

M-U Elementary School

Elementary Supplement to the Milton-Union Student/Parent Contract
2023-2024



7620 Milton-Potsdam Rd.

West Milton, OH 45383

Telephone: 937-884-7920 FAX: 937-884-7921

M-U Absence Hotline: 937-884-7933

www.muschools.com

MILTON-UNION ELEMENTARY STAFF

Mrs. Loretta Henderson, K-5 Principal

Mrs. Kendra McKee, Secretary

Mrs. Jamie Lightner Secretary

Mrs. Erika Berner, School Counselor

Mr. Mark Cooper, Social Worker

Mrs. Chelsea Chinn, RN

Mrs. Jenny Wheelock, LPN

KINDERGARTEN

Mrs. Jessica Baisden	2111
Mrs. Rochelle Brazina	2109
TBD	2106
Mrs. Charlotte Kramer	2103
Mrs. Lindsay Lane	2104
Mrs. Heather Sanders	2106

Mrs. Peggy Geyer	2222
Mrs. Abby Kault	2216
Mrs. Lara Limbert	2126
Mrs. Angela Pettus	2224
Mrs. Cassie Rhim	2216
Mrs. Teresa Wheeler	2115

SPEECH- LANGUAGE PATHOLOGIST

Hannah Grilliot	2124
-----------------	------

GRADE ONE

Mrs. Katie Barnes	2130
Mrs. Marie Budd	2127
Mrs. Jill Huelsman	2128
Miss Hayley Davis	2122
Mrs. Beth Anne Price	2125

OT/PT

Ms. Erija Layne
Ms. Nichole Meiners
Ms. Cari Minnich
Ms. Michelle Stephenson

GRADE TWO

Mrs. Deb Altic	2220
Mrs. Angela Avey	2221
Mrs. Annie Brubaker	2219
Mrs. Karen Yount	2218

GIFTED INTERVENTION SPECIALIST

Becky Renegar	2223
---------------	------

GRADE THREE

Mrs. Cheyenne Beisner	2212
Miss Jenna Falldorf	2210
Mrs. Tori Hicks	2211
Mrs. Courtney Sims	2214
Mrs. Shelby Watkins	

TITLE I

Mrs. Julie Brothers	2123
Mrs. Krista Carpenter	2119
TBD	

SPECIALS

Mrs. Carol Bellas	1102
Mrs. Melissa Dornbusch	2201
Mr. Alan Limke	1001
Mrs. Natalia Farrell	1106
Mrs. Michelle Lane	
Miss Kathryn Roose	1101
Ms. Kelly Strick	

GRADE FOUR

Mrs. Paula Barker	2203
Ms. Kelly Puderbaugh	2202
Mrs. Jennie Walters	2201
Mrs. Rebekah Yount	2208

LIBRARY

Mrs. Heather Galentine	1000/1003
Mrs. Stephanie Fogle	1004

GRADE FIVE

Mrs. Mariah Curry	2229
TBD	2228
Mrs. Vicki Sullivan	2226
Mrs. Whitney Wise	2225

CUSTODIANS

Ms. Karmel Miller (Evenings)
TBD
Ms. Debbie Ward (Days)

INSTRUCTIONAL COACHES

Mrs. Mary Bower – Literacy
Mrs. Michelle Lane -Technology Integration

MIAMI COUNTY/HEADSTART

TBD (Preschool)	2117
Mrs. Liz Landis (Preschool)	TBD
Mrs. Kristen Meyers (KLP)	1108

INTERVENTION SPECIALISTS

Mrs. Hannah Fugate	4101
--------------------	------

MILTON-UNION ELEMENTARY SCHEDULE

7:45	Office Opens
8:30-8:50	Breakfast- Students eating breakfast enter @ 8:30
8:40	All students enter building
8:55	School Day Begins -Students counted late @ 8:56
3:24	Dismiss Car Riders
3:25	Dismiss Bus Students

Lunch/Recess

K	11:30-12:10
1	11:35-12:15
2	11:40-12:20
3	12:10-12:50
4	12:15-12:55
5	12:20-1:00

Workbook Fees – Due September 1

Kindergarten - \$65.00

Grades 1-5 - \$75.00

Report cards will be held for unpaid fees.

Pay your student's fees online via [EZpay](#).

Please call the Elementary Office if you need to set up a payment plan.

ATTENDANCE POLICY– Please refer to the [District Student Parent Handbook](#).

- **REQUIRED FOR ALL ABSENCES!**- Call the Absence Line at **937-884-7933** before school **EVERY DAY** your child is going to be absent or late. *Students will be marked “UNEXCUSED” IF THE SCHOOL DOES NOT RECEIVE A CALL OR NOTE EXPLAINING A REASON FOR THE ABSENCE WITHIN 24 HOURS.*

CAFETERIA INFORMATION

Please refer to the section titled “Cafeteria/Lunches” in the [District Student Parent](#)

[Handbook](#) for student lunch and breakfast prices.

Our cafeteria utilizes a computerized system that allows parents to deposit money into child's account. If you wish to deposit money into your child's lunch account, please follow these steps:

- Place a check (Made out to Milton-Union Exempted Village Schools) or cash into an envelope, write your child's name on the front of the envelope and what the money is for (ex. Lunch, School Fees, Field Trip, etc.). Your child will turn the envelope in to their teacher and it will be sent to the cafeteria for processing.
- Add lunch money to your student's account online via [EZpay](#). If you need your child's student ID number, please call the elementary office.

Packing Lunches:

- Students are permitted to pack their lunch.
- **Students are not permitted to share or trade food with their friends due to food allergies and illness.**
- **Soda and pop are not allowed at lunch.**
- Due to space limitations, parents will not be permitted to have lunch with their child in the cafeteria.

GUIDELINES FOR SCHOOL BREAKFAST PROGRAM

- M-U Schools breakfast program is available to all students.
- Breakfast will be served between 8:30 and 8:50 AM.
- ***If there is a 2-hour delay breakfast will not be served.***

Bus Information

[O.A.C. 3301-83-08](#) details transportation management policies that are required by the state of Ohio. To operate safe and efficient bus routes, the district will only allow a student to have one stop location in the A.M. and one in the P.M. five days a week.

There will be no alternating day schedules permitted for any student. They must be picked up five days per week at one location and they may have an alternate drop off location for the same five days per week. Any other single day changes must be taken care of by the parent(s) or legal guardian. *Special situations such as early dismissal or school emergencies will be handled on a case-by-case basis.*

If at any time during the school year there is a change to a babysitter or bus stop location, that is not a problem - **THE PARENT WILL NEED TO MAKE A TRANSPORTATION REQUEST CHANGE TO MEGAN STEMLEY AT 937-884-7982, FIVE (5) DAYS PRIOR TO THE CHANGE TAKING EFFECT.** Remember, the change must be for five days per week. Any other type of change will need to be taken care of by the parent(s) or legal guardian. The school will not honor any alternating day schedules.

All students must be at the bus stop and in their designated "Place of Safety" **FIVE MINUTES** before the bus is scheduled to arrive. ([O.A.C. 3301-83-13 School Bus Stops](#)) If they miss the bus, the parent will have to transport them to school. ***ALL CHILDREN HAVE TO HAVE AN AUTHORIZED BUS STOP LOCATION. THEY CANNOT GET ON OR BE DISCHARGED AT A STOP THEY HAVE NOT BEEN ASSIGNED TO OR APPROVED FOR IN ADVANCE.***

We cannot release a kindergarten student by themselves or to anyone other than an adult on the emergency contact list made by the parent. Please be at the bus stop on time to pick up your child.

Don't follow the bus to release your child at another stop. This is when a mishap could happen, DON'T PUT YOUR CHILD/CHILDREN IN A DANGEROUS SITUATION.



BUS RIDERS

- Any changes to transportation should be sent in writing to the elementary office. If a situation arises and you need to change after your child has left for school you may do so by calling 884-7920. You will need to provide the child's 4 digit security code to the secretary for verification. **NO CHANGES IN TRANSPORTATION WILL BE ACCEPTED AFTER 2:00PM**
- ***Suspension of Bus Riding/Transportation Privileges:***
 - Riding the bus is a privilege and can be taken away due to poor behavior on the bus. If a student's bus riding/transportation privileges are suspended, the student and parents will be notified by phone (when possible) and in writing.

- School buses are equipped with cameras that not only have video, but also audio. Children are **EXPECTED** to follow the rules listed below:
 - Use a quiet voice (voice level 1-2)
 - **Sit** facing forward at all times.
 - Remain in your assigned seat **for the duration of their ride.**
 - Keep hands, feet and objects to yourself.
 - Eating and drinking on the bus is prohibited
 - Students are to be respectful to the driver and other students on the bus.
 - Wait for the bus to stop before standing up.
 - Electronic devices are not to be used on the bus.

WALKERS/CAR RIDERS

Morning

- Students eating breakfast should not arrive prior to 8:30am. There is no adult supervision prior to 8:30.
- **Students who are eating breakfast will need to arrive between 8:30 and 8:45. Breakfast service will stop at 8:50.**
- All students NOT eating breakfast need to arrive between 8:40 and 8:55.
- For safety reasons, parents and students are expected to follow the supervising staff's directions during drop off and pick up.
- **There is no parking in the drop off and pick up areas it is a continuous travel lane.** (If you need to stop to write a note, get out of the car, fix your child's hair, etc. please park in the parking spots across from the entrance)
- For parents who choose to stand with their children until 8:40, you must park in the parking area across from the entrance and cross at the crosswalk.
- For the safety of our students there is no parking permitted in the staff parking or bus transportation areas during pick up and drop off times.
- **OBEY COMMON RULES OF SAFETY AT ALL TIMES. THIS IS IMPORTANT FOR EVERYONE'S SAFETY!**

BICYCLES – Please refer to the section titled “Bicycles” in the [District Student Parent Handbook.](#)



MEDICAL INFORMATION

EMERGENCY INFORMATION – Please Read Carefully:

- The "Emergency Medical Authorization" is located on our [student registration website](#). Please make sure all information on your student's form is:

- current, accurate, and complete,
- includes student's current health issues, allergies, and medications

This form will accompany your child to the hospital in case of an emergency. Completing this form accurately will provide the highest level of safety and care for your child. **It is your responsibility to notify the elementary office with any updates in this information throughout the school year.**



MEDICAL CONDITIONS

- *ALL MEDICAL CONDITIONS SHOULD BE LISTED ON [YOUR STUDENT'S REGISTRATION](#)!* If your child has a specific medical condition such as diabetes, seizure disorder, bee sting allergy, asthma, severe allergy to other things such as foods, limits on physical activity, etc., please update on [your student's online registration](#). We may also need information from your doctor. If there are updates throughout the year, please contact the elementary office.
- **Food allergies that require a food substitution will need a written note from your doctor.** (For example, students who are in **grades K-4 are required by law to have milk with their purchased lunch**. Students who are allergic to milk must have a form (available in the school office) completed by a physician and submitted to the office. Please contact the school nurse if you have any questions.

MEDICATIONS – Please refer to the [District Student Parent Handbook](#).

ILLNESS OR INJURY

- ***NOTE: Students not permitted to participate in PE (due to doctor restriction, parent request, etc.) will remain inside (in the office) during their recess time to protect your child from reinjury or further worsening their condition.***
- If your child becomes ill or injured at school and needs to go home, you or someone you designate will be contacted. Children will be sent home for a fever of 100 degrees or higher, vomiting, diarrhea, unexplained rashes, scabies, head lice, other communicable diseases, injuries severe enough to require observation by a parent, or if in need of medical care beyond first aid.
- **If your child is running a fever of 100 degrees or higher without medication, has an illness, live head lice, possible pink-eye, or an unexplained rash** – please keep him/her home. This will help prevent the spread of communicable illnesses.

SICK DAY GUIDELINES

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

The following information is a list of guidelines you may use to determine if your child should stay home from school. Remember that these are guidelines only.

Appearance, Behavior: If he/she has symptoms that prevent him or her from participating in school (i.e. unusually tired, pale or lacks appetite, headache, body aches), these may be precursors to illness and are sufficient reasons to keep the child at home.

Eyes: If your child exhibits redness, crusting, or any mucus or pus draining from the eye, this may be a sign of Conjunctivitis (pink eye), a contagious illness. Please keep your child at home and see your healthcare provider.

Ear Aches: These can be due to allergies, colds, ear wax build-up, or flu. If your child gets an earache that persists, especially if they also have a fever, it is suggested that you see your healthcare provider to rule out an infection.

Fever: If your child has a fever of 100 degrees or higher, keep your child home until his or her fever has been gone for 24 hours **without** medication.

Flu: Does my child have the flu? The flu is serious! Call your pediatrician at the first sign of flu symptoms which typically come on suddenly, including: high fever; chills; headache, body aches, earache; nausea, vomiting; and dry cough. If you're unsure about the best way to treat your child's cold or flu, ask your doctor, pharmacist, or other healthcare provider.

Nasal Discharge and/or Productive Cough: A child exhibiting these symptoms should be seen by your healthcare provider. These conditions may be contagious and require treatment.

Sore Throat: A child with a sore throat, fever and/or swollen glands should remain home. A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician as your child needs a special test to determine if it is strep throat.

Diarrhea: A child who experiences two (2) or more loose stools in a 24-hour period, especially if combined with poor appearance or nausea, should remain home.

Lice: A lice-infected child may not return to school until they have been treated and are **free of lice**. Examination by the school nurse is required before re-entering school and riding the school bus.

MILTON-UNION SCHOOL DISTRICT PEDICULOSIS (LICE) POLICY

Identified students are sent home the day of identification, with instruction concerning appropriate treatment of individual(s) and environmental care. Parents/guardians are instructed that school policy requires that students return to school only if free and clear of head lice. If the student returns to school without complete removal of head lice, they will be sent home until they are lice-free. Students should be able to return to school within 24-48 hours (including weekends) after the proper treatment. Students out longer than 24-48 hours due to lice will have their absences marked as unexcused.

Rash: If your child exhibits a body rash, especially with fever or itching, he/she should remain at

home and be assessed by your healthcare provider. Heat rashes and allergic reactions are not contagious. These children may attend school.

Scabies: A child with scabies may be re-admitted after treatment. Documented proof of treatment by your healthcare provider is required.

Vomiting: A child who has vomited 2 or more times in a 24-hour period should remain at home.

Bringing a child to school with the above symptoms puts other children and school staff members at risk of becoming ill. This information is offered so that we may improve the general health of all members of our school community.

IMMUNIZATIONS and PHYSICALS

- [Section 3313.673](#) of the Revised Code of the State of Ohio requires that all pupils must present written evidence of having received a **physical examination *BEFORE*** entering kindergarten. Sections [3313.671](#) and [3701.13](#) require that all pupils must present written evidence of having received their **immunizations** against the following:
 - Varicella - 2 doses required**
 - Hepatitis B - 3 doses required**
 - Polio - 3 doses required**
 - DPT - 4 doses required** (5 required if 4th dose was given before the 4th birthday)
 - MMR - 2 doses required**
- **If there is a medical reason why these immunizations cannot be done, it must be reported in writing by the physician. Objection on religious grounds is a valid exemption only when the parent or guardian signs a written statement to this effect. Please obtain a form from the school.
- *****PROOF OF COMPLIANCE WITH THESE REQUIREMENTS MUST BE COMPLETED *BEFORE* A STUDENT MAY BEGIN KINDERGARTEN. Students enrolling from other schools (grades K-5) will also be required to comply with these requirements.**

IMMUNIZATION CLINIC - Miami County Public Health District: (937) 573-3518 or (937) 573-5421

510 W. Water Street, Suite 130; Troy, OH 45373

Call for times and cost. BRING PREVIOUS SHOT RECORD.

*****NO CHILD WILL BE TURNED AWAY! SHOTS MAY BE RECEIVED FREE OF CHARGE.**

PHYSICALS - **Well-Child Clinic: (937) 440-5421**

510 W. Water Street, Suite 130, Troy, OH 45373

BY APPOINTMENT ONLY: Call for times.

Sliding Scale fee: Medicare, Healthy Start, & Medicaid Managed Care Plans are accepted.



As always, if you have any questions or concerns, please contact

the school health office:

Mrs. Chelsea Chinn RN

937-884-7977

chinnc@muschools.com

or

Mrs. Jenny Wheelock, LPN

937-884-7977

wheelockj@muschools.com

DRESS CODE

- The purpose of the dress code is to enhance school safety, improve the learning environment and encourage good behavior. Children's behavior and attitude toward schoolwork is partially related to the clothes they wear. We request that students follow the school dress code as well as for the weather.

Please follow the guidelines below.

Shoes:

- Tennis shoes or form fitting shoes are recommended for the school day.
- No backless or high-heeled shoes are permitted.
- Sandals are permitted if they have a back strap on them. (no flip flops)
- **No shoes with wheels**

Shirts:

- Shirts with the sides cut out are not permitted unless a shirt is worn underneath.
- Mesh and belly shirts are not permitted.
- Low, scoop, plunging or revealing necklines will not be permitted.
- Skintight shirts are not permitted.
- Students are not to wear clothing with inappropriate and/or disrespectful graphics, language or symbols.

Pants/Shorts/Skirts:

- Pants are to be worn with the waistband around the waist. If pants are loose, a belt is required.
- Appropriate-length shorts and skirts may be worn. (booty shorts are not permitted)

General:

- Students shall be neat, clean and modestly dressed.
- Hats may not be worn during the school day unless for a school-sponsored event.
- Tops and bottoms must overlap (no belly, bottom, or back exposed)

- All students will be expected to go outside (weather permitting) every day and will not be allowed to stay inside because they are cold.
- Students are not to wear clothes with inappropriate holes or writing on them. Cutoffs must be appropriate length.
- No chains may be attached to clothing, worn or carried around.

Dress code violations will be handled on a case-by-case basis. The building administration will make the final decision about a dress code infraction.

OTHER INFORMATION

ADDRESS/PHONE CHANGES

- FOR YOUR CHILD'S SAFETY, please notify the elementary office immediately with phone number or address changes during the year, including parents' work numbers.

BORROWED CLOTHING

- We **REQUIRE** that you put a spare change of clothing, underwear, & socks in a plastic sack in the bottom of your child's book bag. The elementary clinic keeps a small supply of extra clothing for students who may have an "accident," a food spill, tear their clothing, fall in the mud, etc., but we often run out, or we don't have the size needed. If your child does borrow the clinic's clothing, please **wash and return what is borrowed.**

COUNSELOR OFFICE

- In the course of a school year students, teachers and parents/guardians occasionally contact the school counselor with concerns regarding academic, social, emotional and behavioral issues. Confidentiality of both the student and family are always respected.

COURT ORDERS

- If there are any court orders concerning your child, parents must furnish the school with a copy. This is especially important if we are not to release your child to certain people.

DELAYS – *Note: Breakfast is NOT served on delay days.

ONE-Hour Delay – *School will begin at 9:55 and dismiss at 3:30.*

Bus pick-up for all students will be one hour later than usual.

Students will be dropped off at home at their regular time.

TWO-Hour Delay – *School will begin at 10:55 and dismiss at 3:30.*

Bus pick-up for all students will be two hours later than usual.

Students will be dropped off at home at their regular time.

Early Dismissal

TWO-Hour Early Dismissal – *School will begin at 8:55 and dismiss at 1:30*

ELECTRONIC DEVICES AND CELL PHONES

- Cell phones must be turned off during the school day and in your locker. **Students violating this rule will have their phone confiscated.** "The school day" includes bus transportation to and from school (Device in your backpack).
- No electronic items are permitted at school unless specifically requested by the teacher. Students violating this rule will have their items confiscated. **The school is not responsible items that are lost, stolen or broken at school.**

EMERGENCY CLOSINGS (Unplanned early dismissals – i.e. bad weather, etc.)

- It is the parent's responsibility to keep their student's "Emergency Early Dismissal" information up to date. This is detailed in the online student registration, but if it needs to be updated during the year, please call the elementary office.
Make child care provisions in case you would not be home during an emergency closing. Example: Inclement weather, power outage, bomb threat. Telephones may NOT be relied on in these instances.

FIELD TRIPS

- Field trip permission is given by the parent online via the [student registration website](#).
- While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.
- **Students who violate school rules may lose the privilege to go on field trips.**
- **NOTE: Some trips must be paid for in advance by the school. Students will be charged and this fee cannot be waived if the child is absent for any reason since the money is not refunded to the school.**

GRADES

- Kindergarten and 1st Grade will use a skills-based checklist.
- Other grades levels are as follows:

2nd - 5th Grade:

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%

Parent Access to student grades on Power School. A letter with parent access to Power School will be sent home with your child in October. You will be able to track your child's academic progress grades 2-5.

LIBRARY BOOKS

- Library books are provided by the Milton-Union Board of Education. Damaged books or lost books must be paid for by student/parent. Report cards will be held if lost or damaged book is not paid.

PBIS (POSITIVE BEHAVIOR INTERVENTION STRATEGIES)









Based on PBIS (Positive Behavioral Interventions and Supports), the Milton-Union Elementary Staff will be focusing on improving student behaviors and social-emotional competencies by implementing the following plan:

- **A school wide approach** with specific behavior expectations for each area of the school. All expectations fit into the following categories:
D – Do your best!
O – Outstanding Citizenship
G – Good Choices
S – Safety First
- **Voice Level Cues**
0 – Silence

- 1 – Whisper
- 2 – Conversation
- 3 – Outside or Playground Voice

- **Assemblies and Lessons** used to teach students the PBIS Expectations and Using the Focus 3 language and disciplines.
 - **Press Pause**
 - **Get Your Mind Right (Choose above the line behaviors)**
 - **Stand Up and Own Your Choices**
 - **Adjust and Adapt to Change**
 - **Make a Difference**
 - **Build Skills and Habits That Get You Where You Want To Go!**
- **Students will receive positive rewards based on their behavior. These may be in the form of verbal praise, special privileges, tickets for prize drawings, extra recess, tangible rewards, assemblies, etc.**

PBIS (Positive Behavior Intervention Strategies)

	Hallway 	Restroom 	Cafeteria 	Assemblies 	Arrival & Dismissal 	Playground 	Bus 
Voice Level	0	0-1	1	0-1	0	2-3	0-1
 D Do Your Best	* Follow every adult direction	* Be quick, clean, and quiet.	* Use good manners- please and thank you	* Be a good listener.	* Follow every adult direction	* Play by the rules. * Follow every adult direction	* Follow every adult direction
 O Outstanding Citizenship	* Keep hallway clean	* Report problems to a teacher	* Clean up all trash * Report any unsafe behavior	* Enter quietly. * Sit in your space with bottom on floor	* Wait your turn * Stay in your line	* Everyone's included. * Take turns and share.	* Be kind to others * Keep the bus clean
 G Good Choices	* Walk to the right	* Respect others privacy	* Face your food * Talk to the people at your table	* Participate at appropriate times. * No talking during the performance	* Listen for your name * Hands and feet to self	* Put equipment away at the end of each recess * Line up quickly and quietly	* Face the front of the bus. * Sit in your seat at all times. *
 S Safety First	* Hands and feet to self	* Feet remain on the floor	* Stay in your seat * Eat your food only	* Hands and feet to self	* Walk to your bus or car	* Use the equipment as intended	* Hands and feet to self * Wait for the bus to stop before standing to exit.

PERSONAL PROPERTY/ITEMS BROUGHT FROM HOME

- Each student is responsible for his/her property. The school is not responsible for student's personal items. Loss must be assumed by the student. Do not carry valuables or large sums of money to school.
- **DO NOT LEAVE MONEY or PERSONAL ELECTRONICS ON OR IN YOUR DESK.**

- Please mark all personal possessions with your name, homeroom, etc. This is especially true of P.E. clothing. There is a lost and found box near the office. This should be checked periodically if something is missing. Glasses and items of value are kept in the office.
- **Toys and items that cause distraction to the child or to others in the classroom need to stay at home.**

RECESS

- Children are sent out every day unless the weather is extremely cold (20° F - taking the wind chill factor into account) or it is raining. Therefore, see that your child is dressed for the weather (slacks, boots, gloves, etc.)
- A doctor's note is required if a student must stay in for recess.
- If a student may not participate in PE due to medical restrictions, they may not participate in recess and will remain in the office at that time for their safety.

SAFETY DRILLS

- Fire drills, tornado drills, and lock-down procedures will occur according to state and district guidelines.

SCHOOL PROPERTY

- Students may be charged if they deliberately damage school or personal property of others. Consequences are noted in the "Code of Conduct" section of the [District Student Parent Handbook](#).

SKATEBOARDS

- Skateboards are NOT permitted on school property, and should NOT be brought to school.

TRANSPORTATION CHANGES

- **Any changes to transportation should be sent in writing to the teacher AND the elementary office. If a situation arises and you need to change after your child has left for school, you may do so by calling 884-7920. You will need to provide the child's 4 digit security code to the secretary for verification.**
- **NO CHANGES IN TRANSPORTATION WILL BE ACCEPTED AFTER 2:00PM**

VISITORS & VOLUNTEERS

- All visitors, volunteers, etc. must bring an ID to receive a visitor badge in the office. If you are leaving the office for any reason, you will be required to have a Visitor Badge.
- **In the morning, parents who bring students to the building will be required to STOP AT THE OUTSIDE DOOR, allowing their student to enter the building by him/herself.** Parent survey responses indicated concerns about building security, and we are addressing this with tighter restrictions on who is allowed into the building – including before and after school. No parents or other adults will be allowed into the hallways and classrooms before and after school. Extra staff members will be on hand to meet students at the main doors and help them find their rooms at the beginning of the school year.
- **Parents desiring classroom visits during the school day must make arrangements with the teacher 24 hours ahead of time.**
- **Due to a rise in school violence and safety concerns, outside visitors at lunch will not be permitted.**