

# Kilby Laboratory School

## Student Handbook

2019-2020



*Kilby Laboratory School does not discriminate on the basis of race, color, national and ethnic origin, sex, disability or age in employment, admissions, and school programs or activities, including in the administration of its educational and employment policies, admissions policies, scholarship and loan programs, Boy Scouts of America or other youth groups, and athletic or other school-administered programs.*

*The following person has been designated to handle inquiries regarding Kilby Laboratory School's nondiscrimination policies:*

*Dr. Eric Kirkman, Director  
Address: UNA Box 5035 Florence, AL 35632  
Telephone Number: (256) 765-4303*



Dear Kilby Family,

I want to welcome you to Kilby Laboratory School for the 2019-2020 school year. I am so honored to serve as your Director for another year. There has been so much growth, and new opportunities that have both challenged and inspired me over the past year. As I look to Kilby's future, things are definitely looking brighter ..... and BIGGER!

As you may know, we have added an additional 1<sup>st</sup> grade unit this year, as well as, hired a new Library Media Specialist for Kilby. Mrs. Shelly Dawson will make a great addition to our first-grade, and Misty Buerhaus has already blown me away with her creativity and willingness to create some fun and exciting opportunities for our students as they visit the Leo Lab this year.

We appreciate your patience as we are continuing to work on installing some learning cottages on our campus. We anticipate moving into them around the second week of September (or sooner.) As a result, we have had to make some adjustments regarding the location of music and the new 1<sup>st</sup> grade class. When all is said and done, first grade and art will be housed in the learning cottages. There will also be a meeting space set up for our college classes to assemble prior to conducting clinicals.

Lastly, we want to continue our momentum with our STEAM initiative (science, technology, engineering, arts, and mathematics). We are making great strides as we continue to provide high-quality, innovative instruction for our Kilby students and our pre-service UNA students. This is truly a special place with an amazing faculty and staff, and we anticipate great things for the year ahead of us!

Please know that my door is open, so do not hesitate to contact me if you need anything! Again, I say WELCOME TO KILBY!

Sincerely,



Eric Kirkman, Ed.D.

Director and Assistant Professor, Kilby Laboratory School

## **Vision Statement**

The vision of Kilby Laboratory School is to serve as a site for university students to engage in meaningful interdisciplinary teaching, research, and service opportunities. Kilby Laboratory School provides a safe, stimulating, and cooperative learning environment for elementary students promoting cognitive development with an emphasis on thinking, reasoning, and problem solving. Kilby Laboratory School maintains a positive, innovative school climate which respects, values, and embraces cultural diversity and inspires students to maximize their academic potential as life-long learners.

## **Mission Statement**

Kilby Laboratory School is committed to preparing elementary and university students to meet the future challenges of an ever changing global community.

## **Belief Statement**

The Kilby Laboratory School community believes that students learn best when they:

- Have supportive teachers, administrators, parents, and community members sharing the responsibility of providing a physically and psychologically safe learning environment
- Have equal opportunities to participate in a curriculum that incorporates a variety of learning experiences that accommodate individual learning styles and cultural differences
- Are actively engaged in the learning process toward achieving high standards of excellence
- Create and use a variety of thinking and reasoning strategies in solving problems, making judgments, and becoming reflective learners

## Faculty and Staff

Dr. Eric Kirkman	Director	<a href="mailto:ekirkman@una.edu">ekirkman@una.edu</a>
Holly Persell	Administrative Assistant	<a href="mailto:Hpersell1@una.edu">Hpersell1@una.edu</a>
Amy Davison	Pre-K 3 Teacher	<a href="mailto:acdavison@una.edu">acdavison@una.edu</a>
Lori Alford	Kindergarten Teacher	<a href="mailto:lalford1@una.edu">lalford1@una.edu</a>
Marissa Frederick	Kindergarten Teacher	<a href="mailto:mbfrederick@una.edu">mbfrederick@una.edu</a>
Stephane Bolton	First Grade Teacher	<a href="mailto:sbolton@una.edu">sbolton@una.edu</a>
Shelley Dawson		<a href="mailto:sdawson@una.edu">sdawson@una.edu</a>
Mandy Wicks	Second Grade Teacher	<a href="mailto:mjwicks@una.edu">mjwicks@una.edu</a>
Kim Morris	Third Grade Teacher	<a href="mailto:kwmorris@una.edu">kwmorris@una.edu</a>
Argie Campbell	Fourth Grade Teacher	<a href="mailto:acampbell4@una.edu">acampbell4@una.edu</a>
Matt Fulmer	Fifth Grade Teacher	<a href="mailto:mfulmer@una.edu">mfulmer@una.edu</a>
Michele Derouen	Sixth Grade Teacher	<a href="mailto:mderouen@una.edu">mderouen@una.edu</a>
Shelley Dawson	First Grade Teacher	<a href="mailto:sdawson@una.edu">sdawson@una.edu</a>
Rachel McKelvey	Special Ed./Gifted	<a href="mailto:remckelvey@una.edu">remckelvey@una.edu</a>
Lauri McCoy	Counselor/Coach	<a href="mailto:lmccoy1@una.edu">lmccoy1@una.edu</a>
Misty Buerhaus	Media Specialist	<a href="mailto:mbuerhaus@una.edu">mbuerhaus@una.edu</a>
Jaleesa Escott	Music Teacher	<a href="mailto:jescott@una.edu">jescott@una.edu</a>
Jamie Pothier	Art Teacher	<a href="mailto:JLDonaldson@una.edu">JLDonaldson@una.edu</a>
Stephanie Bush	Speech Pathologist	<a href="mailto:Sbush99@una.edu">Sbush99@una.edu</a>
Brenda Casey	Cafeteria	<a href="mailto:bdcasey@una.edu">bdcasey@una.edu</a>
Kathy Young	Cafeteria Manager	<a href="mailto:kyoung2@una.edu">kyoung2@una.edu</a>
Shelley Carter	PreK 4 Teacher	<a href="mailto:Scarter2@una.edu">Scarter2@una.edu</a>
Danielle McCormack	PreK 4 Assistant Teacher	<a href="mailto:dmccormack@una.edu">dmccormack@una.edu</a>
Kelly Young	Custodian	<a href="mailto:Kyoung14@una.edu">Kyoung14@una.edu</a>
Randy Cooper	Custodian	<a href="mailto:rlcooper@una.edu">rlcooper@una.edu</a>

## Kilby Laboratory School 2019-2020 Calendar

August 1, 2, 5 .....	Florence City Schools PD Days for Teachers
August 8.....	First Day for students
September 2.....	Labor Day School Closed
October 1 .....	Kilby Fee Due
October 11-13.....	Fall Break School Closed
October 14.....	Parent/Teacher Conf. – No School
November 11.....	Veterans’ Day School Closed
November 27-29.....	Thanksgiving Holiday School Closed
December 13.....	12:00 Dismissal Begin Winter Holiday
December 16-January 2.....	Winter Holiday
January 3, 6.....	Data Day; Teacher Work Day
January 7.....	Students Return to School
January 20.....	Martin Luther King Jr. Holiday School Closed
February 14 .....	PD Day (FCS) – No School
February 21-23.....	Winter Break School Closed
March 23-27.....	Spring Break – No School
April 10.....	Good Friday – No School
April 24.....	PD Day (FCS)
May 20.....	Last Day of School, Dismissal at 12:00
May 21-23.....	Professional Development

We will begin school each day at **7:55 AM**. Any child arriving after **7:55** will be counted tardy. The school day will end at **2:50 PM** and any child remaining after **3:10 PM** will be sent to after school care.

## **After School**

After school care is available from 3:10 p.m. until 5:30 p.m. Students will be given a snack and assistance with homework. The cost for after school is \$6 per day per child.

## **Arrival**

The school day begins at 7:55 a.m. The Kilby Laboratory School building will open each day at 7:30 a.m. For safety reasons, no student should arrive before 7:30 a.m. Announcements are made daily at 7:55 a.m. in the gym. Students will be tardy after 7:55 a.m.

When arriving, if your child needs help opening the vehicle door, please park and escort your child to the front door. Parents are not allowed to walk their children to the gym and wait with them.

When unloading, pull all the way to the end of the covered porch. Make sure your child exits the vehicle on the passenger's side. Children are not permitted to walk around the front or back of a vehicle.

## **Attendance**

Reporting of Absences:

When a student is absent from school, the parent or guardian must send a note explaining the absence within three days of returning to school. If this is not done by the third day the child has returned to school, the absence will be recorded permanently as "unexcused."

Excused Absences:

A student shall be excused for any absence for one of the following reasons:

1. Illness
2. Inclement weather, which would be dangerous to the life or health of the student if he/she attended school
3. Legal quarantine

4. Death in immediate family
5. Emergency conditions as determined by the Director
6. Court subpoena
7. Prior permission granted by the Director

An excused absence permits a student to make up missed work. However, excused absences based on parent-written notes may not exceed a total of eight days per semester. Any additional absences must be doctor or court verified for school officials to determine if the absence(s) should be excused. Doctors'/Court Officials' excuses must have original signatures from appropriate medical/legal personnel. Stamped, scanned, Xeroxed, etc. signatures from doctors' offices and/or court offices may not be accepted for the purpose of excusing an absence. Notes from doctors' offices and/or court officials may be verified at the director's discretion if the number of these notes appears excessive or if the legitimacy of the note(s) is/are in question. The student must actually be seen at the doctors' office.

#### Unexcused Absences:

Any days shall be considered unexcused for one of the following reasons:

1. Truancy
2. Absent through parental neglect
3. Poverty
4. Work

State law requires that each child between the ages of 6 and 17 attend school. If a child is under the compulsory attendance age and attends a public school, the student must abide by all attendance laws and school policies. It is the responsibility of the parent/guardian to enroll their child and see that they attend school and follow all rules and guidelines. Failure to do so can result in possible dismissal or criminal charges against parent. Parents will be notified before charges are filed and may have an opportunity to withdraw the student. (AL Code 16-28-40) See page 38 for further clarification.

Limit on Total Absences:

Students in grades K–6 are subject to being retained if they have accumulated 20 or more unexcused absences during the school year.

### **Early Warning Truancy Program**

The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- a. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school if the absence is to be excused. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the director to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)**

- a. Parent/guardian shall be notified by the school director or his/her designee that the student was truant and the date of the truancy.
- b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.



**2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**

- a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and director or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

**3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**

- a. File complaint/petition against the child and/or parent/guardian, if appropriate.

**4. CHILD UNDER PROBATION**

- a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.
- b. When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

**Cafeteria**

Parents should send money in a sealed envelope with the student's name, amount enclosed, and teacher's name on the outside of the envelope. Lunch can be paid any day of the week but is due at the first of every

month. Checks should be made payable to Kilby Laboratory School. A copy of the lunch menu can be found on the Kilby website.

Food Prices		
	Full Price	Reduced Price
Lunch	\$2.40	\$.40
Ice Cream	\$.50	\$.50
Extra Milk	\$.40	\$.40
Visitors Lunch	\$3.00	

At the beginning of each school year, all students will be given an application for the free and reduced lunch program. Only those who want to apply need to return the forms to school. You may apply at any time throughout the school year.

Students are not allowed to bring candy or gum to school. Students are also prohibited from bringing caffeinated drinks (coffees, teas, etc) or energy drinks to class. These may give them energy at first, but they will be prone to crashing after the effects of those drinks has worn off. Only juice, milk, or water should be brought for lunch. Fast food meals, including soft drinks, must be put in an unmarked container. This is a federal regulation and applies to students and visitors in our cafeteria. If a child cannot drink milk, a substitution of fruit juice can be made if a doctor's excuse is brought to the cafeteria manager and kept on file.

Parents are welcome to have lunch. Please send a note or call the school office by 8:30 a.m. on the day you plan to eat. If you are planning to buy "birthday ice cream" for your child's class, please make sure you notify the teacher and the cafeteria staff at least a week in advance to ensure there will be enough ice cream in stock for the entire class.

### **Check-in and Checkout Procedures**

Any student arriving after 7:55 a.m. must check-in through the office. Students must obtain a pass to enter his/her classroom after this time. Parents are asked not to accompany a child to the classroom. A

parent/guardian must check a student out through the office if he/she leaves school before 2:55 p.m.

### Discipline

It is necessary that children learn to develop self-discipline. Students violating school rules continuously will be sent to the office. If problems persist, parents will be called to attend a meeting to help resolve the issue. Participation in field trips and other special activities may be denied based on discipline infractions.

### Dismissal

Students will be dismissed at 2:55 p.m. Kindergarten students and siblings will be picked up at the back of the school. All other grades will be picked up at the front of the school. In the front of the school, there is one car line for pick up. Passing other vehicles is not allowed. Please be sure your student number is prominently displayed in the front window. Students will remain behind the barrier until the vehicle comes to a complete stop. All students must enter vehicles on the passenger's side.

In the event of severe weather or cold, students will stay inside the building and be called out by number to load. Please display your number so that it is visible for faculty members working outside.

Please do not get out of your vehicle. If your child needs assistance loading, please park and walk up to the building to pick up your child. **Any students not picked up by 3:10 p.m. will be sent to after school care at a cost of \$6 per day per student.**

### Dress Code

The director has the responsibility to maintain an appropriate atmosphere conducive to learning. The responsibility for appropriate dress and grooming rests with the parents/guardians. Parents/Guardians and students should keep in mind that the reputation of the home, school, and community is reflected in dress, grooming, and behavior of students. Students' dress and grooming shall be appropriate to the classroom.

Wearing apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting, or violate health and safety rules of the school. These minimum standards shall apply to all students in Kilby Laboratory School:

1. Students must be neatly dressed; shoes or sandals worn at all times, tennis shoes only for grades K-3. Shower shoes (slides), flip-flops, or house shoes are not to be worn at school.
2. Students shall not wear midriff shirts, tube tops, spandex, mesh, or fishnet garments, nor backless or strapless tops, or tank tops or halter tops.
3. Shorts shall be permitted when the length is at least one (1) inch below mid-thigh and not so tight that they would be considered disruptive. No bicycle shorts, lace-inserted shorts, cut-offs that are not hemmed, or garments with holes above the knee will be allowed. Leggings may not be worn unless covered by a top that reaches mid-thigh.
4. Skirts or dresses must be no more than 2 inches above the knee.
5. Students shall not wear sunglasses inside the school building.
6. The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words or pictures or symbols of violence or death, shall be prohibited.
7. Students shall not wear anything on their heads in the school building (bandannas, caps, hats, etc.)
8. Pants or shorts with anything written across the seat will not be allowed.
9. Pants must be worn at waistline. No low-ride sagging pants.

The director will be the judge as to whether or not such apparel is unacceptable.

### **Educational Trips**

The director may grant permission for an educational trip if the student is not in danger of accumulating excessive absences. The student must also complete and required classwork before making the trip. Please contact the

director for permission for this type of trip. Otherwise, the absence will be unexcused.

### **Field Trips**

Permission slips will be sent home prior to each field trip. If the permission slip is not signed and returned to school by the designated date, the student will not be allowed to go on the field trip.

### **Homework**

Parents are responsible for providing conditions conducive to good study habits. Each student should be encouraged to complete homework assignments regularly. Homework assignments will be given periodically in all subjects.

### **Illness**

In the event your child becomes ill, we will contact you. If we are unable to reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep a student at school if he or she is ill. Please keep your child at home until he or she is fever free for 24 hours.

### **Lunch Schedule**

Preschool	10:50 – 11:20
Frederick - K	11:00 – 11:30
Alford – K	10:55- 11:25
Bolton -First	11:20 – 11:50
Dawson – First	11:25 – 11:55
Wicks -Second	11:30 – 12:00
Morris - Third	12:00- 12:30
Campbell -Fourth	11:50- 12:20
Fulmer - Fifth	12:20 – 12:50
Derouen -Sixth	12:30 – 1:00

## **Media Center**

The media center is available for open checkout every morning from 8:00-8:30. A book can be checked out for up to 2 weeks until the book is considered overdue. The library account is put on hold until either the book has been returned or contact has been made by a parent/guardian. At the end of the school year all books not returned must be paid for.

## **Medication Guidelines**

All medications to be administered at school will be brought to the office and safeguarded in a double locked area as designated by the director. The parent/guardian must sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization form (Revised 09/11/07) granting permission for the child to receive medication at school. The Alabama State Department of Education School Medication Prescriber/Parent Authorization form must be used for all medication administered in the school setting including over-the-counter (OTC) medications. Parents are encouraged to schedule medication administration before and after school hours.

- The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the office personnel. Medications should never be brought to school by the student or be on the student's person unless they are emergency medications and the proper forms have been completed. This is to ensure the health and safety of all students.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container.
- The parent/guardian must provide the school with a completed Alabama State Department of Education School Medication Prescriber/Parent Authorization form each school year and any time medication orders are changed.

- The physician shall provide a list of side effects for prescription medications and over-the-counter medications.
- The parent/guardian shall pick up student's medications at the end of the school year. Medications left at school at the end of the school year will be destroyed by school personnel if not picked up by a parent within 14 days.
- Expired medications will need to be picked up as soon as possible or will be disposed of by school personnel.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- Over-the-counter medications administered according to manufacturer's recommendations will require completion of the Alabama State Department of Education School Medication Prescriber/Parent Authorization form signed by the parent/guardian. All over-the-counter medications must be provided by the parent/guardian in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Over-the-counter medication prescribed in excess of the manufacturer's recommended dosage will require completion of the Alabama State Department of Education School Medication Prescriber/Parent Authorization form signed by the parent/guardian and physician.
- No aspirin or aspirin (salicylate) containing medications will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician. Research has established a link between Reye's Syndrome and the use of aspirin and other aspirin (salicylate) containing medications, over-the-counter products, and topical use products. Reye's Syndrome is a deadly disease, strikes swiftly and can attack any child or teen without warning. All body organs are affected, with the liver and brain suffering most seriously.
- Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage and reasonable information regarding therapeutic and untoward

effects (SDE Medication Curriculum, 2007 and Schwab & Gelfman, 2001).

- Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, and the Alabama Board of Nursing guidelines. Student self-administration of medication will be determined on an individual basis.

### **Missed Assignments**

An excused absence gives the student an opportunity to make up any work missed during the absence. The teacher will determine how much of the missed work should be completed. If you would like to pick up missed assignments while the student is out of school, please call the office. The teacher will collect the work during a planning time and send it to the office.

If a test or assignment is missed due to an unplanned absence, a reasonable amount of time will be given for the assignment to be submitted or a test to be taken. If a student does not complete the work on time, the student will receive a "0" on the assignment or test.

### **Parent-Teacher Organization**

The PTO is a very active group at Kilby Laboratory School. Please join the PTO to support your children and the unique mission of the school. You may join at the first PTO meeting at Back to School Night.

### **Personal Appearance**

Parents are responsible for the dress and appearance of their children. Inappropriate dress and grooming may interfere with the educational environment. All students are expected to be neat, well groomed and suitably dressed at school and school events.



### **Problem Solving Team**

Students in grades K-6 experiencing difficulties with academics or discipline may be referred to the Problem Solving Team (PST) by a faculty member or parent. The team is made up of faculty members from the school. The team gathers all pertinent information on referrals and meets to examine the evidence. Recommendations are made by the team and implemented by classroom teachers.

### **Promotion/Retention/Placement**

The decision regarding the promotion or retention of a student in grades K-6 is made by the student's teachers, parents, and director. Students must master learning goals for grade level so that material presented at the next grade level will be possible for them to achieve. Mastery of grade level learning goals, state testing, and student grades will be criteria used for promotion and retention.

1. Kindergarten students may be retained upon consultation with parents, as kindergarten is not mandatory. However, once enrolled kindergarten students must comply with the attendance policy.
2. Students in grades 1-3 must pass math and reading for promotion.
3. Students in grades 4-6 must pass math and reading for promotion. In addition, one of the following must be passed: language, social studies, or science.

### **Report Cards**

Report cards will be distributed on the following dates:

October 10, 2019

January 6, 2020

March 16, 2020

May 22, 2020

## Safety

The safety of our students is a serious matter. Kilby Laboratory School is considered a No-Bullying Zone. Behavior which is viewed as harassing or threatening will not be tolerated; **students must recognize the seriousness of such offenses.**

Measures that promote safety include:

1. Locking exterior doors
2. Visitor sign-in policy
3. Fire, tornado and lockdown drills
4. Emergency evacuation plan

## School Closings

If the decision is made to close the school, parents will be contacted via Lion Alert messaging system. Also radio and television stations serving the area will be notified.

If emergency conditions require that school be dismissed early parents will be contacted via Lion Alert messaging system. The radio and television stations will be notified. If this occurs, parents should come to the school and check-out their child(ren). In order for a person other than the parent/guardian to check out a child, the parent/guardian must give the school permission to release the student to that individual. Please remember, when emergency conditions exist, telephone calls to the school office prevent efficient information release. Instead of calling the school, please listen to your local radio/television station.

## **Secure Testing**

### Alabama State Department of Education Policy Use of Digital Device During the Administration of a Secure Test

#### **Student Policy**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

#### **STUDENT CONTROL**

The Kilby Laboratory School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations occurring that are not specifically dealt within this handbook will be handled on an individual basis. A record will be kept on all students, including the date, description of violation, and action taken. This includes tardiness, truancy, classroom misbehavior, or any violation of school rules.

## **Textbooks**

All textbooks are the property of Kilby Laboratory School.

Textbooks must not be damaged. Some damages to textbooks are as follow:

- One or more pages of content missing.
- Water-soaked, causing backs and pages to be swollen or molded.
- Unnecessary marking with any kind of pencil, pen, crayon, etc, on outside of backs, inside of backs and on ends of backs.
- Defaced or marred, such as broken, cut, or smeared backs or pages, etc.

Penalties for lost or damages textbooks:

- The student will pay full price for any lost or damaged textbooks.
- No textbook will be issued to any student while the payment for lost or damaged textbooks is outstanding.

All textbooks must be returned by the student when promoted or transferred.

## **Visitors and Volunteer Workers**

All visitors must check in at the office upon entering the building. Your assistance in adhering to this policy helps to ensure your child's safety. Students are not allowed to bring a "guest" to school. Volunteers are always welcome to come and help out as needed. Please contact your child's teacher or the office if you are interested in sharing your time and talents.

It is the policy of Kilby Laboratory School that pre-school siblings not accompany the parent for activities during the school day. This includes class parties, lunch visits, volunteer work, and conference with teacher, etc. While we do not wish to create a hardship for parents, lack of space and supervision make this request necessary. We also feel that this policy will increase the meaningfulness of the parent visit for the student.

# PARENT SIGNATURE PAGE

THIS PAGE IS TO BE REMOVED, SIGNED AND RETURNED TO SCHOOL.

Please sign below indicating that you have discussed the Kilby Laboratory School Handbook with your child(ren) and hereby agree to abide by the policies mentioned therein. If so, please return this page to your child's teacher.

.....

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date