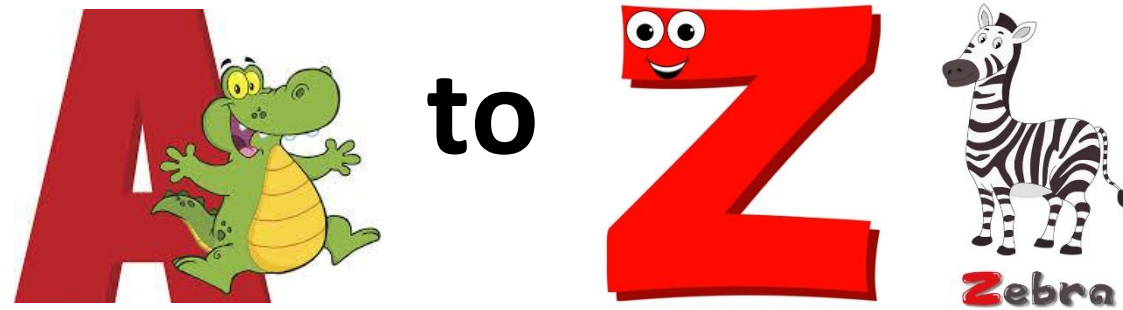


2021 - 2022

Student/Family Handbook



Jim Triplett, Principal

Vickie As-Siyeed, Administrative Assistant

3709 Nebraska

St. Louis, MO., 63118

314-771-3533

[Return to TABLE OF CONTENTS](#)

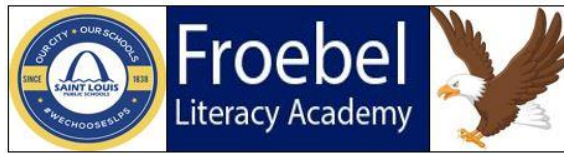


Table of Contents

Click on link to see information about the topic.

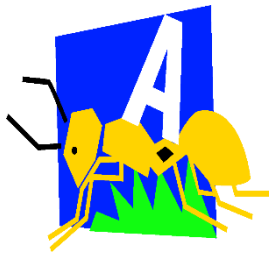
- A**
- [Absences](#)
 - [Adult Conduct](#)
 - [After School](#)
 - [Arrival Time](#)
 - [Attendance](#)
- B**
- [Birthday Celebrations](#)
 - [Breakfast Program](#)
 - [Bus Procedures/Rules](#)
- C**
- [Care of School Property](#)
 - [Cellphone Policy](#)
 - [Classroom Rules](#)
 - [Communication](#)
 - [Computer Instruction](#)
 - [Conferences](#)
 - [Counselor/Social Worker](#)
 - [COVID-19 Guidelines](#)
- D**
- [Daily Routine](#)
 - [Discipline Policy](#)
 - [Dismissal](#)
 - [Doctor/Dental Appointments](#)
 - [Dress Code](#)

- E**
- [Early Dismissal](#)
 - [Email](#)
 - [Emergency Form](#)
 - [Emergency Procedures](#)
- F**
- [Field Trip Procedures](#)
 - [Fight-Free School](#)
 - [Food](#)
- G**
- [Grading Policy](#)
- H**
- [Homework](#)
- I**
- [Illness or Injury at School](#)
 - [Inclement Weather](#)
- K**
- [Kindergarten](#)
- L**
- [Library/Media Center](#)
 - [Lost and Found](#)
 - [Lunch Program](#)
- M**
- [Medication](#)
- N**
- [Nurse](#)

- P**
- [Personal Items Not Permitted](#)
 - [Preschool](#)
 - [Promotion](#)
 - [PTO Organization](#)
- R**
- [Report Cards/Progress Reports](#)
 - [Restorative Circles](#)
 - [Restroom Usage](#)
- S**
- [Social-Emotional Learning \(SEL\)](#)
 - [Smoking on Property](#)
 - [Special Education](#)
 - [Statement of Assurance \(Title IX\)](#)
- T**
- [Tardiness](#)
 - [Technology](#)
 - [Telephone Use](#)
 - [Transfer Policy](#)
 - [Transportation](#)

- V**
- [Vandalism](#)
 - [Visitors](#)
 - [Volunteers](#)
- W**
- [Weapons](#)

[Return to TABLE OF CONTENTS](#)



Absences

When it is absolutely essential for your child to be absent, we request that you notify the school. Please provide the following information:

- The student's name
- Grade and Room or Teacher's Name
- Number of days to be absent

We will forward the information to the teacher. **The Missouri Compulsory Attendance Law (Section 167.031 of the Missouri Revised Standards) says that every parent, guardian, or other responsible persons in this state who have charge, custody, and control of a child are responsible for enrolling a child in school and are responsible to see that they attend school regularly. We do understand extenuating circumstances.** However, violation of this law could result in a hotline call for educational neglect.

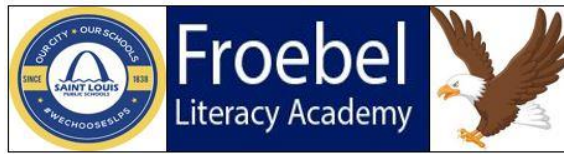
Parents, it is your responsibility to monitor your child's attendance in school. Please work closely with the school to verify the absences with proper documentation (paperwork) and keep copies for yourself. **Please be aware that if your child has missed 10 or more days and there is no verifiable reason, you may be referred to City Court for violation of the Truancy Ordinance. The Ordinance says that the parent, guardian, or other person who has care, custody, and control of a child must have that child enrolled and attending school daily. Any person convicted of a violation of this law can be fined \$25.00 for each day that your child is absent from school.**

Adult Conduct (**Please note: COVID-19 guidelines may prevent and/or limit adult visitors inside the building.)

We welcome **positive** parental involvement at Froebel Literacy Academy. This includes the following:

- Cell phones placed on vibrate
- Appropriate dress for an elementary school
- Appropriate language for an elementary school

[Return to TABLE OF CONTENTS](#)



- Food and drink left in the office
- Address only your child's behavior and allow the administration/staff or other parent to address other child's behavior

After School

After school care is provided by Unleashing Potential. Contact the school for information.

Arrival Time

All students are expected to arrive at school by 9:20am. There is no supervision prior to 9:00am. For safety reasons, students should **NOT** arrive prior to 9:00am. Students will enter at Door #2 (near the flagpole), and go directly to their classroom after getting breakfast from the cafeteria. Our instructional day begins at 9:20am. Students arriving after this time miss important instruction. Please encourage your child to be prompt at all times. Tardiness to class is not accepted, as minutes can accumulate to hours and even days of absence. Tardiness can also negatively affect your child's academic performance.

Attendance

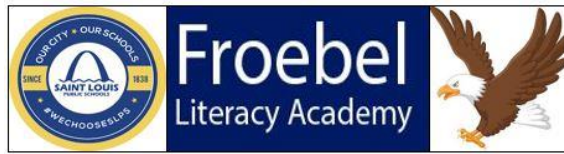
Good attendance is essential for each student. High achievement and excellent attendance go hand-in-hand. We encourage parents to emphasize the importance of maintaining good attendance and being on time daily. Good attendance is rewarded periodically throughout the school year. Prizes are given to students on Awards Day at the end of the school year. (**Note: Please keep students home if they have any cold- or allergy-like symptoms)



Birthday Celebrations

At this time, we are not allowing outside food, drinks, or other items to be brought to the school for birthday celebrations. This policy is subject to change pending COVID-19 guideline updates.

[Return to TABLE OF CONTENTS](#)



Breakfast Program

A nutritional breakfast gives a body fuel to start the day. Breakfast is served daily starting at 9:00am. **Breakfast will be served until 9:30am.**

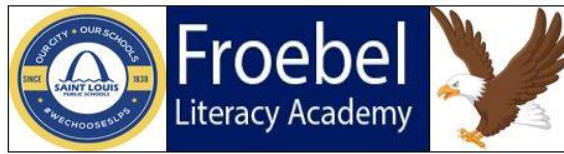
Bus Procedures and Safety Rules (**Please note: Students will be required to wear a facemask at all times while riding the school bus to and from school.)

All students are expected to display appropriate conduct at all times, especially when being transported to and from school. Students must obey the driver's instructions. Students must remain seated for the entire ride and should be encouraged to use the time they have during the trips to and from school/home to read and review class assignments. For the safety of all, absolutely no distractions to the bus driver will be tolerated. Bus warning letters and/ or bus suspensions will be issued to all who violate bus safety rules. The following behaviors can violate bus safety or are unacceptable behaviors while riding on a school bus:

- Throwing objects inside or outside of bus
- Tampering with Emergency Door
- Fighting, Pushing or Wrestling
- Refusal to stay seated
- Yelling at people inside/outside the bus
- Throwing gang signs
- Sticking head/hands out of the window
- Eating/Drinking on bus
- Using profanity
- Disrespect
- Sexual misconduct
- Vandalism of bus property
- Stealing

During the suspension of bus privileges, it is a parent's/guardian's responsibility to provide the student's transportation to and from school. **Please stress to your child/children the importance of adhering to bus safety rules.** We want everyone to have a pleasant, safe bus experience each day. **REMEMBER: RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!**

[Return to TABLE OF CONTENTS](#)



Care of School Property

All students are responsible for the care of our building, classroom property, textbooks, bulletin boards, library items, technology equipment (computers, keyboards, headphones and Smartboard) and supplies assigned to them each year. If books are lost, damaged, or defaced, parents or guardians agree to reimburse the school for the lost or damaged articles. Destruction of school property will be considered as vandalism, as noted in the district's Student Code of Conduct.

Cellphone Policy

Cellphones **are not allowed** to be used by students during the school day. As such, students should not bring a cellphone to school. If you feel it is necessary for your child to have a cellphone for emergency, the cellphone needs to remain in the student's book bag on silent mode. If the student is caught with a cellphone out during the school day, he/she will be given a verbal warning. All other occurrences after the verbal warning will result in the cellphone being confiscated by a teacher or administrator, and turned into the main office. A call will be made to the parent/guardian to arrange for pick up or disposal. We will not be responsible for any lost, stolen, or broken cell phones.

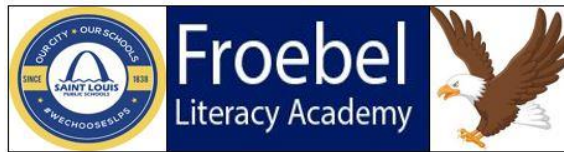
Classroom Rules

Each teacher has developed classroom rules for his/her students. Copies of these rules and procedures will be sent home to allow parents and guardians the opportunity to review them with their child. Please stress the importance of always following the rules. Each classroom teacher establishes rewards and consequences for acceptable and unacceptable behaviors.

Communication

Parental communications will be sent home regularly from classroom teachers and the administration. Important announcements and general information will be sent on an "as needed" basis. A monthly calendar and newsletters of upcoming events will keep families informed. Information will also be shared via Class Dojo, email, the school's website (<https://www.slps.org/Domain/661>), and social media accounts (Facebook and Instagram). Please make sure the school has a valid email address on file for you.

[Return to TABLE OF CONTENTS](#)



Teachers will communicate all information regarding the welfare of students to parents and guardians. This includes informing them of student progress. Feel free to call the school and leave a message for your child's teacher. Your call will be returned as quickly as possible. Teachers will call preferably on their planning time.

Computer Instruction

Froebel students will be involved with computers on a daily basis. Each classroom is equipped with student computers networked to the internet. Students will also receive computer instruction in one of our two computer labs.

Conferences

Conferences can be scheduled with teachers or administrators whenever deemed necessary. We are anxious to work with our students' families in a collaborative effort to maximize student performance and progress. Please call 314-771-3533 and we will make every effort to arrange a meeting or conference at a mutually convenient time, by appointment.

St. Louis Public School District schedules two parent conferences during the school year. Please review the District Calendar enclosed in this handbook or the notices sent home to remind you of the dates. Your attendance is needed and appreciated.

Counselor/Social Worker

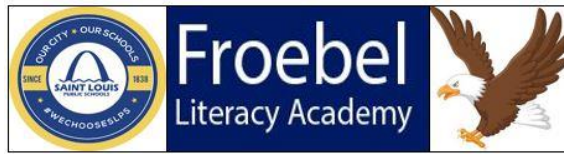
Our counselor/social worker is available to assist students and families. Our counseling program is designed to help all students as they grow and develop academically and socially. A student may request a private conference by asking his/her teacher for permission to see the counselor/social worker. Parents or guardians may call the counselor/social worker to schedule an appointment at 314-771-3533

COVID-19 Guidelines

Our school follows the COVID-19 guidelines from the Missouri Department of Health. These guidelines determine the procedures we follow as part of our daily routines. Some of the guidelines are as follows, and are always subject to change:

- Students and visitors must wear a face mask over their mouth and nose at all time in the building, unless eating food or drinking.
- Temperatures will be taken upon entering the building.
- Students must practice social distancing and remain 3 feet from other students.
- Students with a fever or COVID-19 symptoms will remain in an Isolation/Recovery Room until picked up by an adult.

[Return to TABLE OF CONTENTS](#)



Daily Routine

All students arrive between 9:00am and 9:20am. Upon arriving to school, students will go directly to their classroom after picking up breakfast from the cafeteria. Teachers escort their students to related arts classes. Instruction begins at 9:20am. Please check with the teacher for your child's lunch time.

Discipline Policy

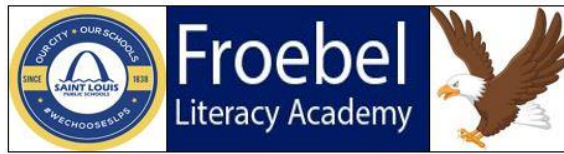
Our primary objective is to provide the best possible education for each child enrolled at Froebel Literacy Academy. In order to facilitate this objective, certain rules have been established by the school. These rules follow the general parameters of the regulations stated in the Students Rights and Responsibilities Related to Conduct booklet. Teachers will use the following discipline procedures:

- **First offense:** verbal reprimand, review classroom rules, school rules and expectations with student.
- **Second Offense:** confer with individual student about their inappropriate behavior and implement behavior modification strategies using positive reinforcements.
- **Third Offense:** contact parent concerning misbehavior and request parental assistance.
- **Further Offenses:** refer student to counselor, detention at recess and/or lunch, and refer to the principal with documentation of previous actions taken.

Dismissal

The school day officially ends at 4:17pm. However, dismissal procedures may begin as early as 4:00pm to ensure **all** students are picked up and/or out of the building before teachers leave at 4:27pm. Dismissal will occur from Door #2 (near the flagpole). Upon your arrival, the student will be called from the classroom via Microsoft Teams to be dismissed. Please be patient during the dismissal procedures, and allow time for students to make it from their classroom down to you at Door #2.

[Return to TABLE OF CONTENTS](#)



Bus riders will be dismissed from their classroom. **If bus arrangements change, please call or send a note to your child's teacher or to the office prior to 3:30PM.** Students will be placed on the bus unless one of the above occurs.

We will only release your child to persons that you indicate on the enrollment form as persons authorized to pick up your child. Authorized persons must be 16 years of age or older to pick up students. If the persons change, or you need to add additional persons, this change **MUST** be done in the office in person. No over the phone changes can be made, **unless** someone can verify that the person on the phone is authorized to make such changes.

Expectations:

- Students must leave their classrooms with all clothing, books, and homework assignments. No one is allowed to return to the building after dismissal.
- Students are to follow directions of teachers and staff members in the halls.
- Students may not use the restrooms or water fountains after dismissal.

Doctor/Dental Appointments

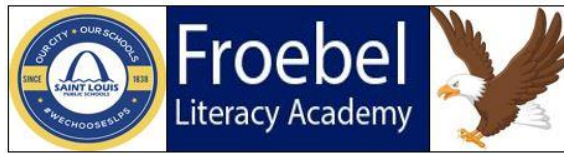
Please make every effort to make appointments after school hours. It is permissible to take the students to their appointments and return them to school. We must communicate to children that school is important and it is their job to attend school.

Dress Code/Uniforms

School is a student's full-time, Monday-Friday job! As such, students are expected to dress in an appropriate manner conducive to a job or learning environment. The Froebel School uniform is khaki, navy blue or black pants, skirt, shorts, or jumper with a white, navy or light blue collared polo shirt. We strongly encourage students to wear uniforms EVERY DAY. Appropriate shoes (including tennis shoes) are a part of the dress code. Tennis shoes must be worn during P.E. **Students may NOT wear the following to school/class:**

- Tops which expose shoulders or bellies
- Thongs or flip-flop shoes
- Pants/clothes that are ripped/torn and exposes skin
- Sagging or extremely oversized pants that expose/show underwear
- Shorts too short-Shorts must meet or extend beyond the ends of the fingertips when arms are extended alongside body.
- Clothing with profanity, obscene pictures, or gang related graphics.
- Shirts untucked, unless it's a t-shirt or sweater/sweatshirt

[Return to TABLE OF CONTENTS](#)



- Leggings with a shirt that is not fingertip length
- Hat, hood, bonnet, rollers, scarf, bandana or durag, upon entering the building; unless head coverings are required for religious purposes



Early Dismissal

We discourage early dismissal. When you must remove your child during the school day, a phone call or note is required. The parent or guardian must report to the office to sign the student out. **No early dismissal can occur after 3:45pm**, because it interrupts our dismissal procedures. If the early dismissal is due to an emergency, call and/or arrive at the school **before** 3:45pm. **Office staff will not allow entry at Door #1 after 3:45 pm.**

We maintain hourly attendance records for each student. Early dismissal counts as hours absent and prohibits a child from having perfect attendance.

Early dismissals are a huge problem district-wide. The schools and courts are paying close attention to certain parents taking their children out of school because it is convenient.

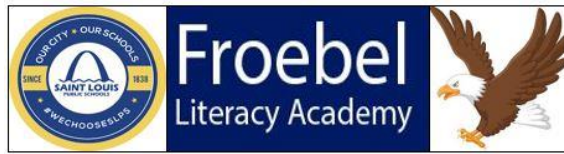
Email

We will send school-wide emails to parents/guardians throughout the school year to inform you important issues. Please make sure we have a valid email address on file to ensure you do not miss important information from the school or district.

Emergency Form

Emergency Forms must be completed when registering your child and need to be kept up to date. **If you move, change your phone number, or your emergency contact information changes, please contact the office immediately.** Emergency Forms are filed in the office and all changes will be forwarded to the classroom teacher.

[Return to TABLE OF CONTENTS](#)



In the event of an emergency, we will use the numbers given us to contact you at home or work before we try the emergency contact number. All emergency information is kept confidential and will never be published or distributed to anyone outside the building.

Emergency Procedures

Froebel Literacy Academy developed emergency procedures for fire, tornado, earthquake, and intruders. Drills are conducted throughout the year and all students will be taught the appropriate procedure for each type of emergency. We believe preparation and training enable students to react in an organized and safe manner to any situation that may arise. If we must evacuate the building and seek emergency shelter, students and staff will be transported to Monroe School, 3641 Missouri or Meramec School, 2745 Meramec St.



Field Trip Procedures

Froebel students will be involved in extended educational experiences that reinforce specific learning objectives. Parental/Guardian Consent Forms will be sent home each time a field trip is scheduled. Please return the forms promptly.

Fight-Free School

The Froebel staff believes that children should be taught to be aware of and responsible for their own behavior. Therefore, we incorporated in our discipline policy many activities that will encourage responsibility and self-discipline. We believe that together we can create a safe learning environment. We need the cooperation of all parties involved: students, parents, and staff working together to create a Fight-Free School.

Teachers, administrators, staff, counselor and social workers pledge to promote conflict prevention and resolutions that do not involve fighting. In the unfortunate occurrence of a fight, consequences will be given to students and parents will be inform. Federal law prevent us from sharing the names and/or consequences of the other student(s) involved in the fight with your child.

[Return to TABLE OF CONTENTS](#)



Food

As the state is required to provide nutritional food and drink, we **strongly encourage** parents/guardians to send nutritious lunches or snacks. The following snacks **are not allowed, and will be confiscated** unless they are part of a **single serve** lunch:

- Soda
- Candy
- Chips
- Hot chips/fries
- Powdered Kool-Aid
- Gum
- Sunflower seeds

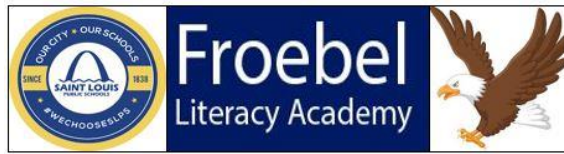
Confiscated items will be returned to the student at the end of the school day. To avoid these items from being confiscated, **please discourage students** from going to the corner store and purchasing these items before school.



Grading Policy

Academic standards and grading policies have been set by the Froebel Literacy Academy in order to encourage and maintain high performance. Students are expected to perform according to their highest potential. All students are required to demonstrate consistent mastery of Basic Skills on each grade level in order to be promoted. Both 5 week progress reports and quarterly report cards are sent home to inform parents of their child's academic progress, effort, conduct, and work habits.

[Return to TABLE OF CONTENTS](#)

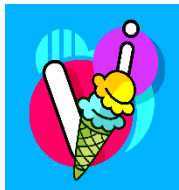


Homework

Homework is an essential and required part of the total educational program. Homework contributes to the effectiveness of the school's impact on students. Our homework policy provides parents the opportunity to assume an active role in their child's educational success. Homework activities may include reading, reviewing math facts and spelling words, preparing for a test or quiz, and working on long-term projects or reports.

Froebel's teachers assign homework **Monday thru Thursday** that reinforces subject matter presented in the classroom.

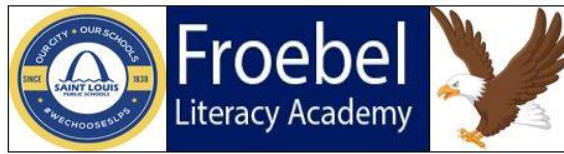
Parents/Guardians, please check your child's book bag or homework folder to help us encourage organization and homework completion.



Illness or Injury at School

In case of illness or injury, a child will be temporarily cared for by the school nurse or an authorized member of the staff. In an emergency, the parent or guardian will be contacted immediately to inform them of their child's status. If a parent or guardian is not available, the child will be taken to the emergency room at the nearest hospital. All efforts will be made to contact the parent, guardian or emergency contact. **Remember, a current phone number and an emergency telephone contact must be on file at all times.**

[Return to TABLE OF CONTENTS](#)



Inclement Weather

Schools may close due to inclement weather. Please listen to radio and television broadcasts to find out whether St. Louis Public Schools will be in session. If you hear that St. Louis Public Schools are closed, Froebel School will be closed. On these days, students will receive virtual instruction.



Kindergarten

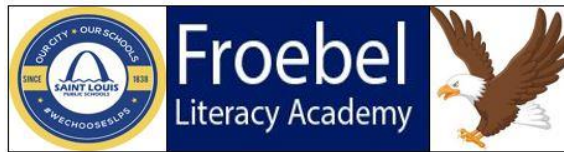
Students who turn 5 years old on or before July 31 will be eligible for enrollment in the Kindergarten program. The Kindergarten program is a full day program designed to enhance the understanding of basic concepts and build on any prior school experience. Each classroom enjoys learning experiences in Art, Music, Physical Education, Library and Computer Lab. Kindergarten is truly the beginning of each child's academic voyage. Our innovative staff stimulates student growth and development through a variety of challenges and experiences. Skills and routines develop during the Kindergarten year, which benefit your child throughout life. These skills and routines help our children become life-long learners.



Library/ Media Center

Our library and media center is a vital part of our instructional program. Students learn library skills as well as experience a wide variety of both printed and hands-on materials. Through regularly scheduled class times and open library time, students are encouraged to explore the many unique components of our library and media center.

[Return to TABLE OF CONTENTS](#)



Parents/guardians are expected to help their children handle materials borrowed from the library and are expected to replace any missing or damaged materials.

Lost and Found

Occasionally, children lose or misplace important items such as coats, jackets, and books. Items found are placed in the Lost and Found area, located near Door # 4 by the parking lot. In the event something is misplaced, please direct your child to check in the Lost and Found. **Labeling or marking items makes return easier. All usable items not claimed will be donated to a local charity every quarter.**

Lunch Program

The Froebel School lunch program serves hot, nutritious lunches every day.

Classroom teachers escort students to the cafeteria to get their lunch. COVID-19 guidelines will determine if students eat lunch in the classroom or cafeteria. Lunch periods are 30 minutes.



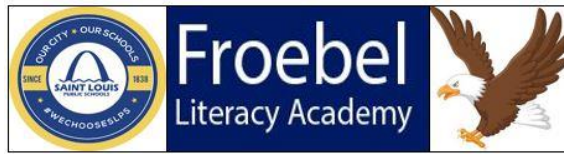
Medication

Only the school nurse administers medication. If your child is required to take medication during normal school hours, parents or guardians must contact the school nurse. The medication container must be marked with:

- The student's name
- The dosage and time of administration
- Doctor's name and telephone number

Refrigeration is available and medications are kept in a secure cabinet. **For the safety of all students, no student will be allowed to have medication of any kind in his/her possession for self-administration.**

[Return to TABLE OF CONTENTS](#)



Nurse

Your child benefits from the professional services of a full-time registered nurse. The school nurse is an integral part of the educational team at Froebel School. The health status of a child has a direct effect on his/her ability to learn. Students learn better in a healthy physical and psychological environment. The nurse is here to assist the school by maintaining current health records, providing first aid, dispensing medications and conducting various necessary health screenings. The nurse also assists the classroom teachers with health-related issues and lessons. Parents/guardians should feel free to contact the nurse during normal school hours for medical references and resources.



Personal Items Not Permitted

Many personal items may be inappropriate at school due to their potential for disrupting the learning process. **Students may not bring toys, video games, radios, electronic items, expensive jewelry or other personal items to school. Cell phones are not permitted.** If parents choose to give a student a cell phone, it must remain in the student's book bag, and turned off or put on silent. If a cell phone is out, a teacher or administrator will be confiscate it, turn it into the office, call the parent/guardian to arrange for pick up or disposal. We will not be responsible for any lost, stolen, or broken cell phones.

PTO Organization

Active family involvement has a profound effect on a child's performance in school. A child will put forth more effort in response to families who are actively involved in the school. As a member of this school and home team, you are telling your child that you value education. Froebel PTO adheres to the guidelines established by the National PTO Organization. Teachers as well as parents are

[Return to TABLE OF CONTENTS](#)



encouraged to be active participants. Contact our Family/Community Specialist (FCS) to see how you can become involved and the dates and time for monthly meetings.

Preschool

Grade placement begins with our full-inclusion Pre-school at Froebel Literacy Academy. Three/Four year old students attend all day preschool from Monday-Friday. Preschoolers prepare for Kindergarten through a variety of hands-on activities designed to stimulate the development of young minds and bodies.

Promotion

St. Louis Public School District has identified instructional objectives to be mastered at every grade level. These objectives correspond with State mandated objectives. Students demonstrating mastery at acceptable levels will be promoted to the next grade level.



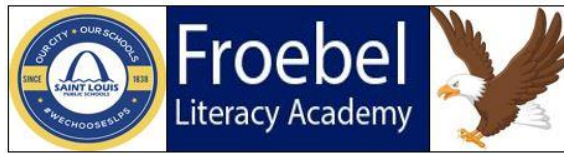
Report Cards/Progress Reports

Report Cards are issued four times per year. The first and third report cards are presented during scheduled parent/teacher conferences. These conferences allow for communication between the parent/guardian and teacher in order to share questions and concerns. Conference dates are scheduled on the school calendar. Interim Progress Reports are given to students by the fifth week of each quarter. Following district guidelines, it is possible that report cards and/or progress reports will be sent via email, instead of home with the student.

Restorative Circles

We will use restorative discipline strategies to develop relationships, build a classroom and school-wide community, and respond to conflicts and problems that arise. Restorative circles give everyone an equal opportunity to speak and be listened to.

[Return to TABLE OF CONTENTS](#)



Restroom Usage

If your child has a medical condition that requires frequent restroom privileges or other special need, a parent/guardian must send a note outlining these needs. This will help eliminate misunderstandings and ensure that your child is able to participate fully in the Froebel learning experience. If your child is in Preschool thru second grade please send a change of seasonal appropriate clothes in their book bag. **The student restrooms have been designated for students only. Adult restrooms are available upon request of a key from the main office.**



Social-Emotional Learning (SEL)

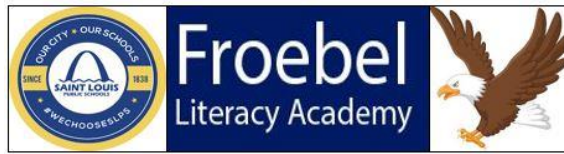
SEL helps students succeed in the classroom and throughout their lives. It teaches students techniques to:

- Gain confidence
- Set goals
- Make better decisions
- Collaborate with others in work and play
- Navigate the world more effectively

Teachers will use a research-based program called Second Step SEL to teach students SEL skills and concepts.

Special Education

Froebel School includes Cross Categorical self-contained services. Our goal is to move self-contained students into regular education classrooms with careful monitoring and communication between staff and families. Special Education students are mainstreamed into all related arts classes. Students may also be included in regular classrooms according to their needs.



Smoking on Board Property

Smoking on board property is not permitted for any students, parents or staff members. Smoking is prohibited in accordance with Board of Education Policy P4841 and R4841. Smoking is prohibited in all facilities under Board jurisdiction. Student violators are subject to suspension as stated in The Student Rights and Responsibilities Related to Conduct booklet.

Statement of Assurance (Title IX)

The Board of education does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to treatment or employment in its programs and activities. Inquiries regarding compliance with Title VI, Title IX, Section 504, or ADA should be directed to the Director of Human Resources, 801 N. 11th Street, St. Louis, MO.



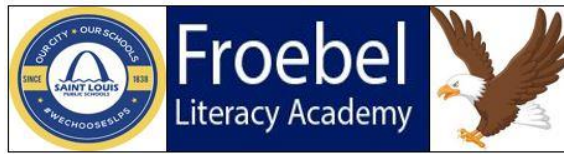
Tardiness

Being on time for school is not only important, but also expected. Please ensure that your child is at school on time. You must have your child/children here no later than 9:20am. **Students who arrive after 9:20am are tardy and must report to the office to receive a tardy slip before they will be admitted into class.** Parents are contacted if the student is tardy three or more times a week. Tardiness negatively affects your child's academic performance.

Technology

Every student will receive an iPad. The iPad must be brought to/from school every day, and used for classroom instruction. Most iPads will have WiFi pre-installed. The district will provide us with a minimum amount of Hotspots that can be distributed, as needed and available. Parents/guardians will have to sign a contract before receiving an iPad and/or Hotspot. Parents/guardians are responsible for paying the fees associated with lost, stolen, broken, and/or damaged iPads, Hotspots, and chargers.

[Return to TABLE OF CONTENTS](#)



Telephone Use

School telephones are for business use only. Make necessary plans before your child comes to school. Messages can be delivered to a student in an emergency situation only. If you need to speak with a teacher, leave a message or schedule a conference during the teacher's planning time.

Transfer Policy

Parent or guardians who plan to transfer their child to another school/school district should notify Froebel School office as soon as possible prior to the transfer. This will allow us to prepare transfer information and enables the new school to place your child in the proper program. When transferring out of Froebel, a transfer card must be filled out by the parent/guardian. The new school will use the transfer card to verify important information and the correct grade placements. Student records (transcripts) will be transferred to the new school after verification of admittance.

Transportation

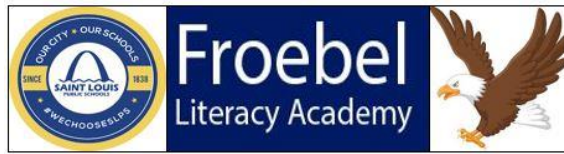
Some Froebel students are transported to the school by busses provided by the school district. Parents and guardians are responsible for having their child at the bus stop on time. For transportation concerns or questions, please call 389-2202.



Vandalism

Destruction or defacing of school property is considered vandalism. When this occurs, a parent/guardian conference is required. Payment for damages or other forms of restitution will be expected after the conference. Please refer to the [Students Rights and Responsibilities Related to Conduct](#) booklet for additional information.

[Return to TABLE OF CONTENTS](#)



Visitors (**Please note: Currently no visitors, due to COVID-19. Subject to change.)

We have many visitors at Froebel School. For safety reasons, **please enter and exit at the front door (Door #1)**, sign in at the office and wear a Visitor Pass while in the building. **Parents/guardians are encouraged to visit the school at anytime and may observe in their child's classroom. If you wish to speak to the teacher about your child, schedule a conference time.**

Volunteers (**Please note: Currently no volunteers, due to COVID-19. Subject to change.)

At Froebel, volunteers function as an integral part of our educational program. They may help with clerical tasks, classroom field trips, tutoring students, or any number of other tasks. It is necessary that all persons wishing to volunteer complete a Volunteer Application and return it to the Volunteer Coordinator at our school. The application allows us to keep a record of those who volunteer in our building and to give the appropriate credit, both at our school and district-wide. **Volunteers must register their arrival and departure times in the office.**



Weapons

We have a **ZERO TOLERANCE POLICY ON WEAPONS**. Any student in possession of any weapon will be suspended. See [Student Rights and Responsibilities Related to Conduct booklet](#).

[Return to TABLE OF CONTENTS](#)