

Student/Parent Handbook



**5037 Townsend Drive. Fort Worth, TX 76115
Office 817.814.7600 Fax 817.814.7650**

Seminary Hills Park Vision:
Children ready to tackle the world!

Seminary Hills Park Mission:
We will prepare our students for college, career,
and community leadership by providing rigorous,
engaging instruction, and leadership opportunities.

Seminary Hills Park Creed:
Today I will be responsible so that I can be proud
of myself and others can be proud of me, too.
Today I will be respectful with my words and my
actions.

Today I will be cooperative and help others.
Today I will choose to learn and you will, too!

Seminary Hills Park Motto:
The best school in Texas!

FWISD Vision:

Igniting in
Every Child a
Passion for
Learning

FWISD

Mission:

Preparing
students for
success in
college, career,
and community
leadership

FWISD

Motto:

Singleness of
Purpose



August 20th, 2019

Dear Students and Parents:

The faculty and staff of Seminary Hills Park Elementary want to welcome you to the 2019– 2020 school year! We know that by working together every child can have a successful year.

The Seminary Hills Park Elementary Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

Information pertaining to school-related issues and how to assist your child

Information about programs and extracurricular activities

Information regarding school operations and requirements

Parents and students should pay particular attention to the Fort Worth Independent School District's **Student Code of Conduct**, required by state law and intended to promote school safety and an atmosphere for learning. You can access it at www.fwisd.org

Seminary Hills Park Student Handbook is consistent with school Board policy, the Student Code of Conduct, and contains additional information regarding some of our school practices. Please be aware that policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Please review the entire handbook with your child and keep it as a reference. If you or your child have questions about this handbook, please contact us so that we can help answer/clarify the material. Also, please complete and return the acknowledgment form, so that we have a record that you have received and read a copy of this handbook.

A copy of the District's Policy Manual is available in the school library. For more specific and detailed information, you may also access the FWISD's policies online.

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Lorena Ferrales

Principal

SEMINARY HILLS PARK STAFF & FACULTY

Principal	Lorena Ferrales	Head Custodian	Shandra Mayes
Assistant Principal	Devona Burgess	Custodian	Enoch Combs
Secretary	Esmeralda Favela	Custodian	Lula Cummings
Clerk	Angela Deadmon	Custodian	Open
Nurse	Open		
Librarian	Karen Hardy		
Counselor	Latrice Tate		
Data Analyst	Sylvia Vera	Cafeteria Manager	Consolacion Martinez
Speech	Teresa Hughes	Cafeteria Staff	Julie Castro
Diagnostician	Jennifer King	Cafeteria Staff	Juana Sanchez
Strategy Specialist	Sherri Trujillo	Cafeteria Staff	Maria Martinez
Strategy Assistant	Reyna Rocha	Cafeteria Staff	Irene Ruiz

Grade	Teacher		Grade	Teacher
PK	Melissa Deleon		Kinder	Edna Jeri
Asst	Delia Martinez		Kinder	Kristin Alvarez
PK	Taylor Barham		Kinder	Ashley Ellis
Asst	Open			
PK	Brittany Wilton			
Asst	Maria Garcia			
PPCD	Gary Clark			
Asst.	Open			
1st Grade	Janice Ahn		2nd Grade	Fransisca Quintanar
1st Grade	Dennise Garcia		2nd Grade	Nimia Long
1st Grade	Megan Ward		2nd Grade	Rocio Dumey
3rd/4th DL Grade	Kimberly Moeller		3rd RP Grade	Hailey Martinez
3rd/4th DL Grade	Patricia Lee		4th RP Grade	Beatrice Palacios
			4th RP Grade	Gee Jung
			FINE ARTS	
5th Grade	Engie Holcomb		Music	Sondra Buie
5th Grade	Miriam Matzinger		PE	Eric King
5th Grade	Sarah Milliken		Art	Lauren Felczak

Notice of Non-Discrimination

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender, identity and expression, and military/veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator ~ Director of UIL Compliance

Kevin Greene
Office of Legal Services
100 N. University Drive
Fort Worth, Texas 76107
817-814-2110

ADA/Section 504

Patricia Sutton
Director of Special Programs
100 N. University Drive
Fort Worth, Texas 76107
817-814-2458

Title VII Coordinator

Cynthia Rincon
Chief of Human Capital Management
100 N. University Drive
Fort Worth, Texas 76107
817-814-2724

Notice of Section 504

It is the policy of the Fort Worth Independent School District to provide a free appropriate public education to all students who reside in the district without regard to handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact Patricia Sutton, Director of Special Programs at 100 N. University Drive or call (817) 814-2878.

SECTION I

YOUR INVOLVEMENT AS A PARENT

Research has shown the strong connection between student success and parent support. At Seminary Hills Park we support the belief that students thrive when there is a strong partnership between home and school. Communication is so important to our partnership with you. Your role in our partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities we provide

Becoming familiar with all of your child's school activities and with the academic programs

Ask questions and participate in the monitoring process of your child's academic progress

Attend conferences and requesting additional conferences as needed (817) 814-7600

A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time before or after school

Review documents that are sent home (assessments, communication sheets, newsletters, etc.)

Be sure to let us know if your child has any special circumstances that may affect his/her participation in the classroom (e.g. religious, health)

ANNOUNCEMENTS

Oral announcements will be made daily beginning promptly at 7:50 a.m.
Afternoon announcements will only be made when necessary.

ARRIVAL (Students)

Students may enter the building at 7:15 am in the gym. Students will be dismissed from the gym at 7:40 bell. All students will eat breakfast in the classroom at 7:40. Encourage students to have a book to read or provide some flash cards or other resource that they can be engaged with academically. Announcements will begin promptly at 7:50 and instruction should begin promptly after announcements every day.

BELL SCHEDULE

Four bells will ring each day. **The first bell will ring at 7:45 a.m. for students to enter the classroom. A second bell will ring at 7:50 a.m. At this time, any student not in their classroom must go to the office to receive a tardy pass.** This bell also indicates the start of the instructional day. The third bell will ring at 2:15 p.m. for Pre-Kinder dismissal. The fourth and final bell will ring at 3:05 p.m. and will serve as the dismissal bell for grades K-5. Because our time is so limited, we must make every moment count!

BIRTHDAY CELEBRATIONS

Parents may bring store bought cupcakes or cookies for their child's class on their child's birthday. Cookies or cupcakes will be given out the last 15 minutes of the school day. Please sign in at the front office before taking the birthday treats to the classroom. Parents must make prior arrangements with teacher. **Homemade food may not be served at school.**

CAFETERIA**Nutritional Services**

Students may participate in free/reduced lunch or be required to pay full price. Refer to the chart below for prices (FP = full paid, R = reduced).

Options	Breakfast	Lunch
Student	FREE	FREE
Adult	\$2.00	\$3.25

Breakfast includes juice and milk.

For additional information regarding breakfast/lunch menus or to find out information regarding free/reduced meals, the Nutrition Services Department may be reached at (817) 740- 5500. Menus are also available online <http://www.fwisd.org/nutrition/Pages/default.aspx>

CELLULAR PHONES

Students are not allowed to have cellular phones on campus. If students are required due to safety reasons, they must turn them off and cannot be on their person for any reason. Teacher must be made aware. Policy dictates that we will collect phones from students if we see/hear them. Parents will be required to pick up cellular phones from an administrator. **Parent will be required to pay a \$15.00 charge and pick up the cellular phone from an administrator.**

Communication Home

Seminary Hills Park will utilize a student journal provided by the school to send communication home. Any item that needs to go home will be sent in the communication folder. Please make sure to review and complete all forms as needed and return to the teacher the following day.

DETAINING STUDENTS

Students may be detained after school after the dismissal bell. This may be done for making up work for disciplinary reasons. Parents and office must be notified 24 hours before a student is detained.

GRADING GUIDELINES

A student must be present at least ten days in a six-week reporting period in order to receive grades for the current six weeks. Grade reports for students in 1st – 5th grade are based on the following numerical breakdown:

90-100	Above Average to Outstanding Progress
80-89	Satisfactory to Above Average Progress
70-79	Limited to Average Progress
69 & Below	Failing

We will be on a six week reporting period. We will issue Progress reports on the third week of each six weeks and Report Cards after the end of the six weeks. Pre-K and Kinder Report Cards will be issued after the second six weeks.

Progress reports will be sent home every 3 weeks for each 6 week grading period if students are borderline (70-72) or performing below 70 . If teacher is anticipating student receiving an N or U in conduct a progress report will be sent.

Report Cards will be issued on:

October 9th

November 13th

January 15th

February 26th

April 22th

June 10th

HALLOWEEN

According to district policy, activities, student work displayed, celebrations, artwork, etc. relating to Halloween are not permitted.

Heat Advisory Guidelines/Precautions

On extremely cold or hot days, or on orange/red ozone days, we will follow weather guidelines from the National Weather Service at www.srh.noaa.gov Any outdoor activities including recess and Physical Education will be indoors.

LOST AND FOUND

Please remind your students to label their belongings such sweaters, jackets, backpacks, lunch boxes, etc. with their names so that if lost, these belongings can be returned to them. Lost and found is located in the office and on the wall in the cafeteria.

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student. Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet.

If a student becomes ill during class, another student should accompany the student to the nurse's office. Use good teacher judgment in assessing repeat or chronic pleas to go to the nurse's office.

OFFICE PHONE

Students are allowed to use the phone only in the case of an emergency. Decisions regarding if friends can come over to visit after school, forgotten books, or homework all need to be taken care of before student come to school. Students are not allowed to receive phone calls during the day. The phone in the office should only be used for emergencies only.

Parent Conferences

Grade reporting is only one of the many methods of communicating with parents. Teacher–parent conferences can be used to relay students’ progress. Conferences are often necessary to impart information, increase understanding, and elicit support regarding a student’s progress. **Parent conferences are mandatory if a student is making a grade less than 70 in class or received a U in citizenship. Conferences are to be scheduled before/after school or during the teacher’s planning period.**

SBDM Decision Making

- Site based decision making in the FWISD is a process whereby a principal regularly consults the campus level committee in the planning, operation, supervision and evaluation of the campus educational program. This committee must have a minimum of 14 members and includes: the campus principal, four teachers, one campus based non teaching professional staff, one district level professional staff member, three parents, two community members, two business community representatives. The SBDM Team will meet 8 times throughout the year.
- The purpose of the SBDM team is to improve the level of student achievement for all students in the school. Effective planning, increased community involvement in the school improvement process, clearly established accountability objectives for all student groups, and improved communication/ information flow.
- The SBDM meetings will be held the last Thursday of every month. These meetings will be held in the library at 3:30 p.m.
- All SBDM meeting minutes will be posted in the school building.

Thursday, September 26, 2019

Thursday, October 24, 2019

Thursday, November 21, 2019

Thursday, January 23, 2020

Thursday, February 27, 2020

Thursday, March 26, 2020

Thursday, April 23, 2020

STUDENT OR PARENT CONCERNS

Usually student or parent concerns can be addressed simply—by a phone call or a conference with the teacher. We invite you to stay in contact with the teacher at all times. Teachers are available to meet with you during their conference time. Teachers can meet with you before and after school if both of you are in agreement. We want to continue to promote a strong school-home relationship. Should your concern not be resolved, please contact an administrator.

STUDENT RECORDS

Both federal and state law safeguard prohibit student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years or older.

The law specifies that certain general information about FWISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

A student’s name, address, telephone number, and date and place of birth.

The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records.

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child’s schedule and to assure that the child comes to school every day—but especially on test days—after:

A good night’s sleep

A good breakfast

Dressing for the weather or for the temperature inside the testing center.

District and State Assessments

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

State Assessments

Mathematics, annually in grades 3–5

Reading, annually in grades 3–5

Writing, including spelling and grammar, in grade 4

Science in grade 5

We ask that there are no visitors during state testing days (State of Texas Assessments of Academic Readiness). If there is an emergency please contact the office for assistance.

District Assessments are given every 6 weeks in grades K-5 in the areas of Math, Science, Reading, Writing and 5th Grade Social Studies.

Please contact your child’s teacher if you have any questions regarding the results of the assessments. Assessments help us plan better for your child and their presence at school is crucial to providing help based on their needs.

RELEASE OF STUDENTS FROM SCHOOL

Student Information-Student Enrollment Form *NEW*

For emergency reasons, it is important that the school have your **CURRENT** address, telephone number, and to whom the child will be released. **Students will not be released to anyone who is not on the student enrollment form. Anyone picking up a student must show identification before we release the student.**

Early Dismissals

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office. Students will not be released directly from class without a dismissal from the office, and students will not be released to anyone whose name is not on the student's emergency card. **AN ID IS REQUIRED.**

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School**ABSENCES/TARDIES/EARLY DISMISSAL:**

School begins at 7:50 sharp. Any student arriving after this time is tardy. Students must come to the front office and receive a tardy pass to class. All students entering the classroom after 7:50 must have a tardy pass in order to enter the classroom. Students without a tardy pass after 7:50 will be sent back to the office. Please provide a written or Doctor's note you're your child is absent, late, or an early dismissal. Monthly reports will indicate students who are consistently tardy/absent. State law requires your child to be in attendance minimum of 90% of the school year. If tardies/absences become a concern, the school will contact you with a letter/conference.

Elementary: Tardy/Absentee/Truancy Program

At the elementary level "unexcused tardies" and "unexcused early dismissals" are tracked.

1. A letter sent to parent/guardian when a student accumulates **3** (three) or more unexcused tardies/early dismissals.
2. When a student accumulates, **6** (six) or more unexcused tardies/early dismissals, a letter from the Tarrant County District Attorney's Office (a warning letter) will be sent requesting a general meeting with the parent/guardian at the FWISD Monday Night Truancy Intervention Meeting.

3. At **10** (ten) or more unexcused tardies/early dismissals; a letter from the Tarrant County District Attorney's Office will be sent requesting a personal meeting with the parent at the child's school. Those present at the meeting should be a school administrator, data/attendance
4. Secretary, stay-in-school coordinator, assistant director of attendance control, and a representative from social service agencies. This meeting will address the attendance problem to devise a plan for student attendance and academic success.

TOYS

Students are not allowed to bring toys of any kind including electronics.

1st offence- Notify parent and return toy to student at end of day.

2nd offense- Item goes to administrator for parent to pick up.

3rd offense- Item remains with assistant principal until the last day of school.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office, sign-in and obtain a visitor's sticker. Stickers must be visible at all times. Visitors must report back to the office and sign out prior to leaving the building and are asked not to touch, talk or reprimand children other than your own.

Entry into the school must be made at the main entrance in order to ensure a higher level of building security. Therefore, all outside doors will be locked at 7:50 a.m. and will no longer be used as a means to enter the building. Please do not expect students or staff to open doors for

you during lunchtime. You must enter the building using the front entrance. **Do not come through the cafeteria doors.**

VISITING CLASSROOMS/TEACHER CONFERENCES

Parents are encouraged to visit the school throughout the year. Making an appointment with the teacher at least one day in advance is not only a courtesy, but also enables you to schedule the visit for maximum benefit. "Pop-in" visits take away from instructional time. Teachers cannot take their attention from the students to conference with parents. Conferences should be scheduled, when possible, during the teacher's planning period. Conference time should be limited to thirty minutes; younger children should be left at home. Parents planning to observe in classrooms for a long period of time must obtain approval from the administrators.

Visitors MUST sign in at the office and get a visitor's sticker before going into the classroom or cafeteria for any reason.

VOLUNTEERS

All volunteers must apply using the on-line process of Voly. Please go to www.fwisd.org select Community tab and see Volunteers. Once on the volunteer page select Apply Now. See Volunteer Page for requirements.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 2 day(s) in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

DAILY SCHEDULES

School Hours:

- 7:40 Breakfast
- 7:45 First bell to enter the classroom
- 7:50 School Begins
- 2:15 Pre-K Dismissal
- 3:00 Kinder-5th grade Dismissal

BEFORE SCHOOL PROCEDURES

- Students should not enter the building before 7:15 am. We ask that you do not drop off your child and leave them outside of the building for safety reasons. Students should not be dropped off across the street.

DISMISSAL

- Students should walk home, be picked up by a parent, or go to a daycare immediately upon dismissal. For safety reasons, students cannot be left outside for long periods waiting for a ride. **Our dismissal time is 3:05 PM.** If your child is not picked up by 3:10 PM he or she will be in the front office and are required to be signed out. We encourage you to contact the school if you are going to be late. School staff cannot supervise children who are not picked up on time, nor can students be left unsupervised for safety reasons. Students who are left past 4:00 PM may be taken to the ACH Child and Family Services Center at 1424 Summit Avenue. The parent or legal guardian will be required to pick the child up. Students who are dismissed at 2:15 PM may not wait until 3:05 PM for their brother or sister. **Students that walk home must have a note from the parent giving their child permission to walk home. Please send notes to Mrs. Favela so they can be filed for documentation purposes.**

Our number one goal at Seminary Hills Park Elementary is to create a safe educational environment for your children. This concern for safety begins at the time of student arrival (no earlier than 7:15 a.m.), until the designated hour of dismissal. In order to achieve this goal, certain procedures must be in place for those students whose parents/guardians drop them off and pick them up from school. The safety committee has established the following plan of action:

- Parents/Guardians are asked to form one express line at the curbside that surrounds the parking lot for morning drop off and after school pick up. Drivers must stay in their cars. All cars will move forward as other cars depart using the pickup spot.
- NO PARKING in the pickup/drop off area. NO PARKING on the east side of Townsend beside the school. This is for buses only.
- Please do not make a u-turn on Townsend.
- Student will be dismissed at their designated area in front of the school
- ONLY BUSES will load and unload on Townsend.
- Students not picked up 10 minutes after dismissal need to be signed out inside the office.
- Please be on time. (K-5th grades dismiss at 3:05)
- ALL adults and children will cross Townsend only at the crosswalk with the CROSSING GUARD.

PK teachers will take their students in front of the building at dismissal time where parents will pick up their children, as opposed to coming to the homeroom. PK students should be picked up outside the cafeteria entrance. In the event of poor weather conditions, the students will wait inside the building by the doorways so as not

to get wet or cold. This procedure was established to prevent congestion and noise inside the school during dismissal time.

PARKING RULES:

Dumpster:

There is absolutely NO PARKING by the trash dumpster because this is our designated fire zone.

No parking:

Per the new “no parking” signs located in front of the building, you will need to park on Townsend Street if you are picking up your child for early dismissal and picking up students in PK.

Visitors and Assigned Parking:

Please leave all VISITOR and clearly marked assigned parking open for those people who will be visiting or working at the school.

Orange Cones:

When picking up your child, please DO NOT park between the orange cones.

WITH YOUR HELP WE WILL HAVE A FAST AND SAFE DISMISSAL EACH DAY. PLEASE BE PATIENT AND WAIT FOR YOUR CHILD.

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including but not limited to social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. You can reach our school counselor by calling 817-814-7600.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

STUDENT TRIPS:

Board Policy Manual, FMG (Local) states: “Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event.” Although exceptions can be made under special circumstances, it is unlikely that exceptions will be made due to liability issues. Before any student can attend a field trip, a consent form from the parent or guardian must be obtained. If volunteers use their personal vehicles to transport individual students for extracurricular activities, they must get prior approval and understand that their own liability policy is the first coverage in the event of damages. A copy of the driver’s liability insurance must be on

file in the office. Chaperones may be needed at times to accompany our students and that will require a background check. Please see our parent liaison for a form.

TUTORING

Students who fall below state standards in language arts or math, or who are not reading on grade level should receive additional tutoring. This tutoring may occur during the school day, before, or after school. We also encourage parents to obtain extra tutoring outside of the school when possible.

HOMEWORK

Homework will usually be assigned Monday through Thursday and is generally omitted on weekends. Homework is accounted for 10% of your child's grade in the overall subject. Your child will be expected to complete and return homework on time. Failure to complete and return homework may result in lowered grades. **Parents, please encourage your child to complete his/her homework neatly and on time. We need your support.**

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. Parents are responsible for the cost of any missing/lost books assigned to their children.

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

Within 300 feet of school property.

While a student is in attendance at any school-related activity, regardless of time or location.

When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

When a student commits a felony, as described by Texas Education Code 37.006.

When criminal mischief is committed on or off school property or at a school-related event.

BULLYING

FWISD policy states that, “Bullying occurs when a student or group of students engage in written or verbal expression OR physical conduct that has the effect of physical harm to a student, causes damage to a student’s property, or places a student in reasonable fear of harm; it is severe, persistent, or pervasive that it causes an intimidating, threatening, or abusive educational environment for the student.

Seminary Hills Park, in accordance with board policy, will investigate every situation reported and will maintain communication with parents throughout the investigation. This type of behavior will not be tolerated and the proper discipline will be applied. Discipline can range for an initial warning to being removed from the campus. We will provide preventive measures to include lessons from our school counselor to be proactive to the situation. We will provide due process to all students and will weigh all evidence that is presented in a fair and just way. Students should feel confident to speak with their teacher, counselor or administrator if they feel they are the victim of bullying. Seminary Hills Park is committed to providing a safe environment for all children.

CAFETERIA

Students have 30 minutes to eat their lunch. Eating with your child on special occasions is encouraged, as long as a proper visitor pass is obtained from the office. **You may eat lunch with your child only** in the designated parent area. Your child’s friends may not eat with you. During testing we may ask that no parent eat lunch with their child; proper notice will be sent home.

Library

Your child can check out books from the school library and you are responsible in case your child does not return or loses the books. Fines will apply and you will be notified.

Seminary Hills Park Elementary Student Handbook Acknowledgment Form

My child and I have received a copy of the Seminary Hills Park Elementary Student Handbook for 2019-2020. This handbook should be reviewed and kept as a reference. It was intended to promote school safety and an atmosphere for learning.

I understand that this handbook contains information that my child and I may need during the school year and that all students will be held accountable for its contents and their behavior. Furthermore, I understand that my child may be subject to disciplinary consequences if he/she fails to adhere to these policies and guidelines.

Parent/Guardian/Printed Name

Parent/Guardian's Signature

Students Printed Name

Student's Signature (if possible)

Teacher's Name/Room No.

Date: _____