

Parent / Student Handbook 2009-10

Saucon Valley Elementary School
2085 Polk Valley Road Hellertown, PA 18055
(610) 838-7001 ext. 4701 or 4702
Attendance Office ext. 3710
Weather Alert ext. 1234
Lunch Menu ext. 2345

Principal Roseria Frey
Assistant Principal Lynn Cheddar
Counselor K-2 Bonnie Mims
Counselor 3-5 Patti Deutsch
Coordinator of Academic Services K-4 Vivian Demko
Coordinator of Academic Services 5-8 Laura Tooker

www.svpanthers.org

Regular School Hours

Extended Day Kindergarten and Grades One to Five: 8:50 to 3:10

A.M. Kindergarten: 8:50 to 11:30

P.M. Kindergarten: 12:30 to 3:10

Early Dismissal Days

On **SCHEDULED** Early Dismissal Days,

Grades K-5 school hours will be as follows: 8:50-11:30

The Kindergarten modified schedule will be:

A.M. Kindergarten: 8:50 to 10:00

P.M. Kindergarten: 10:15 to 11:30

Full-Day K and Grades One to Five: 8:50 to 11:45

Modified Kindergarten Schedule

Two Hour Delay as follows:

A.M. Kindergarten: 11:00 A.M. to 12:35 P.M.

P.M. Kindergarten: 1:35 P.M. to 3:10 P.M.

Extended Day Kindergarten: Follows the same schedule as Grades One to Five

WELCOME TO OUR SCHOOL

Dear Parents/Guardians,

It is our pleasure to welcome you to the Saucon Valley School District. We have great pride in our schools as well as in the students, parents and staff that constitute our school community. We hope that you will share in this feeling.

As your child attends Saucon Valley Elementary School, you will undoubtedly have many questions. We have tried to anticipate some of these and worked to answer them in this handbook. If you need additional information, our staff is ready to help you.

We are committed to providing a safe and secure learning environment while maintaining a high level of academic expectations. Please join us to work together to ensure a successful year for your child and our school community.

In the meantime, welcome to our school, and thank you for entrusting your child to us.

SAFETY

It is our goal to maintain a safe and secure learning environment where each child feels safe physically, emotionally, and socially. If your child does not feel safe, we need to know. Please communicate any concerns you may have with your child's teacher, school counselor, or administration.

Student Responsibilities Taken from 22 PA Code § 12.2.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all the rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet the standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

We have developed a school-wide discipline plan that encourages students to demonstrate respect for self, others and school property. In addition, we emphasize common character traits throughout the year. While the children are aware of the individual character traits and slogans, and demonstrate this as a school community, we strive to increase the application of these traits by the children within their daily lives and interactions with peers. Approximately twice a month, we add a *zero day* to our 6 day cycle, wherein staff members offer character education activities for students. Zero days push the regularly scheduled specialist to the following day. Every class will also offer similar activities/classroom meeting topics to reinforce character traits and conflict resolution all grades actively participate in school wide assemblies. Our 8 identified character traits are as follows:

Respect for Self and Others: Give it, Get it!

Caring: Builds the Heart!

Determination: Stick with it!

Fairness: Play by the Rules!

Responsibility: Begins with me!

Citizenship: Get on Board!

Honesty: The Road for Me!

Courage: Trust in Yourself!

Students who do not maintain our high standards of behavior will be subject to consequences outlined in our district policy. Consequences may include communication with parents, loss of school privileges, referral to administration, after-school detention, referral to the Child Find Team, or school suspension. Students may receive Caution Cards for serious or recurring behaviors providing a written description of the incident and consequences for the purpose of parent communication. Please sign the Caution Card, keep the pink copy and return the rest to the classroom teacher.

SAFETY

Visitors All adults who enter the elementary school must report to the elementary school office, sign in, leave their keys and receive a *Visitor's Badge*. Visitors will receive their keys when they sign out and their badge is returned. This procedure allows another level of security. This procedure includes morning drop-off and afternoon pick-up time if you will be moving through the building. The badge allows the staff to readily identify if it is appropriate for an individual to be in the school. In addition, we will stop all visitors who are not wearing badges and redirect them to the office to sign in. We don't wish to inconvenience anyone, but we feel it is important for us to follow this routine so as to maintain the safety and security of our building.

Fire Drills and Emergency Situations Fire and other safety drills are held regularly to insure appropriate responses. Students are instructed in the exits to use, procedures for leaving rooms, areas in which to assemble and return to the building. In the event of an emergency, students and teachers will be evacuated from the building to the far end of the recreational fields (weather permitting) or to locations within our community.

Weapons Policy We are compelled by state law and school district policy to deal harshly with any incidents of weapons brought into school. The SVSD policy "prohibits possession of weapons or replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity by any student, employee or other person. . . The school district shall expel, for a period of no less than one year, any student who violates this weapons policy . . . The Superintendent may recommend discipline short of expulsion on a case-by-case basis." Please discuss this policy with your child as well as the definition of weapons, which includes pocket knives, kitchen utensils, nail clippers with pointed files, or toy weapons. Encourage your child to check with you before bringing anything to school or to talk to an adult immediately if a toy weapon is mistakenly brought to school.

Cell Phones Parents may want students to carry cell phones. During the school day, all cell phones must be turned off and stored in the child's back pack. Cell phones should not be kept in the desk or on the child's person. Each classroom has a phone should students need to call home in an emergency. The school is not responsible for lost, stolen or broken cell phones.

ADMISSION/REGISTRATION

Registration

Kindergarten: A child is eligible for admission to Kindergarten if s/he has attained the age of five (5) years on or before September 1 of the Kindergarten year. Children whose 5th birthday occurs between September 1 and October 31 may apply, in writing, for exception to this policy through the Principal's Office as per procedural guidelines for early admission to Kindergarten.

Immunizations Needed

Tetanus/Diphtheria	4*
Polio	3
Hepatitis-B	3
Measles	2
Rubella	2
Mumps	2
Chicken Pox	2**

* the 4th dose of Diphtheria/Tetanus must be after 4th birthday

** If child has not had the Chicken Pox disease, he/she must be immunized before first entry into school

Transfers/Withdrawals

Pupils entering SVSD for the first time should register at the building they will be attending. A transfer card from the former school district should be presented along with immunization records. Academic records will be requested from the previous district as soon as the child is admitted.

If your child is withdrawing from our school, please notify the office of the withdrawal date as well as the name and address of your child's new school. A transfer card and immunization record will be given to parents to present to the authorities at the new school. This card must be picked up in the school office on the last day of attendance. Parents are also asked to sign a Release-of-Records Statement so that the child's records may be forwarded to the new district.

ATTENDANCE

Attendance Office 610-838-7001 ext. 3710

Attendance is essential for success at school. Every effort should be made for students to attend on time every day that school is in session. **Teachers take attendance at 8:50 A.M.** Children are expected to be in their seats ready to start the day at **8:50 A.M.**

Procedure: Parents are required by law to send in a written note explaining the nature of the absence within 3 days of the student's return. The School Board considers the following conditions as acceptable excuses for absence from school: illness, recovery from an accident, required court attendance and death in the immediate family. If an excuse is not received within three days, the absence will be recorded as *Unexcused*.

If your child's absence is expected to be for an extended period of time, please call the Attendance Office or the teacher's voice mail **before 8:00 A.M.** to arrange for homework assignments. A student may not participate in any school sponsored after-school activity for any day of absence unless previous arrangements are made with the principal.

Excessive Absences

- If a student accumulates **7** absences, excused or unexcused, parents will receive a letter of concern
- If a student accumulates **10** excused or unexcused absences, a second letter will be sent requiring that any further absences be accompanied by a doctor's excuse, as per district policy.
- If absences continue without a doctor's excuse, the absences will be marked unexcused and the district procedure for unexcused absences will be followed.
- After 3 unexcused absences, a student may be referred to a Truancy Intervention Specialist from Northampton County to facilitate a meeting with the district magistrate and school personnel. After 4 unexcused absences a citation is typically filed.

Tardiness

Students who arrive late to school (**AFTER 8:50 AM**) will be marked tardy. Interruptions detract from the educational program for all students, and parents will be notified if lateness occurs frequently. Disciplinary measures, such as loss of recess and/or after-school detention will be imposed following repeated incidents of tardiness.

Excessive Tardiness

If a student accumulates **7** tardies, parents will receive a letter of concern.

If a student accumulates **10** tardies, the student will receive an after-school detention. **Incidents of tardiness are cumulative throughout the school year. Missed time may culminate in unexcused absences causing a citation.**

Family Trips Absences from school for family trips are considered unexcused, unless the trip can be judged educational in nature by the building principal. A Request for Approved Absence Form can be secured from the Attendance Office, District Office or website. Parents need to inform the teacher of the trip and receive schoolwork that needs to be completed prior to returning to school. The procedure for excused absences will be followed. (See the Attendance and Absence Procedure).

Doctor Appointments Parents wishing to have their child excused during the school hours for a medical or dental appointment should send a note to the classroom teacher stating the time and reason for dismissal. The student must be signed out at the Attendance Office. Children will only be released to the custody of their parents or the child's designated caretaker.

COMMUNICATION

Pest Control Notification Parents/guardians of students enrolled in the district may request prior notification of specific pesticide applications made at the school by enrolling in the district's notification registry. If you would like to be placed on this registry, please mail your written request to: Saucon Valley School District, IPM Manager, 2097 Polk Valley Road, Hellertown, PA 18055. Please include your name, address, telephone and cell phone numbers and email address.

Updating Student Emergency Information Please notify us of any change of telephone number, address, emergency contact numbers or parent's place of employment as soon as possible. Parents' email addresses and cell phone numbers are welcome if available and may be used as contacts for the School Messenger System.

COMMUNICATION

Phone Calls Each teacher has a voice mail number which allows him/her to access incoming calls. To contact a teacher's voicemail please call 610-838-7001. Press 9 for accessing a voice mail box by last name.

To encourage student responsibility, typically students are NOT permitted to use the classroom phones for any reason including: asking a parent to bring forgotten homework, lunch money, library books, instruments, etc. However, emergencies are the exception.

Special Instructions From Parents When it is necessary for your child to deviate from his/her normal routine, please send a note indicating this change. Pertinent situations include staying after school for a special event, riding or walking to an address other than his/her own, being picked up by a parent when the pupil usually walks or rides the bus, etc. If you do not contact the teacher regarding alternative transportation options for your child on early dismissal snow days, your child's normal transportation routine will be followed.

Wednesday Envelopes Typically, all communications from the school office will be sent home weekly in the Wednesday Envelope. After removing the contents, please sign the front of the empty envelope and return it to school the next day. One Wednesday Envelope will be provided to each student through the generosity of the SVPTO. Should a student misplace the Wednesday Envelope, his/her teacher will replace it with a similar envelope for the cost of the envelope. In addition we use a *Family Count* format for larger items, such as, calendars, newsletters, etc. These items will be distributed to the youngest member of a family.

HEALTH

First Aid and Medication

Illness: When your child is ill, please keep him/her home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat, or other cold/flu related symptoms are not ready for a rigorous day at school. Your child needs at least 20-24 hours to recover. A written excuse must be provided to the Attendance Office upon your child's return.

Exclusion: On occasion, a child may be suspected of having a health condition which may be contagious and warrant examination by a physician. In these instances, the school may issue a Health Exclusion Form, requiring completion by the doctor before your child can be readmitted to school.

Excused from Outdoor Play: A child healthy enough to attend school is considered healthy enough to participate in playground and physical education activities and will be expected to participate. Special consideration will be given to students who have health problems documented by a physician.

Medication: *Children are not permitted to carry or take any medication at school without a doctor's order and parent permission.* This policy includes prescription and over-the-counter medication. If you have any questions, please contact the school nurse.

First Aid: If a minor accident occurs at school, first aid will be administered. No treatment beyond first aid will be given. For more serious incidents, the parent will be notified.

Health Screenings

Hearing: Hearing tests are performed annually by the school nurse for children in Kindergarten through third grade. Children with previously identified hearing problems or who have been referred by the classroom teacher are also examined.

Vision: The school nurse administers vision tests to all students annually and any concerns are reported to parents.

Growth: Growth screening is performed annually on children Kindergarten-12th grade. The growth exam is the measurement of the student's height and weight. The school nurse will use these measurements to compute the BMI (body mass index) and will notify parents of the results.

Medical Examinations: School health law requires medical exams for children upon original entry to school, either Kindergarten or first grade. These grades are selected because they represent critical periods of growth and development. Parents may wish to have their family physician examine their child and complete the required forms or have their child examined by the school doctor.

Dental Examinations: Dental examinations are required for children upon original school entry, Kindergarten or grade one, and grade three. Parents may choose to have their child examined by the school dentist or family dentist. Dental forms are provided to parents.

HELPFUL INFORMATION

Care of Textbooks & Technology Textbooks and technology tools (i.e. computers) issued to students are the property of the school district. Pupils are expected to take care of materials and return them in good working condition. A charge will be incurred if materials show evidence of damage such as torn pages, water damage, writing inside the books or damaged keyboards. Pupils will be expected to pay the replacement cost of any lost or damaged materials

Disbursement of Party Invitations In order that no child feels excluded, we ask that students only deliver party invitations at school if ALL students in the class have been invited and will be receiving an invitation. Please DO NOT send in invitations to selected children.

Homework Parents and students should expect daily homework during the week. For each grade level, the common expectation is 10 minutes per grade level (e.g., 3rd grade: 10 minutes x 3 = 30 minutes) plus at least 20 minutes of independent reading. Additionally, our children need to commit math facts and sight words to memory so they can recall them quickly. In the primary grades, this means that the children need to have addition and subtraction facts memorized as well as sight or Star Words. In the intermediate grades, the children need to have addition, subtraction, multiplication and division facts memorized as well as fraction/decimal conversions, etc. The classroom teacher will share the grade level expectations and let you know if your child needs extra practice at home. Please note: automatic recall of math facts & High Frequency Words/Sight Words is important to allow the child to focus on learning concepts and strategies. Your child's grade will be impacted if he/she does not master basic facts and High Frequency Words/Sight Words for automatic recall.

Insurance Student accident insurance is offered yearly to all students by a commercial agency. Insured students are covered by the policy while school is in session, while traveling directly to school, and while participating in school-sponsored activities. The extent of the coverage is outlined in the policy. Information is sent home with every student in September.

Library To reinforce literacy development, we encourage students to borrow books from our school library. The school librarian is available to assist you and your child with book selection. Students who have overdue library books will be fined two cents each school day the book is overdue. A charge will be made for all lost or damaged books. The replacement cost of the book will be taken into consideration when determining the charge. Families & students may access the library's catalog by visiting <http://library.svpanthers.org>

Lost And Found Any articles are kept for a reasonable length of time before being donated to a local thrift shop. To prevent loss of articles, **please label all students' clothes and lunch boxes with their full name.**

Lunchroom Procedures Students must either purchase a school lunch or bring a packed lunch. Please remember to mark any lunch container with your child's name. Cafeteria menus will be sent home on a monthly basis in the Wednesday Envelope and are available on the district website or by calling ext. 2345. School lunches conform to the National School Lunch Program standards and may be purchased at the prevailing price (\$1.65). Students may purchase either white or chocolate milk (.50) without purchasing the full school lunch. If a child forgets his/her lunch money, we will provide an alternative lunch consisting of a cheese sandwich and milk. We are not able to provide for "borrowing" of lunch money. Families who meet the qualifications established for free/reduced lunch must complete an application and submit it to the school anytime during the school year. Applications are available in the office. The Department of Food Services for the SVSD uses a Point-of-Sale (POS) computer system in our school cafeterias. Students swipe their identification cards to access their account. This technology allows us to provide debit accounts for student meals and improve meal-tracking capabilities. If you have any questions, please feel free to call the Food Service Office at 610-838-8802. **Parents are asked to refrain from bringing fast food into the cafeteria for their children during lunch.**

Parent Teacher Organization Consider joining this wonderful organization that helps us provide a strong educational program for all students. Membership is open to all parents of children at SVES. SVPTO meetings usually take place bimonthly. By attending these meetings you become better informed of school happenings. You have the opportunity to vote and express your ideas and opinions. Information is sent home on a regular basis explaining the SVPTO functions. Consider volunteering for one of the various programs the SVPTO offers. Please refer to the school calendar for meeting dates and times.

Personal Property Children are not to bring unnecessary personal belongings to school without permission from their teacher. Misplaced or stolen items may not be found, and broken belongings can cause hurt feelings. Examples include: electronic devices, dolls, toys, etc. Please label all students' clothes and lunch boxes with their name, as well as their teacher's name.

HELPFUL INFORMATION

School Store A school store is available for students to purchase supplies. Parent volunteers from the PTO run the store several times a month. Your child's classroom teacher will communicate a schedule.

Six-Day Specialist Schedule During every six-day cycle, your child will participate in the following classes: art, music, library, health and two physical education classes. A six-day cycle will occur throughout the school year to avoid missed specialist classes when school is not in session. Your child's specialist schedule will be communicated via the classroom teacher. In addition, an updated calendar of "days" will be posted on our website.

Student Appearance Students are expected to wear comfortable clothing appropriate for a school setting. Should a student's attire be considered inappropriate, he/she will be asked to call home to obtain a change of clothes. It is important that your child wear comfortable, safe shoes, flip-flops are discouraged. Other examples of inappropriate clothing includes halter-tops, half or bare-backed shirts, and fish-net shirts. T-shirts or other clothing that in any way promote alcohol, drugs, smoking, or contain inappropriate language are not permissible at school.

Wellness Policy—Healthy Snacks Federal regulations have necessitated a district policy encouraging healthy cafeteria menus. We support this endeavor and encourage healthy snacks for parties, birthday treats, classroom incentives/rewards and the like. We discuss this in the context of respecting our bodies by exercising and choosing healthy snacks. We ask teachers to reinforce this idea in their classroom newsletters and parents to support by contributing healthy snacks.

Inclement Weather/Emergency School Closing

610-838-7001 Ext. #1234

www.svpanthers.org

If it becomes necessary to close school because of inclement weather or for any other reason, the procedure outlined below will be followed. Emergency information, including school closings, will be listed on our district website at www.svpanthers.org

1. Notification will occur via website, radio and television stations. Stations will broadcast information as soon as it becomes available.
2. Please check with media, the website or the extension above if closing seems likely.
3. **PLEASE DO NOT CALL** the media stations, the homes of school personnel, or the SVES Office. These lines must be kept open for emergency calls.
4. If it becomes necessary to close school during the day, announcements will occur using the same media. We will also utilize the School Messenger system to send a message to every parent whose contact is listed in the system.
5. Please note that the decision to delay the opening of school or to close the school is made in consultation with the Director of Transportation and the Hellertown and Lower Saucon Police Departments. It is with their input concerning local traveling conditions and the forecast of the National Weather Service that a final decision is made.
6. If you do not contact the teacher regarding alternative transportation options for your child on early dismissal snow days, your child's normal transportation routine will be followed.

NOTE: In the event of severe weather or an emergency weather situation at DISMISSAL, (a severe thunder and lightning storm), bus dismissal may be staggered so that children can enter buses with the protection of the portico, thus delaying their arrival home.

STUDENT SERVICES

Academic Core Program In keeping with its commitment to ensure that all students achieve grade level standards, SVES has implemented Academic Core. This program targets students experiencing difficulty in language arts. Students in grades Kindergarten through five are eligible. This program provides students with extended instructional time during the regular school day.

Child Find Any student experiencing consistent academic difficulties may be a candidate for the Child Find process. Students are identified for this service by the classroom teacher, other educators, or parents in collaboration with the classroom teacher. Should you feel that your child is in need of remedial services, please contact your child's classroom teacher and/or the Coordinator of Academic Services.

STUDENT SERVICES

Gifted Education Program Referral for gifted testing may be made by teachers and/or parents. Elementary school students who demonstrate superior academic achievement and meet minimum standards on screening instruments may be referred for testing by the school Psychologist for the Gifted Education Program. Consequently, a skills program will be designed to provide instruction for students in the areas of communication, research, problem-solving and critical thinking skills.

Hearing and Vision The services of vision and hearing therapists are available and applied as needs are identified.

Psychological Services The services of a certified school psychologist are available for academic testing. Specific classroom concerns are identified and recommendations are made by the team in an attempt to collaboratively alleviate student difficulty.

Report Cards Report cards are issued four times a year. You are asked to retain the report card, sign the envelope, and return it to school. Please refer to the school calendar for anticipated report card dates. You should also expect continuous feedback through the year via teacher conference, homework assignments, voice mail messages, tests, class work, and dialogue with your child. Please contact your child's teacher with any questions or comments.

On report cards Grades 1 – 5 utilize a standards-based system in language arts. Standards-based reporting means that the grade represents the student's achievement of a specified standard. It also takes into account that learning occurs across time. Therefore, grades are not averaged, but examined to identify the progression of learning across the quarter. This can mean that assessments, such as quarterly assessments, when a student demonstrates achievement of the standard independently, may be emphasized more than a grade from initial learning completed at the beginning of a quarter.

Grades 1-3

S Meeting Standards
I Standards Inconsistently Met
N Not Achieving Standards

Grades 4-5

A Advanced
B Proficient
C Basic
U Below Basic
P Pass

Specific grade level language arts' standards, quarterly benchmarks and assessments used are listed under the **Curriculum** heading on the elementary school web page for every grade level.

Specialists use the following letter system of marking:

E Excellence in Subject
S Satisfactory
N Not Satisfactory
X Not Graded this Quarter

Response to Intervention (RtI) is a comprehensive, multi-tiered intervention strategy to enable early identification and intervention for students at academic risk. Implementation of RtI requires 3 essential components: Multiple tiers of intervention, a problem solving method, and an integrated data collection/assessment system to monitor progress and make instructional decisions.

School Counselors School counselors may assist individuals, small groups, or classes with conflict resolution, problem-solving and positive social skill development as the need arises. With parent permission, individual and small group sessions for particular needs, such as grief, bereavement, divorce, difficulty with peers, and others will be scheduled. Short-term intervention is also available for children with behavioral, social or emotional needs. Please contact the school counselors if you have any questions.

Speech Students may be referred for an evaluation because of speech and language concerns. The speech and language therapists work with classroom teachers to provide occasional classroom lessons and flexible, small group instruction. More intensive programs are offered to pupils in need of greater assistance.

Standardized Testing Our school district has a comprehensive assessment program. For example, our school participates in the Pennsylvania System of School Assessment (PSSA) grades 3-5. We continually collect information on student achievement compared to district, state and national standards. These data are gathered and recorded in student portfolios, which are available for parent review. Of course, classroom teachers continually monitor student achievement and communicate this on a timely basis to parents.

STUDENT SERVICES

Student Records A permanent record file for each student is kept in the school office. This file contains academic records and standardized test results. In addition, health, attendance and discipline files are maintained for each student. Confidential records regarding special education services or specific individualized tests are housed in the office as well. Parents may inspect all records kept on file for their child by submitting a written request to the school office.

Homebound Instruction Students who will be absent from school for an extended period of time due to serious illness or injury may qualify for Homebound Instruction. Please contact the school counselor or building principal for information should these services be needed.

TRANSPORTATION

We strongly encourage that children ride the buses provided by the district. Children are to be at their bus stop 5 - 10 minutes prior to the established pickup time. All bus students arrive at school between 8:40 and 8:50 A.M. Thereafter, students are to report directly to their classrooms. **Please note: After school, Kindergarten and first grade students will not be dropped off at their bus stop unless a parent/guardian is present.**

AM Drop Off Procedures Students are permitted to enter the building at **8:40 A.M.** through the **main and gym entrances**. Students should not arrive before 8:30 A.M. because no supervision will occur prior to this time. Students arriving by car should be dropped off in the parent drop off loop between 8:40-8:50 A.M. **at the back of the school at the elementary gym lobby.** We ask that parents pull as far forward as possible in the "loop" to avoid a back-log of cars on the access road.

PM Pick Up Procedures Parents who pick up their children at the end of the day are asked to park in the lot behind the Elementary School Gymnasium and enter the building through the **GYM Lobby Doors** to sign out their child. Please do not park along the curb. This procedure offers another opportunity for us to maintain and strengthen safety protocols. Children will be waiting in the gym, lined up by grade levels and supervised, ready for release to their parents/caregivers. Gym Lobby doors will be opened at 3:15 P.M. since Physical Education classes end and dismiss at 3:10.

Safety Two of our main safety issues revolve around traffic during parent drop off and pick up.

First, we have instituted routines to help us control traffic in the event that a child runs out or falls between cars. Slow speeds and attention to movement can help us decrease the chances that children will get hurt. We realize that these routines can be inconvenient for adults and that student tardiness is a concern as well. While arriving in the car line earlier may be inconvenient, doing so, we believe, allows students to arrive on time safely and without disturbing their classmates after class has begun.

Our second and related concern is that of parking in the front lot to drop off children in the morning. Again, while doing so may be quicker for the adult, safety becomes a concern with the buses and pedestrians who use this lot.

Bike Riding Only fifth grade students are permitted to ride their bike to school. Helmets must be worn, and the bike is to be locked in the bike rack provided in front of the Middle School office entrance.

After School Bus Transportation Bus transportation is available for students each school day at 4:00 P.M. This bus is available for use by students (per teacher request) staying for additional remediation. Parents will receive prior notification from their child's teacher. **This bus is not available for students participating in extra-curricular activities.**

Parking When the front lot is full, additional parking can be found within the High School bus loop after 7:45 A.M. Parking here will still allow entry through the front doors. The gym lobby doors cannot be remotely opened. Gym lobby doors are only open between 8:30 – 9:00 A.M. and between 3:15 – 3:25 P.M. as well as during Kindergarten drop off and pick up.