



METRO CHARTER ELEMENTARY SCHOOL

**Family Handbook
2013-2014**

California. Provide new, updated notes at the beginning of each school year **and** whenever there is any change in the medicine, instructions, or doctor (*EC* Section 49423).

4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another **adult** must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

Metro Charter Campus

Visitors to School Campus

All school visitors including school volunteers must have the consent and approval of the principal/designee. Parents wishing to speak with teachers must arrange appointments. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere, disrupt or cause substantial disorder in any classroom or school activity.

Visitors are expected to:

- Sign-in in the office upon arrival at the site and wear a visitor's badge
- Enter and leave the classroom as quietly as possible
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Return the visitor's badge to the point of origin before leaving the campus

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Parent Participation Philosophy

Volunteer Policy

Parent volunteerism is key to the success of any school, but especially important at Metro Charter, where our charter specifies that each family is encouraged to volunteer a minimum of 40 hours per family. The need for parent volunteers surpasses the consistency with the charter. Volunteer hours:

- Enable us to apply for grants
- Enable us to successfully plan events that raise money to support our school
- Enable our school to function well in day-to-day routines
- Keep our costs down

Some volunteer opportunities may require proof of negative TB test results and fingerprinting. All families are expected to contribute the hours described above. If you have difficulty finding ways to contribute, please do not hesitate to call the school. Families that are not volunteering will be contacted in order to help families find opportunities to volunteer.