

NOTES FROM THE ELEMENTARY SCHOOL OFFICE

School hours at Okaw Valley Elementary School are **8:00am to 3:00pm**. The tardy bell rings at 8:05.

ARRIVAL: *Students should not arrive at school* before **7:45am**. Upon arrival, students should line up quietly in the gym or go downstairs to breakfast. Parents who drive their children to school must drop off students according to the procedures/map on the next page. **NO EXCEPTIONS**

DISMISSAL: All bus riders will load the bus on the playground/bus lane. All students that are picked up or walk home will exit the building and make their way to the drive on the south side of the building. Staff members will be outside to help the students into the vehicles. **PLEASE** stay in your vehicle while the teacher helps the student. The pick-up line is a single file line—**NO PASSING**.

We dismiss at 2:00 every Wednesday.

If you haven't signed up for REMIND messages with Mrs. Vander Burgh, it is strongly suggested that you do so. (Information included in this packet) This is the most efficient way to receive information.

ATTENDANCE

Punctual and regular attendance is expected, except in the case of an excused absence. (Please see the handbook for details regarding an excused absence, an unexcused absence, and a tardy.) Note: an unexcused absence can result in your child not being able to make up work, and they could receive 0's for the day. The school is required by law to verify absences each morning. We ask that you notify the school office before 10:00am if your child is going to be absent. **Please remember to keep the school updated if you get a new phone number.**

Call (217-665-3541) or email (ovesoffice@okawvalley.org) the school before 10:00 A.M.

If your child normally rides a bus after school and that needs to change, please send a note to the school office in the morning or via email (ovesoffice@okawvalley.org). Any changes in how a child goes home must be done up to an hour prior to dismissal. If it is not done prior to **1 hour** it will not be allowed. **If you email your child's teacher, please copy the office on that correspondence. Substitute teachers DO NOT check the teacher's email.**

If you take your child to the doctor or dentist, please bring in a signed note from the doctor or dentist. The excuse will be valid for the dates listed on the doctor's note. Students must stay home for 24-hours from the last time they vomited, had a fever, or diarrhea before they can come back to school.

Please note that although a signed note from the doctor or dentist is an excused absence, your child will be counted absent for the periods missed. In other words, he/she may not receive perfect attendance if he/she missed school for an appointment. *If the school has not been notified by 10:00am, a call will be made to your home to verify the reasons for absence. An adult must verify the absence. If no one can be reached to verify the absence, it will be marked unexcused.

Important Contact Information

Mrs. VanderBurgh: vanderburghh@okawvalley.org

Mrs. Ryherd: ovesoffice@okawvalley.org

Phone 217-665-3541

FAX 217-665-3511