

**High Tech Elementary Explorer
Information for Families
and Students**

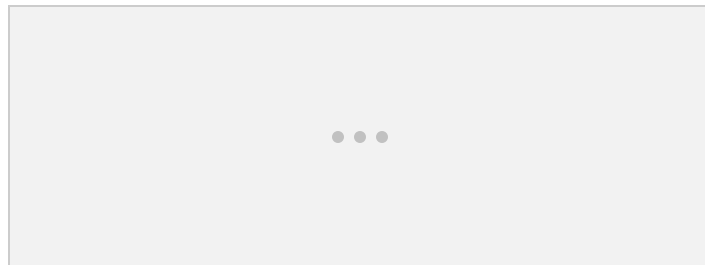


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UNIQUE ASPECTS OF HIGH TECH ELEMENTARY EXPLORER (HTeX or Explorer)

HteX is an independent public school, founded in 2000, that serves 350 students enrolled by lottery from across San Diego.

Explorer's mission is to create caring, confident learners in a compassionate learning community that respects and values the different interests, abilities, learning styles, ethnic diversity, and cultural backgrounds of each child.

WHAT MAKES EXPLORER UNIQUE?

Academic studies at Explorer take the form of projects, which engage students in research, content learning, field work, and exhibitions. During project work, students engage in challenging and open-ended questions that are important to them and to the adult world. Students' work culminates in products and presentations that have an authentic audience, often beyond the school's walls. Explorer teachers seek out student passions in order to design rich learning experiences, both in content and in social and emotional interactions. Explorer students see school as a place where they can ask big questions, where they can collaborate and create, and where they work to change the world.

Explorer's social and emotional learning practices are central to the school's goal of developing a community of confident, inspired learners. Social and emotional learning happens throughout the day as teachers model appropriate behaviors and guide students' communication. Teachers model conflict resolution skills with children, and lead children through the steps of resolving conflicts between themselves. Class meetings every morning and afternoon help each class develop as a supportive learning community. Communication skills and ethical behavior are all modeled and discussed during class meetings. Students have opportunities to share appreciations, feelings and ideas with fellow students in a supportive atmosphere and to reflect on their experiences.

Explorer teachers work together to make our language and interactions with children consistent. Each teacher develops a positive classroom culture, which in turn is consistent with the school-wide culture. We see our academic curriculum, with its focus on real world projects, collaborative and creative work, critical thinking, understanding multiple perspectives, honoring student voice and choice, and service learning, as closely linked to the school's social and emotional curriculum.

Consistent with our goals to develop student leadership, voice, and responsibility, many parent-teacher conferences at Explorer are student led. Teachers provide a structure and scaffolding in which students can show their work, reflect on their strengths and challenges, and set goals for the future.

SCHOOL INFORMATION AND PROCEDURES

Arrival and Dismissal Policy

School begins at 9:05 am. Before school care is available starting at 7:30; the rest of the school will be open at 9 am. School ends at 3:40 pm Monday, Tuesday, Thursday and Friday and at 12:45 pm on Wednesdays. If your child is late, please stop by the front office on your way in. Doors to Explorer School will be locked at 4:00 pm every day; 1 pm on Wednesdays. If you will be picking your child up after these times, please enter and exit through the side gate to the playground. The Truxtun Street doors (yellow hallway doors) are to remain locked throughout the school day. You may exit through the yellow hallway doors at the end of the day only. For the safety of your children, hallways are closed when teachers are no longer supervising and students are never allowed to leave Explorer School without an adult or a signed waiver giving permission to a sibling.

WEDNESDAY is a MINIMUM DAY with 12:45 pm DISMISSAL

Attendance Policy

All classes begin each day with a morning meeting. This meeting fulfills many objectives including building community, sharing with one another, and imparting important academic information.

It is essential that children be at school on time each day at 9:05 am. When children enter the classroom late, it is difficult for learning to successfully begin. It is also difficult for a child to enter when a meeting is in progress or work is ongoing. **If a child is tardy or you need to pick your child up early, please stop by the office to sign your child in/out.**

Our attendance policy is that any student who has missed ten consecutive days of school, without any contact between their family and the school, will be withdrawn from the school. Any student who has been so withdrawn may reapply for admission for the next school year, but acceptance is not guaranteed.

Our policy also states that any student who is tardy in excess of 8 times will receive a warning by letter. If the student continues to be tardy after the receipt of this letter, a meeting will be held between the Principal and the parents. If after the meeting, the student continues to be tardy, 2 additional warning letters will be sent home. After the 3 letters, if a student continues to be tardy they may be withdrawn from school. Any student who has been so withdrawn may reapply for admission for the next school year, but acceptance is not guaranteed.

Illness Policy

For the protection of your children and our staff, we must ask you to carefully read our Illness Policy. Please keep your child home if he or she has:

- ◆ A fever. A child should stay home until he/she has a normal temperature for 24 hours.
- ◆ An unusual rash that may be a symptom of a contagious disease.
- ◆ A contagious disease such as measles, mumps, roseola, or chicken pox.

- ◆ An eye infection with discharge or that is unusually red. After being examined by a physician and placed on medication, your child may return.
- ◆ An ear or throat infection. Once examined, on medication, and comfortable, your child may return.
- ◆ A cold. Your child should stay home until the symptoms of a cold such as coughing, sneezing, watery eyes and thick, green mucous secretions have subsided.
- ◆ Diarrhea and/or symptoms of flu. A child who has been vomiting, and /or has had diarrhea must be symptom free for at least 24 hours before returning to school.
- ◆ A persistent, hacking cough.
- ◆ Been breathing rapidly or noisily with effort.
- ◆ Head lice and/or nits (lice eggs) on the shafts of the hair. Your child may return to school once all head lice and nits are removed. Explorer has a NO NIT policy.

You will need to assess the comfort of your child before leaving for school. If your child has been listless, complains of a headache, is pale, or unusually irritable, then this would be a good day to stay home.

Please call the school office no later than 10 am at (619) 795-3600 if you keep your child home due to illness or for any other reason. If you have to leave a message, please leave the following information:

- **Child's Name**
- **Teacher's Name**
- **Specific illness, i.e. cold, flu, etc.**

Even if you notify your child's teacher of the above, please contact the front office with this information as well.

The staff needs to be aware of the illnesses which may be present among children. Please remember to keep your emergency information up to date. You will be contacted if your child becomes ill at school.

Wellness Policy

HTeX is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Goals for Nutrition Education:

- Nutrition education is offered at each grade level as part of a sequential, comprehensive, progressive project-based program designed to provide students with the knowledge and skills necessary to promote and protect their health
- Nutrition education is part of classroom instruction in subjects such as physical education and science
- Students will enjoy developmentally-appropriate, culturally-relevant, participatory activities, such as farm visits and the Explorer's school garden program
- Fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices will be promoted
- Explorer students will receive education in caloric balance between food intake and energy expenditure (physical activity/exercise)

Goals for Physical Activity:

- 1st through 5th grade students will have two 20 minute recesses each day with free play time
- Kindergarten students will have two half hour recesses with free play time each day
- For 100% of fifth grade students to pass standard physical fitness test ***Fitness Gram***
- Teachers and other Explorer community members will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment
- Explorer will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs

Guidelines for all Food and Beverages on School Campus:

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations
- Will provide students with at least 20 minutes to eat after sitting down for lunch
- Lunch is scheduled at an appropriate time for all students between 12 and 1 each day
- Explorer never schedules tutoring, clubs, or organizational meetings or activities during mealtimes, unless students may eat during such activities
- Lunch periods always follow recess periods (recess is from 10 to 10:40 and lunch begins at 12)
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks
- Explorer will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk)
- A nutrition poster and wellness policy will be displayed in the lunch room for the Explorer community to view
- Explorer's National School Lunch Program will offer organic when available and always serve fresh vegetables and fruit each day, healthy carbohydrates, lean protein and a vegetarian option each day
- Serve fat-free and 1% milk options daily
- There are water fountains located throughout the school and on the playground including water fountains present within 10 feet of where lunch is served daily
- During lunch, students will be offered a minimum of five food elements each day. Once students have chosen the elements they want, these elements will be portioned and served by food servers
- Only those students who choose at least 3 of the 5 to 6 food elements offered daily for lunch will be counted as reimbursable lunches
- Vending machines will not be available to students of Explorer School. The only food provided to students by Explorer during school hours will be that food provided during lunch as part of our official National School Lunch Program
- Families are encouraged to provide a nutritious snack each day for their student. Explorer will have a limited amount of nutritious snacks available in the front office for *emergencies only* during snack/recess time 10 am to 10:40 am
- For food provided by Explorer families during school hours for birthdays and classroom parties, we encourage our parents to provide healthy alternatives such as whole grain products, fresh fruit and vegetables and we encourage Explorer teaching staff to limit celebrations to once a month

- Any fundraising activities that involve food will take place off Explorer School's campus and not during school hours
- Explorer discourages students from sharing food or beverage with one another during lunch or snack times, given concerns about allergies and other restrictions on some children's diets
- Explorer will not use food or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan (IEP), and will not withhold food or beverages (including food served during lunch) as a punishment
- All decisions made regarding distribution of food at Explorer as noted above are based on high nutrition goals and standards and not made for profit purposes

Guidelines for Reimbursable School Meals

- We assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools
- We assure that all students regardless of eligibility status will receive the same nutritious National School Lunch Program meal served daily
- We assure that only reimbursable meals will be counted (i.e. those meals that include at least 3 food items from the 5 to 6 daily lunch options)

Other School-Based Activities that Promote Student Wellness:

- Yearly Jog-a-Thon to promote physical activity
- Yearly Field Day to promote physical activity
- Farm visits made by individual classrooms when appropriate
- School garden projects
- Hearing and Vision tests
- Aftercare enrichment classes/activities offered after school such as Yoga, Karate, walks to the park, free play time, organized sports

Plan for Measuring Implementation of Explorer's Wellness Policy:

- The Director of the school is charged with the operational responsibility for ensuring that the school meets Explorer's Wellness Policy expectations
- Explorer will periodically survey students and parents about its lunch program and all other nutrition and wellness education and activities

Participation of Explorer Community in Explorer's Wellness Policy:

- Explorer will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies
- Explorer will share information about the nutritional content of meals with parents and students. These will be made available on the Enrichment/Aftercare room menu wall near the lunch service area
- Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, Explorer will review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. Explorer will revise the wellness policies and develop work plans to facilitate their implementation when necessary
- This Wellness Policy will be posted at all times in the lunch service area

Snack Policy

Please provide a nutritious snack for your child each day that includes whole grain, fruit and/or vegetables. Teachers will have a limited amount of nutritious snacks available in the classroom for *emergencies only*. Explorer discourages students from sharing their food or beverage with one another during lunch or snack times, given concerns about allergies and other restrictions on some children's diets.

Lunch Policy

Explorer provides a catered nutritious National School Lunch Program for children for a fee. Forms are sent home twice a year two weeks prior to each semester to sign up for hot lunches. If you do not sign up for hot lunch, please pack a healthy lunch daily for your child. Because we know lunches are left at home or misplaced at school from time to time, we do provide **emergency** lunches for a fee of \$4.50 per lunch and only .40 per lunch for reduced lunch status students. Please check your child's hot lunch account periodically in PowerSchool and pay any fees due to the front office of Explorer School.

We have a School Meal Application available for those families who believe they might qualify for free or reduced priced lunches. You must be pre-approved for free or reduced lunches through the Explorer School office before signing up for free or reduced lunches using our Hot Lunch Registration Form.

Explorer is required to select a sample of three percent of the total approved Free/Reduced-Price applications on file October 1 to audit. If your family is selected during this process, you will be asked to provide more information to verify your eligibility for free or reduced price lunches.

All benefit changes that are a result of VERIFICATION are made within the required timeframes:

- **3 operating** days for increase in benefits (Paid → Reduced-Price, Paid → Free, or Reduced-Price → Free)
- **10 calendar** days for decrease in benefits (Free → Reduced-Price, Free → Paid, or Reduced-Price → Paid)

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Aftercare Policy

Explorer's before and aftercare program runs from 7:30 am to 9:00 am and 3:40 pm to 6 pm every day. On Wednesdays, aftercare runs from 12:40 pm to 6 pm. Children not picked up in front of their classroom by 3:45 pm will be escorted to aftercare.

Before and after school care is available to all children on a sliding fee scale. Emergency drop in care is available as well. Children must remain in aftercare until an adult signs them out. Parents may sign a waiver which permits an older sibling to pick up a child from school or aftercare.

If you think your family might qualify for FREE or REDUCED aftercare, please fill out a School Meal Application form for pre-approval through the Explorer School office.

A nutritious snack will be served during aftercare between 4 and 4:30 pm each day in the form of fruit, vegetables, whole grains and water free of charge to all students who remain in aftercare at that time.

School Communications

The HTeX School office sends an update each Friday called the *Explorer News* which has reminders, calendars and information about the various activities and events occurring at Explorer. In addition to the Explorer News, you will receive informational emails during the week. Please make sure that we have your correct email address so that you will receive these updates and set your email program to accept all emails from pcamarda@hightechhigh.org or bchown@hightechhigh.org

Explorer maintains a website with general school information and an updated school calendar at <http://www.hightechhigh.org/schools/HTEX>. This website has an up-to-date school calendar which includes the hot lunch menu updated monthly.

You will receive a communication from the Connect-Ed. Emergency Phone System at the beginning of the school year as a test of this system. If after receiving your test Connect-Ed call, you would like to change the number or add an additional number, please let the front office know. A total of two numbers can be called. In the event of a "real" emergency, we will use this system to contact you.

Birthday Policy

Since our school is small, we need to be especially sensitive to children's feelings about celebrations and parties. We encourage celebrations of children's birthdays with a nutritionally healthy snack choice of whole grain products, fresh fruit and vegetables in the classroom. Explorer also encourages its teaching staff to hold only one celebration per month. For out-of-school parties, when the entire class is not invited, please mail invitations to the invited children's homes rather than deliver them in school. We expect you will be careful to be inclusive as children's feelings are often hurt when they are left out.

School Visit Policy

Parents are encouraged to make regular visits and volunteer at Explorer School. In order to monitor safety, we would like parents to sign in at the front office before going to the classroom.

Field Work Trip Policy

Field work complements learning. It offers students a way to meaningfully connect curriculum to experience. To participate in a field work trip, all students must have a signed field trip permission slip. Each trip requires its own permission slip. These will be sent home prior to the trip by your child's teacher and must be signed by a parent or guardian. If you would like to volunteer to drive for a field trip, please provide the front office with a copy of your vehicle insurance card, the declarations page of your insurance policy showing liability coverage, vehicle registration, and fill out the Driver Information section on the Permission Form. The forms you provide will be kept on file in the front office. Please drop off a new copy if any information changes.

Sack lunches are provided to all full price prepaid, reduced price and free status students when they will be off campus on a field trip during the normal lunch service time. Prepaid students with full-price status will receive a sack lunch for only those days they have prepaid for. All sack lunches contain the same nutritional food items and are considered a complete reimbursable meal by the National School Lunch Program.

Social Media Guidelines

If you are taking pictures at school or on field work trips, please be aware that many parents are not comfortable with having their child's photograph on facebook or any other social media. Please post only your own child's photos or ask permission of other parents if you want to post their child's photo.

Returned Check Policy

All bank fees and amounts due will be your responsibility if the bank returns a check as a non-sufficient funds (NSF) check. The bank charge is currently \$25 in addition to the amount of the NSF check. If a NSF check occurs a second time, you will be asked to pay with cash, cashier's check or money order for any future payments to Explorer.

Parent Directory Use Policy

The Parent Directory information, including names, addresses, phone numbers and emails, is provided as a courtesy to our families. Its sole purpose is to connect families for school-related matters. Please do not use the directory to solicit non-school related business. You may opt out of being included in the parent directory during your registration.

Parking Policy

Explorer has only limited parking available for student pick-up and drop-off. If you choose to park in the lot in front of the school OR in Lot E-1 (across from the school) please be aware that you are only permitted to park in spaces marked "Visitor." Parking in any other space may result in a ticket. If no "Visitor" spaces are available, there is ample street parking in the residential neighborhood on the other side of Farragut Road.

Photography Policy

From time to time, photos and video of children learning will be featured on Explorer's website or may be used to help train other teachers. Parents who wish to exclude their children from being photographed need to let the front office of Explorer know. For parents who may be taking their own photos at school or on field work trips, please be aware that other parents may not be comfortable with posting such photos on social media. Please limit any social media posting to your own children.

Walking Field Trip Policy

Occasionally our teaching staff will take students to one of the High Tech schools to see a performance or view a project, to the grassy areas surrounding the High Tech schools or to one of the many businesses located here within Liberty Station. Because all of these locations are within walking distance and do not require use of automobile transportation, we do not require a field trip form for each walking field trip within Liberty Station. Parents who wish to exclude their children from these walking field trips need to let the front office of HTeX know.

HOMEWORK POLICY

As a faculty we want to be fully sensitive to children's and families' needs for free time and also to do our best to prepare our students for future academic success.

- As a general rule, homework will not be assigned over weekends or holidays
- Children will be expected to read every night for pleasure
- Teachers at different grade levels may assign specific amounts of reading
- There will be no homework in kindergarten
- First grade will have minimal homework, approximately two times per week
- Children will be given choice in how they practice necessary academic skills
- Teachers will give oral or written feedback to all children about their homework
- Homework will be accommodated for children who are in any way challenged and extensions will be given to those children who need them
- Should any child be stressed or working an excessive amount of time, please speak to the child's teacher immediately

DISCIPLINE PHILOSOPHY

It is the goal of HTeX to provide experiences for children that teach them compassion, commitment, and concern for others. It is understood that children learn what they experience, and therefore all adults model appropriate behavior for children. The faculty at the school help children behave in ways that are conducive to learning and building community.

At Explorer, we are dedicated to helping children learn to meet their own needs while respecting the needs of others. Within each classroom, age-appropriate rules and consequences are decided upon in the beginning of the school year. Teachers form warm and positive relationships with their students, holding them to high standards of behavior.

Children and teachers decide upon rules together for their mutual benefit. They also decide upon solutions that will be helpful to all concerned should problems arise. When teachers make decisions without a student's input, they use firmness and kindness, dignity and respect.

It is our strong belief that while punishment may work in the short term to stop misbehavior immediately, long-range results may include resentment, revenge, rebellion, and/or retreat. Therefore, Explorer uses discipline that is respectful and not humiliating to children. Its purpose is to achieve long-range goals as well as responsibility and immediate cooperation. It is based upon mutuality and incorporates clear and firm expectations and respect for children so that a foundation for teaching life skills, good decision-making and self control is emphasized.

The main objective in assigning consequences for misbehavior is to assist children in making good choices, whether in the classroom, at lunch time, or during recess. When a child is **unsafe, interrupts learning, or clearly does not respect the needs of others**, the following course of action occurs:

- Children are reminded of the expected behavior and previously agreed-upon school standards
- Should the behavior continue, the teacher will conference with the child to determine good decision making
- When inappropriate behavior does not change, the Director will be consulted
- Finally, a conference will be called with the parent in order to assist the child in meeting the school's expectations for behavior

If at any time a child's behavior is unsafe or dangerous to himself/herself or to another child or teacher, the child may be sent home from school for at least the remainder of the school day.

HTe Explorer regards suspensions and expulsion as a last resort. However, should a child's behavior be dangerous to self or others, expulsion proceedings will occur according to the policies designated in the school's charter.

SCHOOL WIDE RULES

- Respect the needs and feelings of others
- Respect the norms and rules that have been agreed upon by the classroom community
- Use appropriate language and demonstrate concern for the property of teachers and peers

- Be safe and be considerate of the safety of others
- Remain in the classroom or on school grounds unless permission is given by the teacher or administrator to leave

PARENT VOLUNTEER INFORMATION

We welcome parents into our classrooms to assist the learning process. Explorer would not be the school it is today without its many dedicated volunteers. Volunteers at our school serve lunches; stuff envelopes; staff the library; tutor struggling readers; work in classrooms; go on field trips (see policy below); create art projects with children; and a myriad of other volunteer opportunities throughout the year.

Our goal is to help you make your experience one in which volunteers feel productive and valued. Therefore, we are asking parents who wish to give time to our classrooms to engage in the following process so that your involvement will be focused and worthwhile:

- Before volunteering in the classroom, you will need to attend a mandatory parent volunteer meeting. You will be notified of the time and date of this at the beginning of the school year in our weekly emails. This meeting is typically scheduled for the first week of October.
- Volunteers doing specific jobs, such as the library, Everyone A Reader or lunch service may be required to participate in additional training.
- We will begin parent assistance after the first six weeks of school.
- Teachers will coordinate volunteer times to accommodate both your needs as well as the needs of the classroom.
- It would be helpful if all parents who wish to work in our classrooms would read, *How to Talk so Kids Will Listen* by Faber and Mazlish before beginning to volunteer (available in the library and in the parenting bookstore).
- Prior to volunteering, the teacher will meet with you to clarify expectations and goals.

In addition, before you can volunteer your time at Explorer, we will need the following:

- All Explorer volunteers must provide the office with documentation of a negative TB test (TB tests are valid for up to 4 years) and a copy of some form of photo ID. Explorer's office staff ensures that all TB records are up-to-date and they also screen volunteers against Megan's List, a list of registered child offenders.
- In addition, volunteers who are working one on one with children or who are not a family member of an Explorer student will be required to do a criminal background check (LiveScan). Forms to initiate this check are available at the Explorer School front office.

We appreciate your willingness to contribute to Explorer's learning community. We look forward to working together.

Driving for Field Trips/Accompanying Students

We welcome the help of parents and guardians who would like to volunteer to drive and/or chaperone for field trips and other off-site activities. Without the help of volunteer drivers and chaperones like you, our field trips and other outside activities would not be possible. We thank you very much for giving your time and support to these important off campus activities.

- In order to drive on a field trip, Explorer requires that all volunteer drivers provide a copy of the following to the Explorer School front office:
 - Current driver's license
 - Current auto insurance card and Liability declarations.
 - Current vehicle registration
 - Volunteers who are not a family member of an Explorer student will be required to do a criminal background check (LiveScan). Forms to initiate this check are available at the Explorer School front office.

- Volunteer drivers/chaperones must be at least 18 years old.
- Please bring a cell phone with you when driving and/or chaperoning for safety reasons. Before leaving the campus, exchange phone numbers with the teacher in charge of the field trip. In case of illness or emergency, please notify the school immediately at 619-795-3600.
- Only those parents who have signed up in advance as drivers or chaperones may attend, unless otherwise stated by the teacher.
- Only the children enrolled in the class or activity may attend. Guests or siblings may not attend a field trip unless the trip is organized as a special family event and other siblings or guests are specifically invited. Please do not make arrangements for additional family or friends to meet you at the field trip or event site. The first responsibility of each chaperone is to the students being supervised.
- Some parents have expressed concern about the content of music, hand-held games or movies in cars. Please err on the side of caution.
- When you arrive at the field trip site, please remind the students in your car that they must stay close by you, and walk together to the meeting point.
- Help the children in your group direct their attention to the teacher when instructions are being given.
- Remind the students in your group to use quiet voices, move calmly, and stay on the pathways. It's okay to be directive at this point. If a child is not responding to your messages, please let the teacher know.
- Please do not shop or purchase treats unless the teacher has specifically given permission. Buying treats takes the children's focus away from the academic learning, and brings up fairness issues.
- Please avoid getting into extended discussions with other parents. The children benefit most from 100% of your attention to the learning and management issues.
- If the class separates into individual groups, please meet back at the appointed place promptly. Let the teacher know you are there and remind him/her of the number of students you have.
- Students are to return with the same person and vehicle that transported them. Exceptions to this can be made only by the teacher. Exceptions are generally reserved for emergency situations only.
- Please drive directly back to school without making any stops. If you arrive back at Explorer before the teacher does, please walk with the children quietly to their classroom. Tell them they can relax quietly while they wait, or read a book until the teacher arrives.

If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher.

DISASTER PREPAREDNESS

As part of our Disaster Preparedness Plan at Explorer, we ask parents to supply personal use and consumable items should a disaster require that students remain at school for an extended period of time.

Please send the following items with your child by the end of the first week at school. Please check the expiration dates for the longest shelf life as these items will be kept in your child's classroom and will be returned to you at the end of the school year.

Please place these suggested items in a gallon size Ziploc bag:

- ◆ Clearly mark your child's name on a 3 x 5 card, readable from outside the bag.
- ◆ On the reverse side of the card, please list your name(s) and those of other people who are authorized to pick up your child.
- ◆ Provide day and evening phone numbers for everyone listed, including you.
- ◆ Provide any helpful medical information, i.e., physician's name and phone number, allergies, etc.
- ◆ Sign and date the card as parent or guardian.
- ◆ Supplies may include but are not limited to the following:
 - 2 each – 8 oz. juices (canned or boxed) with pop tops
 - 2 each – 4 1/2 oz. cans of small fruit with pop tops
 - 2 each – dried fruit snack packages
 - 2 each – peanut butter or cheese and cracker type snack packages
 - 2 each – granola bars
 - 2 each – individual moist towelettes
 - 1 plastic spoon
 - A family picture and "I love you" note to your child

We have very limited storage space, so please limit the items to those that will fit in a gallon Ziploc plastic bag. The school will have a supply of water, snacks, flashlights, hygiene and first aid supplies on hand in case of disaster. The items you supply in the Ziploc bag will be your child's own personal "comfort bag" in the event of a disaster.