



## Unidos Birthday Celebration Policy 2019-2020



One of the milestones each year for your child is celebrating their birthday. As a school community, we would like to restructure the celebration of birthdays and honor your child's special day in a different way. The safety of our children is of utmost importance and unfortunately birthday parties are not permitted during instructional time. However, we have provided other options to celebrate your child's special day:

- Birthday celebrations are appropriate at lunch time in the cafeteria for the whole class. Please be aware of our very crowded cafeteria and tight schedule. Try hard not to block traffic or impact other classes during the celebration.
- Balloons, flowers, table settings, and decorations are not allowed.
- Please be sensitive to children who are not allowed to take part in parties for family or religious reasons.
- Picture taking is prohibited.
- We have many students with a wide range of severe, life threatening allergies to various nuts, milk products, wheat, soy, fruit, eggs, and much more. Food should be store bought and pre-packaged and may not contain any peanut products or products that students in your child's class may have an allergy to.
- Only the parents/guardians of students are allowed. This includes no siblings and other children.

**Parents, please coordinate all plans in advance with the classroom teacher to avoid any hurt feelings, misunderstandings, or scheduling conflicts!**

Although we are very diligent about monitoring the treats that come into the office, it is exceedingly difficult to verify the ingredients in every food product that is brought to school. Children have had *life threatening allergic reactions at school* to food products that have been brought to school to share on special occasions. We have provided the list below as other choices for honoring your children on their special day:

- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Provide each student in class with a colorful pencil, stickers or eraser.
- Choose favorite song or musical piece to sing or play for the class.
- Small goodie bags filled with non-food novelties such as erasers, pencils and stickers.
- Donation of a book to the school library.

We appreciate your support and understanding as we continue to reflect on how to provide all students with a safe and healthy environment. A simple change in policy, which will continue to allow children to be honored on their birthday, is the prudent action to take.



## Unidos Three Annual Celebrations Policy 2019-2020



The faculty and staff of Unidos School recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or season. While these events do provide a social learning opportunity, they do impede upon precious academic learning time.

All students will have the opportunity to participate in three annual celebrations during the school year. The first celebration will take place in December right before we go on our winter break. The second celebration will be near or on Valentine's Day. The last celebration will take place on Field Day. The following guidelines are designed to allow for classroom parties without unnecessarily infringing upon instructional time.

- Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. Store bought cupcakes are allowed at these celebrations.
- The class party may include craft activities or games organized by a room parent, but these kinds of activities are not required.
- Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.
- All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized.
- Parent participation in class parties is limited to teacher discretion.
- Parents must inform teacher of any food allergies in writing before **EVERY** classroom celebration.



## Unidos Tardy and Late Pick-Up Policy 2019-2020



### **Tardiness**

It is important that students are in class and ready for instruction at 7:45. Our doors open as early as 7:15. We understand that traffic can get backed up on the side streets at times and especially when it rains. We also know that a lot of you have more than one child to deliver each day to other schools. Please plan ahead and allow extra time for unexpected delays as excessive tardies will lead to penalties listed in the student/parent handbook.

A student is late when he/she arrives at school after the morning bell or arrives to class after the bell has rung for class to begin. An excused tardy includes the same reasons for an excused absence (Pg. 19 & 20 of Student/Parent Handbook). All Unidos parents who arrive after 7:45 must sign their child in at the front office.

### **Late Pick-Up**

Late pick-up begins at 2:30. After this time, parents must come inside and sign their child out. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but we still expect all children to be picked up on time. Traffic issues do not excuse a late pick-up.

When your child is picked up late, our staff is required to remain working, therefore, unable to attend to professional development, parent conferences, or other school obligations until 3:15. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible and let the office know who will be picking them up on time or if they should go to Campus Kids (must be pre-registered).

We are happy to offer Campus Kids to parents who need child care as early as 6:15am and who are not available to pick up their child by 2:30pm. All parents must first fill out the registration application before a student can attend, even if it just for one day a week or a day you will be late to pick up your child. We would appreciate you honoring our policy. Thank you for your commitment to be on time and to pick-up your child at the mandated time.

### **Chronic late pick-ups will receive the following:**

1<sup>ST</sup> TIME: A WARNING

2<sup>ND</sup> TIME: A REFERRAL TO THE SOCIAL WORKER

3<sup>RD</sup> TIME: A MEETING WITH THE PRINCIPAL



## Unidos Parent/Guardian Classroom Visitation Policy 2019-2020



The purpose of the Unidos Visitation Policy is to support Parents/Guardians in requests to visit the classrooms of current Unidos students to reinforce the importance of supporting the learning environment of Unidos at all times. Parents/guardians may request to visit a classroom to observe a current Unidos student, teacher instruction, and his/her learning for a **maximum time of 30 minutes**. NOTE: Only the parent/guardian on file as the legal guardian(s) at Unidos (In Infinite Campus System) will be allowed to visit a classroom/course. No children are allowed.

Parents/guardians will follow the following expectations in the process of requesting to visit a classroom:

1. Contact the teacher(s) of the classrooms/courses the parent/guardian intends to visit by providing a 48-hour notice of the requested visit date. (The teacher(s) will notify Administration of the request). If unable to email the teacher, please contact the Unidos Main Office via phone at 678-827-7947. Wait contact from Unidos within 24-hours via email or phone confirming the date and time of the requested visit.
2. Arrive using the Main Entrance for Visitors to sign in at the Main Office Security Desk on the date of the visit and to receive a "Visitor Pass."
3. Visit the Main Office first and await support for visiting only the classroom(s) where 24-hour notice was provided and confirmed.
4. When visiting classroom instruction and the school, NO recording(s) at all will be permitted, including but not limited the following prohibited behaviors: recording audio, photo, or video of any student(s), staff, and/or interior space inside the school. Any recording while visiting, taken without prior approval, will result in a removal of the visitor(s) from the school.
5. Please sign out at the Main Office Security Desk before exiting the building and to return the "Visitor Pass."