

GT School of Innovation

A New Tech Network

Campus

BOMUSD TK-6th Grade Handbook 2018-19



Georgetown Elementary School
6530 Wentworth Springs Road
Georgetown, CA 95634

Home of the Cubs

Welcome to GT School of Innovation – A New Tech Network Campus

Our new name that expresses our connection with a nationally recognized, high performing school network. The first of its kind in El Dorado County!

In 2018, parents and students asked for a school that was **science driven, project-based and hands on**. Our new motto reflects this request: “Imagine, Invent, Inspire” guides us in our transformation into a project-based learning STEAM (Science, Technology, Engineering, Arts, and Mathematics) school.

Additionally, GT School of Innovation promotes digital citizenship. One way to help students be digitally literate is by learning to control Screen Time ! Our new ECHO Learning management system does this exact task and gives parents access to their student’s desktop in grades 3-6. Students go online to access research for projects, reading and math support for a limited time. More than 50 percent of their learning is with projects and through active experiments and study trips.

Mission and Vision

GT School of Innovation believes that students deserve an engaging, real world education that empowers and impassions them for future work and relationships they might not have dreamed of yet...

Mascot- Our school mascot is Boogie Bear.

Motto- Our motto is Imagine.Invent.Inspire.

Colors- Our colors are green and gold.

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Board of Trustees

Mr. Jeff Burch - President
Mr. Ronnie Ebitson
Mrs. Darcy Knight
Mr. Joe Scroggins
Mr. William Drescher

District Administration

Jeremy Meyers - Superintendent/Principal GSJHS
Ron Morris - Assistant Principal GSJHS
Mrs. Carrie Arnett - Assistant Director TK-6 Education - Northside School
Wendy Westsmith Ed. D. - Director TK-6 Education & Special Services - Georgetown School

Administrative Staff

Wendy Westsmith Ed. D. - Principal- Georgetown School
Mrs. Brenda Caldie - School Secretary

Teaching Staff

Mrs. Wendy Appleby	TK/Kindergarten
Mrs. Zady Wirth	Kindergarten/First Grade
Mrs. Jodi Lamparter	First Grade
Mrs. Jessica Marshall	Second Grade
Mr. Mike Appleby	Third/Fourth Grade
Mrs. Tamzin Ellsworth	Fourth/Fifth Grade
Mr. Rich Loder	Fifth/Sixth Grade
Mrs. Annie Brown	Sixth Grade
Mr. Nate Smith	Education Specialist
Dr. Susan Schultz	Subject Specialist Fine Arts, Science and Technology

Classified Staff

Carol Dulaney	Reading Specialist
Jennifer Creeks	Instructional Aide
TBD	Officel Aide
Gary Ramos	Head Custodian
Tina Grant	Custodian

Erin Tompkins	Kitchen Manager
Pam Hutchins	Library Tech
Bob Rogge	Grounds Maintenance
Everett Becerra	IT Support

Support Staff

Mrs. Laura Miller	Speech Therapist
Mrs. Michelle Cortichiato	District Psychologist
Mrs. Andrea Celio	District Nurse
Mrs. Juliette Knight	PIP
Mrs. Jennifer Frost	ERMHS Counselor
Ms. Sam Jacoby	Counselor
Mrs. Laura St. Denis	Health Aide

Important Phone Numbers

Georgetown Office	333-8320
Georgetown FAX	333-8324
District Office	333-8300
Transportation Dept.	333-8325
Boys and Girls Club	885-5723
Georgetown School	885-4079
Golden Sierra Jr./Sr. High	333-8330

Arrival & Departure

Student Safety during arrival and departure is our highest priority.

Students are not permitted to arrive to school **earlier than 8:00**. Supervision is not provided until 8:00. Bus riders, walkers, and students being dropped off at school, should plan to go directly to the playground area through the designated walkway between the office and the 402 Building. There are no exceptions. . Students getting first breakfast must access the cafeteria by entering on the designated walkway then they may use the interior school path to the cafeteria.

After the morning whistle, students will line up and wait for their teacher at the assigned meeting point. During inclement weather, students will be allowed to go directly to their classroom or the multi-purpose room. Supervision will be provided at this time. Departure by students from school should be immediately after the last bell. Again teachers will escort students to pick up points on the designated walkway. There will be no playground supervision provided after school.

Afterschool Boys and Girls Club Students attending Boys and Girls Club will be escorted to B& G after dismissal. Students waiting for cars will follow curb club rules and wait behind the gate in the pick-up zone. Students not picked up within 15 minutes of dismissal will be asked to wait in the office and call home.

Attendance

A child's attendance at school each day is a fundamental of learning. The responsibility for regular attendance rests with the student's parents or guardians. Acceptable absences include those where the student is temporarily not in proper physical or mental condition to attend his/her educational program.

Reporting Absences-

Parents should call their child's school office each day the student is absent. For safety reasons, a call should be made early in the morning regarding a student's attendance status. Absences can also be reported via email using the email address bcaldie@bomusd.org. Please include your child's name, teacher, date of the absence and reason. If you cannot call, send a note with your child upon their return to school. If you have not contacted the office by 9:00am, our Connect-Ed system will automatically call to remind you to report the absence. Students will be marked "**no excuse**" after 48 hours.

Missed Work Due to Absence-

There is no substitution for a child missing classroom instruction. Please do not call the office requesting missed work while your student is absent. Missed instruction and assignments will be provided to the student upon returning to school. The student will have the same number of days to make up the missed work as was the absence.

Tardy or Early Exit -

If a student is late to school, they must check in with their parent at the office for an admit slip before going to class. Students will not be admitted to the class late without an admit slip. Parents planning to take children out of school before regular dismissal times must come to the office and sign their child out of school and pick up an **orange "EXIT TICKET"**. They may then proceed to their child's classroom to remove them from the learning environment. Children will be released only to parents, guardians, or persons listed on the emergency form.

Independent Study/Attendance Contract -

Students planning or to be absent for reasons other than illness for 5 days or more, may apply for an *Independent Study Contract* before the absence. The contract, available in the office, must be picked up by the parent (preferably) or student. An independent study packet will be given to the student the day before the absence starts. The completed packet of work is due the first day back from the absence. Situations out of a student's control (family bereavement, hospitalizations, serious illness) completion of an attendance packet can help mediate the loss of attendance time and avoid being declared **TRUANT** by the county.

Response to Excessive Absences -

It is widely recognized that any pattern of excessive absence (excused, unexcused, or a combination) has an adverse effect on the learning process. The Black Oak Mine School District believes that early intervention is most successful in making a positive difference in a child's school experience. After three days of absences per year a note from your doctor may be required to clear an absence. **Chronic absenteeism and tardiness is tracked by the state database and may come to the attention of the El Dorado County School Attendance Review Board (SARB).**

Assessment/Testing

Georgetown utilizes a variety of formative and summative measures to assess student learning throughout the school year. Every six weeks students are assessed formally in math and ELA using STAR 360. Students also participate in interim SBAC assessing prior to formal state SBAC testing in the spring. Assessment data is used for making informed decisions regarding the need for intervention and for progress and report cards.

Behavior Management

Georgetown School's discipline policy is based on the principles of Positive Behavior Interventions and supports (PBIS). PBIS is a preventative model of behavior management that focuses on the establishment, teaching and rewarding or desirable behavior. PBIS supports all students through interventions ranging from the classroom setting to the schoolwide level. Georgetown School's PBIS model focuses on a few simple, positively stated rules that are easy for students to remember. "**PAWS**" stands for - Personal best, Act responsibly, Work & play safe, and Show respect. Our **Behavioral Expectation Matrix** (see the following page) gives specific rules to be followed throughout all school settings. All personnel at Georgetown School are responsible for knowing, teaching and implementing these expectations. Additionally, essential **life skills** will be taught monthly at our town hall meetings. Each classroom teacher will have their own expectations/rules and consequences that support our schoolwide **PAWS** model.

Schoolwide Recognition & Rewards - Students at Georgetown School will be rewarded for displaying positive behaviors whenever possible and by all adults on campus. Students can be recognized for showing their **PAWS** anywhere on campus. Students will be recognized weekly at our Town Hall assemblies and monthly as (add specifics)

Consequences - Creating a culture where students feel safe, build relationships with other and understand positive behaviors keep classrooms and schools focused on their primary purpose which is learning. From time to time students have difficulty meeting behavioral expectations when this occurs consequences are a result. The following behaviors may result in: a conference with the student, loss of privileges, time in the office and/or "in house" or "at home" suspension. In these instances parents will be notified via phone and/or written notice of the event by the classroom teacher or the school administrator.

-inappropriate language-horseplay-non-compliance-destruction of property-bullying (repeated, unwanted, aggressive behavior)-physical fighting-harassment (physical, race, sexual)-Theft-threats to self/other-class disruption



Georgetown Cubs -Full Steam Ahead

BEARS	Classroom	Cafe GT	Restroom	Library	Office	Playground	Walkways	Bus/Pick Up
P <u>Personal Best</u>	<ul style="list-style-type: none"> Always give your best effort Be an active participant Come with a positive attitude Complete all assignments 	<ul style="list-style-type: none"> Use good manners Clean up after yourself Eat- your brain needs food to be able to learn! 	<ul style="list-style-type: none"> Flush toilet Wash hands with soap & water 	<ul style="list-style-type: none"> Work toward your A.R. Goal 	<ul style="list-style-type: none"> Use your best manners 	<ul style="list-style-type: none"> Show good sportsmanship Ask and Invite Be active Find a Friend Be a problem solver 	<ul style="list-style-type: none"> Smile & be courteous to people you see 	<ul style="list-style-type: none"> Make sure you have your backpack/lunch box
A <u>Act Responsibly</u>	<ul style="list-style-type: none"> Be on time & enter classroom quietly Be prepared with materials Follow classroom rules Keep classroom neat & clean 	<ul style="list-style-type: none"> Know your lunch ID Put your lunch box in the tub Recycle waste in the correct trash can 	<ul style="list-style-type: none"> Keep water in the sink Dispose of paper towels in the trash 	<ul style="list-style-type: none"> Make sure you leave books in a safe place, never outside Turn books in when they are due 	<ul style="list-style-type: none"> Present the secretary with your note 	<ul style="list-style-type: none"> Whistle - take a knee Return equipment to the bins Play by the rules Pick up trash 	<ul style="list-style-type: none"> Destinations- There and Back promptly See trash - pick it up 	<ul style="list-style-type: none"> Obey all bus rules Watch for your ride Walk promptly to bus/pick up zone
W	<ul style="list-style-type: none"> Keep hands & feet to yourself Use materials appropriately Walk Stay in assigned seat 	<ul style="list-style-type: none"> No play zone Stay on the path Hold and Fold 	<ul style="list-style-type: none"> No play zone Report problems, clogged toilets etc. to an adult One person per stall Get out don't hang out 	<ul style="list-style-type: none"> Enter the library while holding and folding Use rulers to mark your place and 	<ul style="list-style-type: none"> Wait in the waiting room 	<ul style="list-style-type: none"> Play in the zone Stay safe/Play safe Eat at the seat 	<ul style="list-style-type: none"> No play zone Have pass visible Walk at all times Hold and Fold 	<ul style="list-style-type: none"> No play zone Bus loading - stay behind yellow line Hold and Fold Pick up- wait at the gate

Work & Play Safely		<ul style="list-style-type: none"> Stay seated until dismissed Need help - raise your hand 		<ul style="list-style-type: none"> return when finished Line up to check out your books 		<ul style="list-style-type: none"> Use equipment for its purpose Find a critter - tell an adult 	<ul style="list-style-type: none"> Watch for opening doors 	<ul style="list-style-type: none"> Wait for ride to stop-then walk to car
S Show Respect	<ul style="list-style-type: none"> Voice level 0-3 Use polite language & tone Respect other's belongings Follow directions Respect personal space 	<ul style="list-style-type: none"> Voice level 2 Eat your own food Stay in line Wait your turn - no cutting line 	<ul style="list-style-type: none"> Voice level 2 Respect privacy 	<ul style="list-style-type: none"> Voice level 0-1 Follow the directions of the librarian 	<ul style="list-style-type: none"> Voice level 0-1 Wait for the secretary to give you her attention before speaking 	<ul style="list-style-type: none"> Voice level 4 Take turns Listen to adults Use kind, appropriate words Be polite & friendly 	<ul style="list-style-type: none"> Voice level near classrooms 0-2 Respect school property 	<ul style="list-style-type: none"> Voice level 2-bus Show respect to Curb Club monitors on duty Listen and obey the bus driver

Bus Ridership

The school bus ride is an extension of the school day and should be considered as such. Driving a school bus is a difficult and challenging job. The behavior of students on school buses is a constant concern of everyone working with pupil transportation. The success of safe transportation relies on cooperation from parents and school personnel, as well as the school bus driver and the student rider. School bus transportation is a privilege and not a right. Students who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire group and could result in injury to others. If you have any questions regarding transportation, please see the Bus Routes, Application and Fees tab on the district website. Copies are available in the school and district offices. Students will be given a 10 school day grace period when fees are unpaid. After the grace period, transportation will be denied.

GT School of Innovation Calendar of Events

2018/19 School Year

August		
PTA Meeting	Wed., Aug. 8-Fundraiser Starts	5:15 p.m.
Secretary Meeting	Tuesday, Aug. 14	8:00 a.m. D.O.
Prof. Development Day/Teacher Workday	Wed., Aug. 15-Friday, Aug. 17	
Kindergarten Orientation		
Kindergarten Camp	Friday, August 17	12:30 p.m. to 2:45 p.m.
Teacher Work Days/Prof. Dev. Day	Monday, Tuesday, Aug. 20	Trauma Inform Practice 8:00-3:30 p.m.
Teacher Work Day	Monday, Aug. 21	Site 7:30-3:30
District Breakfast	Tuesday, August 21	7:30 a.m. GSHS
Ice Cream Social	Tuesday, August 21	5:00 p.m. to 6:30 p.m.
First Day of School	Wednesday, August 22	8:20 a.m.
*Assessment Schedule	Monday, Aug. 27-Friday, Sept. 7	STAR 360 Rdg. & Math, Lexia, Dist. Benchmark
Book Fair	Monday, 8/27 to Friday 8/31	Hours depend on volunteers to staff event.
Back to School Night	Thursday, August 30	6:00 p.m.
September		
Labor Day Holiday	Monday, September 4	No School
Picture Day	Monday, Sept. 10	8:30
School Site Council	Wednesday, Sept. 12	2:30 p.m.
PTA Meeting	Wednesday, Sept. 12	5:15 p.m.
School Board Meeting	Thursday, Sept. 13	7:00 p.m.
Curriculum Council	Monday, Sept. 17	3:30 p.m.
Chat 'n Chew	Wednesday, Sept. 19	
GT Enrichment Day	Thursday, Sept. 20	Enrichment Day
October		
Can Food Drive		TBA
Vision Screening	Monday, Oct. 1	TBA

School Site Council	Wednesday, Oct. 10	2:30 p.m.
PTA Meeting	Wednesday, Oct. 10	5:15 p.m.
Dental Van	Monday, 10/8-10/12	TBA
School Board Meeting	Thursday, Oct. 11	7:00 p.m.
Chat 'n Chew	Wednesday, Oct. 17	
GT Enrichment Day	Thursday, Oct. 18	Enrichment Day
End of First Quarter	Friday, October 19	
Earthquake Drill	Wednesday, Oct. 24	TBA
* Assessment Schedule	Monday, Oct. 22-Friday, Nov.2	360 Rdg. & Math
Parent Teacher Conferences Minimum Day OC	Monday, 10/22-Friday, 10/26	
October Cont.		
Harvest Festival	Friday, Oct. 26	TBA
Earthquake Drill	Wednesday, Oct. 24	TBA
Parent Teacher Conferences/Minimum Day GT	Monday, 10/29 to Friday 11/2	All students dismiss at 12:55 p.m.
November		
Fire Drill	Friday, Nov. 1	TBA
Hearing Screening	Wednesday, Nov. 7	TBA
School Picture Retake Day	Thursday, Nov. 8	8:00-11:00 a.m.
School Board Meeting	Thursday, Nov. 8	7:00 p.m.
Veteran's Day Holiday	Monday, Nov. 12	No School
School Site Council	Wednesday, Nov. 14	2:30 p.m.
PTA Meeting	Wednesday, Nov. 14	5:15 p.m.
Chat 'n Chew	Wednesday, Nov. 14	
GT Enrichment Day	Thursday, Nov. 15	
Thanksgiving Recess	Monday, 11/19 to Friday, 11/23	No School
December		
Chat 'n Chew	Wednesday, December 5	
GT Enrichment Day	Thursday, December 6	
* Assessment Calendar	Monday, Dec. 10-Friday, Dec.21	STAR 360 Rdg. & Math, Lexia, Dist. B'mark
Curriculum Council	Monday, December 10	3:45 p.m.
PTA Meeting	Wednesday, Dec. 12	5:15 p.m.
Book Fair	Monday, Dec. 17 to Friday, Dec. 20	TBA
Holiday Sing-A-Long	Thursday, December 20	9:00 a.m. to 10:30 a.m.
End of First Semester	Friday, December 21	
Winter Recess	Monday 12/24 to Friday 1/4	No School
January		
School Resumes	Monday, January 7	

School Site Council	Wednesday, January 9	2:30 p.m.
PTA Meeting	Wednesday, January 9	5:15 p.m.
Chat 'n Chew	Wednesday, January 16	
GT Enrichment Day	Thursday, January 17	
Martin Luther King Jr. Holiday	Monday, January 21	No School
Tinker Night/Silent Auction	Friday, January 25	6:00 p.m.
February		
Fire Drill	Friday, February 1	TBA
President Lincoln's Birthday Holiday	Monday, February 11	No School
*Assessment Schedule	Monday, Feb. 12-Friday, Feb. 22	STAR 360 Rdg. & Math
PTA Meeting	Wednesday, February 13	5:15 p.m.
February Cont.		
School Board Meeting	Thursday, February 14	7:00 p.m.
President's Day Holiday	Monday, February 18	No School
Chat 'n Chew	Wednesday, February 20	
GT Enrichment Day	Thursday, February 21	
Curriculum Council	Monday, February 25	3:45 p.m.
March		
PTA Meeting	Wednesday, March 13	5:15 p.m.
School Board Meeting	Thursday, March 14	7:00 p.m.
End of Third Quarter	Friday, March 15	
Chat 'n Chew	Wednesday, March 20	
GT Enrichment Day	Thursday, March 21	
GATE Testing	Wednesday, March 27	TBA
April		
*Assessment Schedule	Monday, April 1-Friday, April 12	STAR 360, Lexia, Dist. Benchmark
School Site Council	Wednesday, April 10	2:30 p.m.
PTA Meeting	Wednesday, April 10	5:15 p.m.
School Board Meeting	Thursday, April 11	7:00 p.m.
Spring Break	Monday, 4/15 to Friday, 4/19	No School
Curriculum Council	Monday, April 22	3:45 p.m.
Chat 'n Chew	Wednesday, April 24	
GT Enrichment Day	Thursday, April 25	
Jog-a-Thon	Friday, April 26	9:00 a.m.
Fire Drill	Friday, April 26	TBA
SBAC Starts	Monday, April 27	TBA
May		

Snow Day	Friday, May 3	No School
PTA Meeting	Wednesday, May 8	5:15 p.m.
Staff Appreciation Week	Monday, 5/6 to Friday, 5/10	
Dental Van	Monday, 5/6-Friday, 5/10	
School Board Meeting	Thursday, May 9 SOY	7:00 p.m.
Spring Book Fair	Monday, May 13-Friday, May 17	TBA
Open House	Thursday, May 16	6:00 p.m.
Sixth Grade Camp	Monday, 5/20-Thursday 5/23	
Snow Day	Friday, May 24	No School
Memorial Day Holiday	Monday, May 27	No School
Fire Drill	Friday, May 31	TBA
June		
Field Day	Thursday, June 6	TBA
Sixth Grade Celebration	Friday, June 7	10:00 a.m.
Last Day of School	Friday, June 7	Dismissal at 12:55 p.m.
School Board Meeting	Thursday, June 13	7:00 p.m.

*Assessment Schedule – Lexia Rapid and District Benchmark will be administered to students falling below the 50% in STAR 360 for grades 1-6.

BOMUSD District Calendar

Black Oak Mine Unified School District

All students will be healthy, responsible, productive citizens, skilled workers, lifelong learners and contributors to their local and world communities.



District Student Calendar

2018-19

Board Approved 12-8-16
(PD Teacher work days in August)

July					August				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28	29	30	31
September					October				
M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	19	20	21	22	23
10	11	12	13	14	1	2	3	4	5
17	18	19	20	21	8	9	10	11	12
24	25	26	27	28	15	16	17	18	19
					22	23	24	25	26
					29	30	31		
November					December				
M	T	W	Th	F	M	T	W	Th	F
			1	2	16	17	18	19	20
5	6	7	8	9	3	4	5	6	7
12	13	14	15	16	10	11	12	13	14
19	20	21	22	23	17	18	19	20	21
26	27	28	29	30	24	25	26	27	28
January					February				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4	18	19	20	21	22
7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22
28	29	30	31		25	26	27	28	
March					April				
M	T	W	Th	F	M	T	W	Th	F
			1		21	22	23	24	25
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30			
May					June				
M	T	W	Th	F	M	T	W	Th	F
		1	2	3	20	21	22	23	24
6	7	8	9	10	3	4	5	6	7
13	14	15	16	17	10	11	12	13	14
20	21	22	23	24	17	18	19	20	21
27	28	29	30	31	24	25	26	27	28

8

July

4 – Independence Day – District Closed

August

15 -17 Professional Dev. Teachers Work- No Students
20-21 – Teacher Workdays – No Students

22–First Day of School

September

3 – Federal Holiday – Labor Day – District Closed

October

19 – End of 1st Quarter (42 days)
22-26 Northside and Otter Creek School Minimum Days

29-31 Georgetown & ARCS School Minimum Days

November

1-2 Georgetown & ARCS School Minimum Days
12 – Federal Holiday Observed – Veterans Day (11) – District Closed

15 – 19 -23 – School Recess

22 – Federal Holiday – Thanksgiving Day – District Closed

23 – District Holiday – District Closed

December

19-21 GSHS/Divide High Minimum Days

21 – End of 1st Semester – (81 days)

Dec 24 - Jan 4 – Winter Break

25 – Legal Holiday – Christmas Day – District Closed

January

1 – Legal Holiday – New Year's Day - District Closed

7 – Return from Winter Break

21 – Federal Holiday – MLK Birthday – District Closed

February
11- District Holiday Observed – Lincoln's Birthday (12)– District Closed
18 – Federal Holiday – Presidents Day – District Closed

March

15-End of Third Quarter (47 days)

April

15-19 Spring Break

21 - Easter

May

3 – Snow Day – No School

24 – Snow Day – No School

27 – Federal Holiday – Memorial Day – District Closed

June

5-6- Minimum Day GSJSHS

7- Last Day of School, End of Second Semester 99 Days;
Minimum Day ALL Schools

Change of Address or Phone Number

Please notify the school office whenever a change is made in an address or phone number. Please also help us keep our records up-to-date with regard to changes of employment or emergency contacts and their phone numbers. This is particularly important so that the school is able to reach someone if an illness or injury occurs.

Child Custody

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. The school must have a copy of the court order on file. Otherwise, either parent may sign the child out of school with proper identification.

Class Placement

Student class placement for the following year begins in late spring. Placement is made through collaborative efforts of their current classroom teacher, special education teachers, support staff and principal. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs and this can be given to the current classroom teacher. Once class placements have been made, requests for changes will not be considered for ***two weeks after the start of the school year***. If you have questions about the specific process, please contact the office.

Communication

All Georgetown and district staff/employees can be contacted by email using their first initial + last name, followed by @bomusd.org. Example: Wendy Westsmith wwestsmith@bomusd.org. You can also contact the office and leave a message which will be placed in their mailbox.

Georgetown School operates a school website <http://Georgetown.bomusd.org> and has a Facebook page. Please bookmark both pages for important information and updates regarding school events.

Boogie Bugle is our bi-weekly school newsletter. The newsletter is sent home in homework folders, and published on the website.

Discipline Policy

GROUNDS FOR SUSPENSION & EXPULSION:

The teacher may suspend a student from the classroom or the principal may suspend a student from school if the student commits any of the acts listed below. The school's authority to suspend extends to the following circumstances:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Students may be suspended or recommended for expulsion when the superintendent, principal or principal's designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

Ed Code, Section 48900:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated school employee, with the concurrence of the principal or principal's designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11063 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Committed an obscene act or engaged in habitual profanity or vulgarity.
- (i) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (j) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (k) Knowingly received stolen school property or private property.
- (l) Possession of imitation firearms.

Ed Code Section 48900.2:

Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive education environment. (Grades 4-12)

Committed hate violence in grades 4-12.

Committed harassment, threats, or intimidation in grades 4-12.

Ed Code Section 48900.3 Ed Code Section 48900.4:

TOBACCO USE

Section 48901

No school shall permit the smoking or use of a tobacco product by pupils of the school while the pupils are on campus, or while attending school sponsored activities or while under the supervision and control of school district employees.

The Governing board of any school district maintaining a high school shall take all steps it deems practical to discourage high school students from smoking.

For purposes of this section, smoking has the same meaning as in subdivision (c) Sections 22950.5 of the Business and Professions Code.

For the purpose of this section, "tobacco product" means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code.

Here are the definitions from the B&P code for sections c and d:

(C) "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe of any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

(D) (1) "Tobacco product" means any of the following:

(A) A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(B) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

(C) Any component, part, or accessory of a tobacco product, whether or not sold separately.

(2) "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

SBX2-9

Section 104559

(a) The use of tobacco and nicotine products is prohibited at any time in a county office of education, charter school or school district-owned or leased buildings, on school or district property, and in school or district vehicles. This includes, but is not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes.

(b) School districts, charter schools and county offices of education shall prominently display signs at all entrances to school property stating "Tobacco use is prohibited."

Dress Code

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

Students who are in violation of the dress code will be given an opportunity to call home for appropriate attire or will be given alternative clothing to wear. The final decision concerning the appropriateness of clothing will be made by the school administration.

Policies -

1. All clothing must be clean, neat and size appropriate. No holes or tears in clothing is allowed.
2. Bare midriffs, spaghetti straps, halter tops, tank tops with large sleeve openings, tank tops with less than 2" wide straps, basketball jerseys (unless a T-shirt is with sleeves is worn underneath), see-through, mesh, or sheer tops through which undergarments can be seen, or shirts/tops that expose the entire shoulder are not allowed.
3. Any top that exposes cleavage is not allowed.
4. All pants must be worn at the waist.
5. No undergarments may be exposed.
6. Leggings, spandex, athletic pants/shorts or tights must have an accompanying over garment at least 5" above the knee.
7. Dresses, shorts and skirts must be mid-thigh (fingertip length) or longer, even when worn with leggings or tights.
8. Sleepwear, pajamas and slippers are not allowed.
9. Appropriate footwear must be worn at all times. Flip-flops and sandals without back straps or shoes with heels are not allowed.
10. Temporary body art, face paint, writing or drawings on the body is not allowed.
11. All hats and hoods must be removed while in the classroom.

Electronics/Cell Phones

Students are not permitted to use any type of electronic signaling device during class time without the permission of the school administration/staff. The electronic signaling device must remain turned off during the instructional school day. Electronic devices are not permitted on the playground. If a student receives permission by school personnel to use an electronic signaling device, it shall not disrupt the educational program. If disruption occurs, the school personnel shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, the device will be returned in accordance with school rules after the administrator or designee has consulted with the student and/or parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make

arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them for emergency purposes during the school day.

The following are inappropriate uses of electronic signaling devices: harassment, threats, photography, videography, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

1. **Initial violation** – electronic device will be confiscated by school staff and secured in a safe location. The electronic device will be returned to the student at the conclusion of the staff work day;
2. **Second violation** – electronic device will be confiscated and secured in a safe location. The electronic device will not be returned to the student until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. **Third violation** – the electronic device will be confiscated and secured in a safe location. The device will be returned to the student's parent or guardian. The student may not have the device in their possession during the instructional day.

Emergency Cards/Plans

Be sure that your child has an updated emergency card on file in the office. An Emergency Plan Form is sent home with each student at the beginning of the school year and must be returned to the student's teacher. This is required by law and allows us to follow your wishes in the event that your child is ill or has an accident at school. We will always attempt to reach the parent first. ***Please report to the office, immediately, any change of emergency information, including babysitting arrangements.*** In the event of an emergency, we will make every effort to contact you at all of your contact numbers using our Ed-Connect automated phone service.

Emergency Dismissal and School Closure

When emergency situations or inclement weather conditions force the cancellation or delay of the start of schools in the district, this information will be broadcast to you through the district's automated phone system and social media outlets. In addition, the information will be broadcast on the following local radio and television stations: KAHI 950AM, KFBK 1530AM, or KCCL 101.9FM or television channels 3, 10, or 13. Please do not call the stations or the school. As soon as the decision to change the schedule or cancel school has been made, the stations will announce the change and an Ed Connect message may be issued.

Emergency Drills

Students will be taught the appropriate actions to take in the event of an emergency. Fire drills will be conducted monthly. Students will also receive a bus evacuation drill at the beginning of the school year. Additional emergency drills for a lockdown/active shooter/shelter in place will take place annually.

Enrichment Opportunities

- **Study trips** - Each classroom is encouraged to take field trips during the year that both reinforce and enrich the content standards. Before a child is allowed to go on a field trip, we MUST have a signed, permission slip from the child's parent or guardian. Handwritten notes cannot be accepted. If permission slips are not returned, your child will not be allowed to participate in the field trip. Parent chaperones for day trips must have been cleared and on the volunteer list. Overnight chaperones must have fingerprint clearance. The fingerprinting process begins with the classroom teacher and is paid for by the volunteer. The process may take several weeks, so planning ahead is advised.

- **Family nights** - Family engagement is at the heart of any high performing school. We offer two family nights within the school year to provide enrichment to our curriculum and to reach out to our parent community. In the fall we have a family math night and literacy night in the spring.
- **G.A.T.E.** - District GATE testing takes place each spring for all 3rd graders and for students in 4-6 upon request. GATE students are invited to participate in various enrichment opportunities.
- **Maker Space** - This year Georgetown School will offer an afterschool Makerspace program. Makerspaces and the Maker movement of late have come forth to bolster hands-on and experiential learning. An ally of STEAM (Science, Technology, Engineering, Art and Math) education, "making" seeks to simply invite the natural intrigue and curiosity of young creative minds and foster experiences that fuel innovation, collaborative drive and the critical thinking necessary in our quickly changing culture. We will be offering students a variety of creative and meaningful choices: Marble Machine, Vinyl Design and Cutting, Woodworking, Basic Circuitry and Take Apart Station. This is an exciting opportunity for our students. Look for more details in the coming months!
- **GED Days** - Georgetown Enrichment Days are scheduled 5 days throughout the year and provide our students with engaging assemblies in the arts and sciences.
- **Cub Congress Commissions** - Providing students with the opportunity to serve their school and develop leadership is part of our mission at Georgetown School. Cub Congress provides a wide range of service opportunities on our campus such as: safety patrol, garbology, town hall, flag patrol, peaceful playground monitors, cafeteria help, office aid, hallway monitors and much more!

Health

The school nurse, health specialists, and secretaries strengthen the educational process by assisting students to attain and maintain a health status which will enable them to take maximum advantage of their educational opportunities. The health office is staffed by the secretaries at each school site and a health specialist at Georgetown School (5 hours/day), and occasionally the district nurse. The district nurse provides training to the secretaries and health specialists in CPR, first aid, assisting students with taking medications, emergency care for students, and other health issues so that they are able to provide outstanding care.

The district nurse is responsible for providing health assessments for regular education and special education students; conducting vision, hearing, and scoliosis screening; maintaining health records for each student; assessing student's immunization records; recommending measures to control communicable diseases; providing health counseling and referrals for students, parents, and staff; planning emergency/crisis response and providing support for the health education curriculum.

Illness or Injury During School Hours

Sick children should not be sent to school. Symptoms such as fever, running nose, stomach ache, cough or a headache may indicate a contagious condition. For the protection of your child, other students, and school personnel, sick children should not be in school but should be kept at home until fully recovered.

If a child has a **contagious disease**, please notify the school immediately so that steps can be taken to prevent epidemics. The child may be readmitted to school only if the contagious period of the disease is past. If a student becomes ill or is injured at school, they must first consult with their teacher or any yard duty staff on the playground. Students requiring health services will be sent to the office with a **"green"** office pass. **Please remember to inform the school office of any changes in the information on your child's emergency card. Current information is essential so that we can reach parents when their child is ill or has an emergency.**

Medication at School -

- In order for a student to be able to take medication at school, **the parent and health care provider must complete a “Medication at School” form.** “Medication at School” forms are available from the school secretaries.
- ***Only medications prescribed by a healthcare provider can be taken at school, INCLUDING*** over-the-counter medications such as Tylenol or Advil.
- Designated school personnel will assist students with taking their medications that need to be taken during the regular school day (regular school hours and all school-sponsored activities).
- Students may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication once the school has received the signed “Medication at School” form.
- The parent/guardian must bring all medication, including over-the-counter medication, to school **in the original container**, and the medication cannot have an expired date. For prescription medication, ask the pharmacist to provide you with a second labeled bottle so that one bottle can be brought to school and one bottle can be left at home.
- All medications are kept locked and accessible only to those staff members who assist students with taking their medication. The only exceptions are certain emergency medications or medication a student must carry for an existing medical condition as documented by a healthcare provider, such as inhalers for asthma.
- If a change occurs in the student’s health care provider; medication, dosage, or method; the date or time in which the medication is to be taken; or the student’s circumstances, the parent is required to provide the school with a written statement of the change.
- If a student is taking medication regularly, even when the medication is not taken at school, the parent must inform the school nurse or designated school personnel of the medication being taken, the current dosage, and the name of the health care provider (CA Education Code 49480).

Head lice -

If you discover head lice, notify the school immediately. The State of California requires that children may attend school with a few nits. However, if the nits are distressing to the student and disrupt classroom activity the student will be sent home. When head lice are reported, the student’s class will be checked to see if it might have spread to other classmates.

Insurance -

Black Oak Mine Unified School District makes available a low-cost insurance program that meets the required insurance coverage. This is also available if parents wish to protect their children during regular school hours, and twenty-four hour coverage is also available. If you are not already covered by a family plan insurance program, you might wish to consider this. Information on this insurance has been sent home.

Homework

At Georgetown School we believe that homework complements classroom learning and benefits a student’s overall educational program. Homework provides an opportunity for students to develop personal responsibility, study skills, organization, self-reliance, time-management and preparation for college and career readiness. Finally, homework informs parents about current areas of study and student working levels.

Homework should only focus on practicing previously taught content and should never be used as a means of teaching new instruction. If you or your student experience difficulty with any aspect of homework please alert the classroom teacher immediately.

Guidelines -

- Teachers can assign homework 3 to 5 nights/week; typically not over the weekend
- Expect to spend 10-15 mins./night per grade level
 - TK-K 10-15 mins. + independent reading
 - 1st-2nd 15-20 mins. + independent reading
 - 3rd-4th 20-30 mins. + independent reading
 - 5th-6th 30-40 mins. + independent reading
- Homework missed due to absence is required to be made up
- Homework will not be used to determine academic mastery of a concept

Teacher's Responsibilities -

- Communicate classroom policies and procedures to students and parents in August.
- Communicate due dates and directions for completing each homework assignment to students and parents.
- Provide homework assignments that are directly related to instructional objectives and take into account the differences among students so that it can be completed independently.
- Provide opportunities for students to ask questions and receive clarification of expectations when the assignment is given.
- Review and provide feedback to students. This feedback may include self-evaluation and/or tracking of progress, peer feedback, or teacher comments.
- Seek feedback from students and parents regarding the level of assistance needed to complete homework assignments as needed.

Student's Responsibilities -

- Write down assignments
- Make sure you understand the homework when the teacher assigns it.
- Ask for help when needed.
- Complete the assigned homework neatly and hand in assignments on time.
- Review homework with parents.

Parent's Responsibilities - To help children be successful with work at home, parents can:

- Create a place that supports studying. Most children do best in quiet, well-lit environments.
- Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- Make sure children have the supplies they need to complete assignments.
- Be available if children have questions. Parents can support their children by looking over homework and giving suggestions, but should not do the homework for them

Library

Georgetown has a wonderful library that we encourage children to use frequently. Our library is open Tuesday, Thursday and Friday. Teachers have weekly assigned library times. Additionally, students can stop by during recess with a pass. Students are allowed to check out two books at a time. Students having lost or overdue books will not be able to check out additional books until those are returned or paid for. Students may take AR tests in the library with Mrs. Hutchins. Children are expected to take care of the school's books and return them on time. To help defray the cost of book replacement/repair, students will be charged for lost or damaged books. Book Fairs are held three times per year, with proceeds going to help fund the purchase of new books.

Lost & Found

Parents are strongly encouraged to label jackets, sweaters, sweatshirts, lunch boxes, and other items with their owner's name for proper and quick identification. Lost & found is located across from the back office door next to the staff room. When articles are not claimed after a reasonable time, they are donated to an agency for the needy.

Nutrition Program

Georgetown School provides a breakfast/hot lunch program to all students in transitional kindergarten through grade six. We will be providing a well balanced, nutritional breakfast/lunch that follows American Dietary Guidelines. Breakfast will be available from 8:30-8:50 a.m. Second breakfast, for those who come after 8:50, will be offered during first recess. The cost of breakfast is \$1.50 and lunch is \$2.75. Applications for Free and Reduced meal pricing will be sent home at the beginning of the school year, or can be found on the district website. Parents can also pay for school meals through the website myschoolbucks.com.

Parent Teacher Association

At Georgetown School we believe that parent involvement and presence at school supports success and is a contributing factor for high performing schools. We value and encourage parent involvement both through volunteerism and participation within our parent organization. Georgetown PTA is comprised of parent, staff, student and community representation. Voting is determined by PTA membership. Membership recruitment happens several times throughout the school year. Please contact for more information, or see the PTA page on our school website.

Playground/Recess

Expectations and rules for the playground are taught and supported through our PAWS program (see our **Behavior Expectations Matrix**). To ensure the safety of our students and to help alleviate disputes on the playground, only games with clearly defined rules that are teachable and have been approved by the staff/administration are allowed. Students are encouraged to discuss new games with Mrs. Arnett!

- **Taking a Knee** - Three loud whistles signal the end of recess. The expectation is all play will stop, students take a knee and listen for instructions. A single whistle signals all students to return equipment to its proper home and line up.
- **Emergency Signal** - In the event of an emergency, it might be necessary for all students to stop play. The signal for students to stop all play is the sound of a long whistle. At the sound of the long whistle, everyone must stop all activity immediately and freeze where they are. Student must then listen for special instructions.

Progress Reports/Report Cards

Teachers will report student progress halfway through the semester with a progress report and officially using the district's standards based report card at the end of each semester. A standards based report card shows progress toward an end of the year standard/expectation. This means students would not expect to show grade level progress or above grade level until the end of the year. It would be appropriate for a student to receive marks of "2" or approaching standard in the first semester and "3" or meets standards in the second semester.

- Progress report dates: Week of October 29, March 15
- Report card dates: Week of January 7, June 7

Prohibited Items

The following items are not allowed at school: FIDGET SPINNERS, TOYS, GUM, AEROSOL CANS, ENERGY DRINKS, LASER POINTERS, PERSONAL SPORT/PLAYGROUND EQUIPMENT, TRADING CARDS. HATS may be worn outdoors and on the playground. Hats may not be worn inside. Exceptions to this rule are for school spirit days.

Promotion

At the end of the school year we recognize both our kindergarten and 6th grade students for making important transitions in their educational journeys. Kindergarteners participate in a graduation ceremony and reception. Sixth graders are celebrated at our end of the year assembly. Awards and recognitions are given at this time. Parents and family are encouraged to attend both events.

Student Recognition

Celebrating student success and hard work is a priority at Georgetown School. Students have many ways to earn recognition. Our PAWS program recognizes students daily for demonstrating our schoolwide behavior expectations. Monthly recognition is given for: behavior, attendance, AR goal completion, classroom cleanliness (Golden Dustpan) and cafeteria behavior. Students are recognized in front of their peers at our Town Hall meetings and on our school website and Facebook pages (if consent is given).

Student Study Team

The Student Study RTI Team is made up of school staff members, support staff, parents and the administration. Its purpose is to study ways to help and support students who are having academic or social difficulty. Depending on individual student struggles with academics and boundary testing, with academics further intervention and support may be needed with behavior, a behavior contract may be appropriate.

- A good plan will address the following: Procedures for the desired behavior, changes to instruction if academic support is needed, changes to curriculum and environment, as needed, positive consequences for desired behavior and procedures for responding to inappropriate behavior. When a length of time determined by the Student Study RTI Team has elapsed during which the student is reassessed academically to measure progress or has met behavioral goals the team reconvenes to determine next steps if necessary.

Support Staff/Independence Facilitators

Support Staff are on duty to ensure appropriate student behavior during the lunch hour, assist students in developing academic skills and keep the campus safe. They are to be treated with the same courtesy and respect as other school staff members. Additionally, support staff are an important partner in our PBIS model

of positive recognition and support. Noon supervisors, and volunteer Parent Pals occasionally assist in helping ensure a safe playground.

Textbooks/Chromebooks

Textbooks are the property of the Black Oak Mine Unified School District and are checked out to each student on a loan basis. The student's name and general condition of the book will be placed inside the front cover. A student will be responsible for paying full price for a lost textbook, or for any damage assessed by the teacher for ink marks, torn pages, etc.

Town Hall

Town Hall meetings are an opportunity for the whole school to meet together. They are held every Monday morning in the cafeteria. Town hall meeting are themed to coincide with our monthly character education and provide the platform for our student recognition program. Whenever possible student leaders will be given the opportunity to run the Town Hall meetings.

Transitional Kindergarten/Kindergarten

Children who are 5 between Sept. 2 and and March 15 may register for Transitional Kindergarten (TK). They will start school at the beginning of the school year in August. The TK program is the first year of a two year Kindergarten experience. After a year of TK children will progress on to Kindergarten. Some students who are of Kindergarten age – turning 5 before September 1st – may also be in the TK program, because they might not be quite ready for a full Kindergarten year. A transitional year of Kindergarten means that your child will experience a positive social- emotional and developmentally appropriate year and be exposed to the concepts and skills taught in Kindergarten at a pace that is appropriate for them. Your child will then be fully ready for Kindergarten the following year. If your child is in a multi-age TK/K class this means that your TK child will be doing some different activities and will have different expectations than those children who are in Kindergarten. TK and K children all play together on the playground and have recess and lunch at the same time. There will be some overlap in some activities and the TK/K experience allows TK children to develop educationally in their own time.

Volunteerism - Parent volunteers are encouraged and welcomed at Georgetown School. Parents who are interested in volunteering in their student's classroom on a regular basis must complete a volunteer form within the office. One time visits are an exception to this rule.