

Arrival-

The day begins promptly at 8:25 with attendance and morning exercises. Students may not enter their classrooms prior to this time unless the teacher gives permission.

Students who walk, ride bicycles, or use private transportation should not arrive until 8:10. *There is no supervision for students before this time, unless the child is in the School's Out Program.* Students will report to the grassy field (Grades K,1,2) or playground (Grades 3,4,5) where they will be supervised until they line up and enter the building at 8:25. If the weather is bad, students in Grades K-2 will report to the Media Center Hall and students in Grades 3-5 will report to the cafeteria where they will be supervised until the 8:25 start time.

Students who arrive after 8:25 must be accompanied by a parent or other responsible adult and must come to the office to sign in and receive a late pass. We will note that lateness and keep track of the 'tardy' students.

Attendance-

Research shows that students who attend school regularly make the best progress. If your child is going to be absent, please call the school to let us know. Our absence hotline can record your calls throughout the night. If your child is absent without such notification, we will call you before 10:00 to inform you of that absence.

We will monitor the number of student absences and make parents aware of any student with a history of poor attendance. A letter will be sent home to families of students with poor attendance unless we know of extenuating circumstances (lengthy illness, etc.) that caused the absences. (*see the District Handbook for more information*).

Dismissal-

Students who are walking home or whose parents are picking them up after school will be dismissed at FIRST CALL at approximately 2:35. We request that parents send a note to the teacher when they are planning to pick up their child after school. Parents must also notify the teacher if anyone other than a parent is picking up a child. We will ask to see proper identification.

Last minute changes in plans need to be called into the office NO LATER THAN 2:00.

Students who are riding home on a bus will be called to the gym at approximately 2:40. Teachers and assistants will supervise the lobby and the gym during this dismissal time. Rules for the 'bus room' include:

1. Students must wait in their bus line.
They may not visit other bus lines or leave the gym.
2. Students are released to adults **ONLY** if that adult has a release note from the office.

(see also **Rules for Students Riding School Buses** on page 17 of this handbook)

Lunch and recess-

Teachers will accompany their students to the cafeteria and see that the children are settled before leaving. No student may leave the cafeteria without permission of the assistants on duty. Please review with your child the **Rules for the Cafeteria** contained in this handbook on page 11.

The Physical Education teacher and playground assistants will review our rules for safe use of the recess equipment with each class of students. Recess is supervised by three assistants and each grade level plays separately during the lunch recess time. We stress good sportsmanship and we do not allow any forms of bullying to go unnoticed. This includes name-calling and physical acts, such as pushing, pinching, hitting, etc.

Textbooks-

Students should keep their textbooks covered. We keep an inventory of all textbooks distributed and the replacement of all lost textbooks and supplies is the responsibility of the student.

PARKING- There is **NO PARKING** on the grass or on the field between the stand of trees. Please avoid stopping in the bus lane during arrival and pick up times (8:10-8:25 AM and 2:20-2:55 PM)



Try to make it your habit to find a marked parking space in one of our two lots.