

Procedural Reminders

2016-2017

Arrival – Car riders are to be dropped off at the front east end of the school only. We use only one lane (the lane nearest the sidewalk) in the mornings to avoid children having to walk in front of cars to get to the sidewalk. Please proceed to the last available space at the end of the sidewalk so we may unload as many vehicles as possible. Please have your child ready to exit the door nearest the sidewalk, and please remain in your car as individuals on staff will be stationed to assist students. Supervision by staff will begin at 7:00 AM in the mornings.

Departure – Car riders are to be picked up in the afternoons also at the front east end of the school only. Both lanes are utilized in the afternoons. Please have the placard provided by the school with your child or children's name placed on the dash of your vehicle so staff on duty can clearly see it. For the safety of our students, you will be asked to park and go to the front office to get your child unless the placard is visible. Your child will be called once you arrive and they will come to your vehicle. Please remain in your vehicle as staff will be on hand to supervise and assist them.

Please note for safety reasons that no one is to drop off or pick up students at the back of the school, in front of the cafeteria or on the bus ramp. Thank you.

Volunteers – *Volunteer forms* must be completed each year and School Board approved for anyone who wishes to volunteer at school. *Field Trip forms* are available for you to fill out if you want to attend field trips with your child, but do not want to volunteer.

Sign-In - Those who volunteer or have business at school must enter the front office door at the east side of the school and sign in at the front office. Once you sign in, you will receive a visitor's badge. This procedure is necessary for the safety of our students and staff.

Checkouts – We encourage students to be at school the whole day, but if a student must be checked out, please be prepared to show identification at the front office. Once you have checked in, we will summon the student to the front office to meet you. For safety reasons, and to protect the integrity of the classroom and keep it free from interruptions, we ask that no one goes to classrooms to get their child.

Bells Tardy Bell – 7:30 am Bus and Car Loading – 1:36 pm

Transportation Changes – Students should know early each morning how they are supposed to go home in the afternoons. If there is a need for a destination change in the afternoon, please send a permission note with your child to his/her teacher. Should an emergency occur and necessitate the need for a student's normal mode/route of transportation from school to be changed, it must be reported to our secretary, Mrs. Werner by 12:00 PM. Due to the busy nature of the front office in the afternoons, we ask that you please do not call to make changes between 12:00 pm and 1:30 pm unless it is an emergency.

Contact Changes – Please update health cards of any changes in address, phone numbers, or contacts so we will have accurate information in the event of an emergency.

Absences – Written notification of the reason for a student absence must be made within three days upon the student's return to school. Prearranged absences must be made five days prior to the absence.

Medications – Any medication, either prescription or nonprescription, to be administered to a student at school (including field trips) must be brought to the school in the original prescription container and counted out jointly by the parent/guardian/authorized adult representative and the school's health technician. A "Dispersion of Medication Form" must be completed for each prescription.

Lunch/Breakfast – If you think you may qualify for your child to have free or reduced meals, please complete the online application found on the parent link of our website at <https://www.myschoolapps.com/Home/Pick/District>. You may manage your child's cafeteria account by going online at <https://www.myschoolbucks.com> in order to take the worry out of sending money to school with your child for lunch and/or breakfast. If your child eats breakfast, please have the child here by 7:00 AM in order for them to eat and be to class on time.

