 students will exit the building through the Enke Hall doors and 5-8 will exit through the Gym.
 - All car rider students must be picked up by 3:00 p.m.. Students not picked up by that time will be brought to the office for supervision. Please note that late pickups cause disruptions to end-of-day routines and staff responsibilities (Hoping to encourage parents to pick up on time).
 - For students participating in ALSO programs or other after-school activities, timely pickup is expected. After **two** late pickups, the student may no longer be

permitted to continue participating in the program or activity (Hoping to encourage parents to pick up on time).

- Code of Conduct
 - Selling or trading items (homemade or store bought) may not occur on school grounds.
 - Behavior Contract between student, teacher and parent added under the consequences for actions.
 - Middle school code of conduct is linked
- Bus Conduct

Disciples are...	Expected Behavior	Unexpected Behavior
Kind	<ul style="list-style-type: none"> - Use kind words and quiet voices with others on the bus. - Help keep the bus clean and safe for everyone 	<ul style="list-style-type: none"> - Using mean or hurtful language - Spitting, littering, or throwing objects - Excluding or bothering others at the stop or on the bus
Respectful	<ul style="list-style-type: none"> - Only open windows with permission. - Keep aisles and exits clear. - Stay quiet at railroad crossings. - Only bring items that fit in your lap 	<ul style="list-style-type: none"> - Making loud or disruptive noise - Bringing animals or dangerous items - Opening or closing windows without permission - Using inappropriate language - Eating or drinking on the bus
Responsible	<ul style="list-style-type: none"> - Arrive at your stop 5–10 minutes early. - Turn in medical emergency card in a timely manner. - Go straight to your seat and stay seated. - Keep a calm body and stay visible to the driver at all times. - Use electronics as directed by the bus driver. - Keep all hands, objects, and items to yourself. 	<ul style="list-style-type: none"> - Arriving late to the stop - Changing seats without permission - Damaging the bus or not reporting damage - Bringing unsafe objects - Putting body parts or objects out the window - Standing while the bus is moving - Touching or hitting others, throwing objects at others
Ready to Learn	<ul style="list-style-type: none"> - Listen to the bus driver and follow directions right away. - Follow the expectations set by the bus driver. - Follow all safety signals when crossing roads. 	<ul style="list-style-type: none"> - Ignoring or talking back to the driver - Crossing the street before the driver says it is safe

- Second Bus Discipline Referral: One-Day bus suspension (update that is handled by administration)
- Playground Guidelines
 - New Expected and Unexpected Chart for the playground guidelines that were already in the handbook. Bold statements are new guidelines.

Disciples are...	Expected Behavior	Unexpected Behavior
Kind	<ul style="list-style-type: none"> - Share equipment and space. - Include others in games. - Use kind words, even when solving problems. - Encourage others and be a good sport (win or lose). -Ask for help from a teacher if you need it. 	<ul style="list-style-type: none"> - Excluding others from games - Bragging, blaming, or arguing - Fighting or yelling
Respectful	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself. - Use calm voices and follow teacher directions. - Wait your turn and use equipment the right way. - Stay within the designated play areas. 	<ul style="list-style-type: none"> - Grabbing or pulling clothing - Pushing, shouting, or cutting in line - Ignoring teacher redirection
Responsible	<ul style="list-style-type: none"> - Play gently. - Only play touch football. - Use only school approved recess equipment. - Stay off trees, hills, and parked cars. - Keep rocks, sticks, and dirt on the ground. - Recess equipment should stay on the blacktop or grass area. - Keep the playground clean. -Ask for help from a teacher if you need it. - Leave electronics inside. 	<ul style="list-style-type: none"> - Tackling or roughhousing - Jumping from the top of the playground structure - Throwing rocks, sticks, or snow - Bringing balls or toys from home - Digging or playing with sticks - Playing with recess equipment on the play structure. - Climbing trees or running on dirt mounds - Leaving the playground without permission
Ready to Learn	<ul style="list-style-type: none"> - When the whistle blows, clean up quickly. - Line up right away, facing forward. - Enter the building quietly and 	<ul style="list-style-type: none"> - Ignoring the whistle - Being last to line up - Talking loudly in the hallway

	respectfully.	
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Teachers have the right to make judgments on any activities they feel may be unsafe or in some way may jeopardize students.

- Students will have outdoor recess each day unless it is actively raining or the temperature/windchill is **below 25°F**. Please ensure your child is dressed appropriately for the weather.
- Cafeteria Expectations
 - New Expected and Unexpected Chart for cafeteria guidelines that were already in the handbook. Bold statements are new guidelines.

Disciples are...	Expected Behavior	Unexpected Behavior
Kind	<ul style="list-style-type: none"> - Say “please” and “thank you”. - Speak kindly and respectfully. - Include others in conversation. - Help others who need support. 	<ul style="list-style-type: none"> - Using unkind words - Ignoring or excluding others - Complaining or arguing with others
Respectful	<ul style="list-style-type: none"> - Use an indoor voice. - Raise your hand to get help or leave your seat. - Stay silent during Munch Time (K–6). - Leave the cafeteria quietly to respect learning spaces. 	<ul style="list-style-type: none"> - Yelling across the room - Leaving your seat without permission - Talking during Munch Time - Distracting others who are still eating - Running, shouting, or being loud when exiting - Disrupting classrooms in the hallway
Responsible	<ul style="list-style-type: none"> - Keep your food to yourself. - Eat only what you brought or bought. - Eat only in the cafeteria. 	<ul style="list-style-type: none"> - Sharing or buying food for others - Taking food out of the cafeteria - Bringing in fast food or any caffeinated drinks
Ready to Learn	<ul style="list-style-type: none"> - Focus on finishing your food during lunch. - Follow directions the first time. - Clean up your space before you leave. - Transition out of the cafeteria calmly and quietly. 	<ul style="list-style-type: none"> - Not listening to directions - Wasting time or taking too long on purpose after lunch. - Talking loudly or disrupting others returning to class
<p>A salad bar is offered for grades 4-8 as an alternative to the hot lunch. Grade 3-8 may purchase seconds if available.</p>		

Hallway and Bathroom expectations have been outlined in the same way.

- Dress Code

- New charts were made for Uniform Guidelines, PE Uniforms, Personal Appearance and Accessories, and Dress Down Days
 - PE Uniforms
 - No joggers may be worn
 - Personal Appearance and Accessories
 - The principal will make the final decision concerning any issue regarding the length of hair.
 - Smart watches that receive messages or calls may not be worn during the school day. (Already was in the handbook, but added to this section as well)
 - Students are not permitted to write, draw, or mark on their clothing, shoes, or body at any time during the school day. This includes permanent or washable markers, pens, and pencils.
 - All uniform items should remain clean, neat, and free of any decorations or additions.
 - Dress Down Days
 - **Tennis skirts** more than 3" above the knee are not allowed
 - Leggings under shorts for boys are not allowed
 - School-appropriate closed-toe shoes with a back that covers the heel
 - Students in violation of the above-mentioned Dress Down Day Dress Code will call home for a change of clothing.
 - Dress Code Violations

Students Grades K-4	Students Grades 5-6	Students Grades 7-8
1st Offense - Parent Contact 2nd Offense – Parent Contact. 3rd Offense A parent meeting to discuss the dress code	1st Offense – Warning notification with one week to correct the issue 2nd Offense - Parent contact with an infraction reflection sent home 3rd Offense – After school detention	Email notification to parent/guardian. After a 1-week warning to correct the issue, the student will lose recess until corrected. A parent meeting can be scheduled to discuss.

- Latchkey is now the Wolfhound Clubhouse.
- Accident, Injury, Surgery or Hospitalization
 - [Release to Return to School Form](#) added
- Medication/Medication Forms

- No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office. Please use the [School Medical Forms](#) link to access all forms needed for medication administration.
- While waiting on a medical order, parents are welcome to come to school to administer the medication until the order is received.
- Diabetes Policies added
- Suicide Policy added
- Cardiac Emergency Policy added
- Seizures Policy added
- Wellness
 - We have linked our school wellness policy and in the policy it states that students may **only** bring a capped water bottle or one that has a foldable straw.
 - Include classroom snack breaks when determined appropriate by the teacher based on lunch schedule. **Families are encouraged to send nutritious snacks that support healthy eating habits. Snacks should be able to be finished in the allotted time, and that is typically five to ten minutes. Students should not bring large quantities of candy, desserts, or high-sugar items.**

Water bottle examples



- Safe School Hotline phone number was added
- Event Policy
 - We have a new Event Policy for the safety and security of our students, staff, and guests
 - To read the complete Event Policy, please view our [Event Policy Document](#).
 - When we have an event a specific event document will be filled out and sent to the parents with all of the information needed.
- Visitors
 - Information about our Raptor Visitor Management was added.
- Technology
 - [Technology handbook](#) linked in the Student/Parent handbook
 - If a student is found to be playing games on their device or email address without teacher permission, the student will receive a consequence. See your students' Code of Conduct for possible consequences.
 - Parents will be asked to sign a separate policy agreement for Google Suite. This policy will spread awareness about the different Google Apps that the school has

- granted access for student use.
- Unacceptable Uses section was added
- Students who regularly forget to bring their devices to school or repeatedly forget to charge them at night will be subject to disciplinary action as with any other forgotten/missing assignment.
- Only photos and videos taken for academic purposes will be allowed. Students are not permitted to record or photograph anything in a class without a teacher's permission.
- Students are not permitted to stream music on their school device. This includes Youtube, Spotify, or other platforms.
- **Teachers are permitted to create a “working playlist” that students can access on Google Classroom.**

Technology Expectation

Disciples are...	Expected Behavior	Unexpected Behavior
Kind	<ul style="list-style-type: none"> - Use kind and appropriate language in all digital communication (messages, comments, emails). - Support others online the same way you would in person. 	<ul style="list-style-type: none"> - Using unkind words, name-calling, teasing, threats, or online bullying - Posting or sharing anything meant to embarrass, hurt, or harm someone
Respectful	<ul style="list-style-type: none"> - Use school technology and accounts for learning and schoolwork only. - Keep your passwords private. - Follow teacher directions for technology use in class. - Report any inappropriate messages or websites to an adult. 	<ul style="list-style-type: none"> - Sharing passwords with friends or others - Using apps, websites, cameras, or microphones without permission - Looking up inappropriate or harmful content online
Responsible	<ul style="list-style-type: none"> - Handle devices with care—carry them safely, keep food and drinks away, and store them properly. - Use only school-approved software and tools. - Cite sources when using information from the internet or AI tools. - Tell a teacher if you see something online that's unsafe or makes you uncomfortable. 	<ul style="list-style-type: none"> - Damaging, dropping, or misusing devices intentionally or through neglect - Installing or using unapproved apps, games, or websites - Copying work from the internet or AI without giving credit (plagiarism) - Ignoring unsafe or inappropriate content or keeping it to yourself
Ready to Learn	<ul style="list-style-type: none"> - Log in on time and be prepared to use technology as a learning tool. - Charge device nightly. - Use tech tools to collaborate and complete assignments. 	<ul style="list-style-type: none"> - Using devices for personal use, like texting, browsing, or gaming during class - Letting tech distract from learning or help you cheat on schoolwork - Using tech in a way that distracts yourself

	- Stay focused and follow your teacher's expectations.	or others from learning

Consequences for K-4 Students	Consequences 5-8 Students
<p>First Discipline Referral: Conversation with Technology teacher and/or classroom teacher. Follow up email sent to parents about the warning.</p> <p>Second Discipline Referral: Facts Behavior Notice and loss of device for 2 school days.</p> <p>Third Discipline Referral: Facts Behavior Notice and loss of device for 5 school days.</p> <p>More than three referrals: Further consequences will be decided as a team.</p>	<p>First Discipline Referral: Conversation with Technology teacher and/or classroom teacher. Follow up email sent to parents about the warning. Loss of device for two school days.</p> <p>Second Discipline Referral: Facts Behavior Notice and loss of device for 5 school days.</p> <p>Third Discipline Referral: Facts Behavior Notice and loss of device for 10 school days.</p> <p>More than three referrals: Further consequences will be decided as a team.</p>
<p>**Based on the incident, these steps may need to be adjusted.**</p>	