

Muraski's Guide to Procedures and Policies

**Muraski Elementary School
20270 Royalton Road
Strongsville, Ohio
(440) 572-7160**

Principal: Mrs. J. Peters
Secretary: Mrs. Nancy Surak

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Dear Parents/Guardians:

With a new school year and new students/families, it is important that everyone is aware of the procedures and policies that will be followed at Muraski Elementary.

We hope that this guide will be a resource for you and your family and will provide for you the necessary information to navigate the “ins-and-outs” and the “what do I do when” types of questions that you may encounter throughout the school year. Remember, this is a guide and does not cover all circumstances that may be unique to your personal situation; so please do not hesitate to call.

If you would like any further information on any of the included procedures and/or policies, please contact me by e-mail (petersj@strongnet.org) or by phone at (440) 572-7160.

Sincerely,

Mrs. J. Peters
Principal

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Academic and Behavior Concerns

Please report any academic and/or behavior concerns as soon as possible to either the classroom teachers, the guidance counselor, or the principal. By being proactive in addressing any issues, we can help to ensure the happiness and success of all of our students.

Access to Classrooms during Instructional Periods

Parents and visitors are not permitted access to classrooms during instructional periods (9:00 a.m. – 3:30 p.m.), unless given permission to do so from the principal, secretary, or classroom teacher. Visitors in the hallways attending meetings or assisting with various programs are asked not to visit classrooms. This policy is to ensure the safety of our students and also limit disruptions to classroom activities and the learning environment.

Addressing Concerns

The "Chain of Command"

If a concern arises in regards to your child(ren) and/or an issue at school, please contact the person that is apt to best address your concern. For example, if you are unhappy with a decision that was made by a teacher, please contact the teacher first. If you are not satisfied with the response received, please contact the principal. This will help in keeping the lines of communication open and addressing an issue with the individual that has the greatest amount of information.

If your child is experiencing social-emotional problems (making friends, displaying anger, is unhappy, etc.) or is in need of someone to talk with, please contact the guidance counselor.

Please know that you may always contact the principal for assistance and to discuss questions and/or concerns at any time.

Cafeteria Procedures

Students purchasing their lunch will need \$2.75 each day. They may also purchase milk for \$0.50 and a host of other extras for their marked price. If your child(ren) purchases lunches from the cafeteria on a consistent basis, you may want to consider purchasing a lunch ticket. Lunch tickets are good until the end of the school year and do not need to be used in consecutive days.

Example: If you look on the lunch menu and your child(ren) wants to buy ten times in September, you can purchase a lunch ticket for ten lunches. Simply send in a check with your child for the appropriate amount (made out to "Muraski Elementary School") and state you child's first and last name and teacher in the memo.

Child Accounting Policy

Tardies:

- Students that arrive after 9:05 a.m. will be considered tardy. Students arriving after this time should report to the main office to receive a tardy slip prior to going to their classroom. Students will be asked as to the reason for their tardiness or parents can write a note. Letters will be sent to parents from the principal starting with five days tardy and being sent in increments of five additional tardies after that point to verify the tardies accumulated. The letter is a form of communication so parents are informed as to the number of times a child has been late to school.

Absences:

- Students arriving after 11:00 a.m. and those leaving before 1:30 p.m. will be marked as a ½ day absent.
- Parents are asked to report a child's absence by calling our attendance line (572-7160, option 2). If your child is absent and a call was not received, the attendance clerk or secretary will call to verify the absence. If you do not leave a message and the clerk cannot make contact with you, a note explaining the absence is required upon your child's return to school. Letters will be sent to parents from the principal starting with ten days absent and being sent in increments of five additional absences after that point to verify the absences accumulated. The letter is an important form of communication to inform parents of the number of times their child has been absent from school.

Communication between School and Home

Communication from the principal in regards to school-wide happenings will be sent home on the first Friday of each month in a newsletter entitled, "The Wildcat Chat". Updates will also be made throughout the month as needed. Newsletters will be posted on the Muraski Website as well. You can access the website at www.strongnet.org, click on the drop down menu of schools. Select Muraski Elementary.

You can also sign up with our PTA to have a weekly memo sent to your email address. The email will come to you through a program called, "Just Between Friends". This weekly email will give you updates and many reminders as to what is going on at Muraski Elementary School.

Teachers will be meeting with parents at the beginning of the school year at our annual Open House, in regards to how they will be communicating with parents. This may include newsletters, the assignment notebook, or a host of other options. Please be on the look out for this information from your child's teacher. Our Open House is scheduled for August 28, 2012.

Detention Policy

Students may be issued detentions by teachers, staff, or the principal based on infractions to the student code of conduct as published in the student handbook. Detentions at Muraski are served on Monday's and/or Friday's from 8:30 a.m. – 9:00 a.m. Students will complete a "Detention Reflection Sheet" as a part of their detention during that time.

Drop-Off Procedures for PM Kindergarten

Dropping your child off at school for afternoon kindergarten can be challenging as students are out at recess, which eliminates our typical drop-off location. If you are a parent that will need to drop-off your child for afternoon kindergarten, please park on the front traffic loop, pulling all the way up to the end of the loop, at the entrance to the northwest parking lot. Please do not park by the kindergarten door as it is difficult to have sufficient room for our buses and day care vans to unload. Make sure your child is exiting the car onto the sidewalk, and is never walking on the traffic loop.

Eating Lunch with Students

Parents, grandparents, relatives, etc. are welcome to eat lunch with their child(ren). If you will be purchasing a lunch from the cafeteria, please have your child(ren) add this to their morning lunch count so we are able to prepare enough food. You are also welcome to bring lunch to school to eat with your child(ren). Please follow our "school visitors" policy prior to going into the cafeteria. You must check in at our school office to obtain a visitor's pass.

Fees and Fines

School fees will be sent home with students to families during the first months of school. Parents are asked to submit payment for these fees, once this bill arrives to your home. You may make arrangements for payment by use of credit card, check, or cash with our school secretary. Please make sure fees are paid in a timely fashion.

School fines are assessed on late or missing library books. Fines are also assigned to those students that have school property; such as textbooks, that have been lost or damaged.

Homework Request

If your child is absent and you would like to pick-up his/her homework, please state this when reporting the absence on the attendance line. Homework will be set out on a table in the front lobby by 4:00 under a sign notating homework pick-up. Parents have until 6:30 p.m. to pick-up this homework.

Interim Reports and Report Cards

Kindergarten:

- Interims will be given out at the end of the 1st and 3rd quarters.
- Report cards will be given out at the end of the 2nd and 4th quarters.

First – Sixth Grade:

- Interim reports may be given out at the midway point of each quarter. Please see your child's teacher for their policy on interims.
- All students will receive a report card at the conclusion of each quarter.
- Please see the Muraski website for specific dates as to when interims and report cards will be sent home.

Medication

Students are not permitted to take medication at school (which includes cough drops, throat lozenges, etc.), unless administered by a parent or by school personnel with the appropriate paperwork. All forms for medication to be administered at school can be found on Muraski's website. However, students with asthma can self-administer the use of an inhaler with the completion of the appropriate paper work.

Morning Drop-Off

Parents that will be dropping students off at Muraski in the morning are asked to follow the posted signs and arrows on the blacktop playground only to drop students off at school. Parents should pull next to the curb at any point of the sidewalk on the drop-off curve and let their child(ren) out of the car. The entire sidewalk which is in front of the fenced in playground leads to Muraski's front entrance. If you would like to park and walk your child to the front doors, please park in the marked spots in the blacktop playground and walk your child to the door.

Muraski's Dress Code

It is our goal as a school that students can have their own style and wear items of their choosing to school. Yet, there is appropriate dress for school and appropriate dress for home or other events outside of school. The following list highlights the limited items that students are **not** allowed to wear to school, based on student safety and school appropriateness. Thank you for your assistance in following these guidelines.

Boys:

- ✓ No sleeveless shirts (these shirts can be worn with a short sleeve shirt underneath)
- ✓ Shirt must cover midriff

Girls:

- ✓ No spaghetti straps
- ✓ Shirt must cover midriff
- ✓ No excessively short skirts or shorts (use the fingertip rule)

Muraski Telephone Directory

Muraski Elementary has a new phone system that should increase the efficiency of our communication capabilities. By dialing 572-7160, you will hear the following options:

- Option 0 – Secretary
- Option 1 – Employee Directory
- Option 2 – Attendance Line
- Option 3 – Homework Hotline (*Not used at this time*)
- Option 4 – Special Announcements (late bus information)

You may also contact teachers and staff directly by dialing their direct line. These phone numbers can be found on the Muraski's website. Please know that all teacher phones will go directly to voicemail during student instructional hours.

Muraski Website

www.strongnet.org

It is our hope that we can effectively communicate with parents, families, relatives, and students at any time through the use of our website. Listed below is the consistent information that can be accessed from this site.

- *From the Main Page*
 - Lunch Menu
 - Calendars (Muraski Activity, District Activities, School Calendar)
 - Supply Lists
 - Media Center Links
 - Upcoming Events
- *"Staff" Link*
 - Staff List (including e-mail addresses and phone numbers)
 - New Staff Members
 - Teacher Web Pages
- *"Documents" Link*
 - Medical Forms
 - Miscellaneous Forms
- *"Information" Link*
 - Muraski PTA
 - Student Handbook
 - District and State Testing
 - Homework Help
 - Interim and Report Card Dates
 - Accelerated Reader
 - Leveled Books
 - Student Schedules
- *"Newsletter" Link*
 - Past and Present Newsletter from the Principal - "The Wildcat Chat"

Pre-Arranged Absences

Parents must request a pre-arranged absence form, for extended absences, such as a family vacation, from the secretary two weeks prior to the absence. This form will assist teachers in preparing students for the time they will miss. If a student will be missing 20 or more days of school, a meeting may be scheduled with the principal and Director of Pupil Services to determine approval.

School Visitors

All school visitors need to sign-in on the visitor log located on the podium outside of the main office and check in with our school secretary or clerk. No visitor is permitted to leave the main office area without receiving a visitor's badge and first verifying their purpose for entering the instructional wings.

Student Arrival and Dismissal

Student Arrival:

- Students are permitted to enter the building (excluding students participating in special activities) at 8:50 a.m. Students in kindergarten – 4th grade will wait with their grade-level in the multipurpose room prior to being dismissed to their classroom at 9:00 a.m. Students in 5th and 6th grade may enter at the same time, yet will wait in the atrium of the 5/6 wing prior to being dismissed to their classrooms at 9:00 a.m.

Student Dismissal:

Bus Riders:

- Dismissal of select buses will occur at 3:25 p.m. Students are released from their classrooms and are to go straight to their bus at this time. Students remain in their classrooms until their buses are called.
- At 3:30 p.m., walkers are dismissed to go home. At the same time, those students whose bus has not yet arrived will wait for their bus in the multipurpose room.
- At times, a bus will do a double run or be running excessively late. If you are worried about the late arrival of your child, please dial 572-7160, option 4. We will leave a recording stating which buses are running late. If your child is not on the bus stated on the recording, please dial 572-7160, option 0 or the transportation department at 572-7060.

Student Pick-Up Procedures

End of the Day Pick-Up (Day-to-Day):

- Each day, every parent must come into the building to receive your child as a pick-up. ***For safety purposes, we do not release children to the parking lot unless they are escorted by an adult.*** Please come into the office area to receive your child each day.
- In order for your child to be dismissed as a pick-up, you must come into the building and fill out a pick-up slip. The slips are located at the drop-off window located outside the main office. Fill out the slip and place it in the basket.
- Parents/Guardians must wait outside the office area in order for your child to be released. Those students that are being picked-up after school will be announced daily at 3:25 p.m.

End of the Day Pick-Up (Everyday):

- If you will be picking-up your child everyday from school, please come to the main office and ask for a yearly pick-up slip. Once this is completed, you will no longer have to complete a pick-up slip as stated in the abovementioned procedure. **However, for safety purposes, we do not release children to the parking lot unless they are escorted by an adult. Each day, every parent must come into the building to receive your child as a pick-up.**
- Parents/Guardians must wait outside the office area in order for your child to be released. Those students that are being picked-up everyday after school will not have their name announced daily at 3:25 p.m. Their teacher will receive a copy of the yearly pick-up form so they know to dismiss these students with pick-ups.

Early Pick-Ups:

- If you are picking-up your child(ren) from school early (prior to 3:25 p.m.), there is a blue-colored log for you to sign your child out that is located by our “drop-off” window outside of the main office. If your child will be returning to school, please sign your child(ren) back in by utilizing the same form.

Students who become Sick at School

Those students that have a fever at or above 100° or vomit at school must be taken home. Students who become sick at school, yet do not exhibit these symptoms will be given time to relax in the clinic. If students continue to feel sick after this time, a call will be placed to the parents and a decision will be made with the school staff as to whether the child will remain in school or be sent home.

Transportation of Students

Students are to only be transported from school by approved individuals. School staff will only release students to those individuals that are listed on the emergency card or those that have been given permission through written documentation by the custodial parent.

Students wishing to ride an alternative bus home may do so only with the permission of the transportation department. Notes from home stating that a child can ride home on another bus are not acceptable. Approval must come from the transportation department (572-7060).

Use of Property and Facilities

All community groups or other activities that may need to utilize Muraski's fields or any of the rooms inside of the school may do so. If you would like to make a request to use our facilities, please see the school secretary for a "Facility Usage" form. Each request will be approved based on the availability of the requested space.

Visitor Parking

Parking on the blacktop playground is restricted. No cars should be parked in this area between 11:00 a.m. – 1:30 p.m.

Visitor parking is available in the northwest lot and on the blacktop playground.

Parking during parties and special events should occur on Muraski school property. Parking in the adjoining neighborhoods is discouraged as driveways can be blocked and mail delivery services may not occur. We should have ample parking for most events.