

Leaving School Before Dismissal

Please observe the following if your child will be leaving school before dismissal.

1. Send a note with the child on the morning of the early release.
2. Pick up your child at the security desk. **Any person, including a parent, picking up a child will be required to show proof of identity.** Only those individuals who have been designated by the parent or guardian will be permitted to pick up a child. Please make sure that you continue to update the school regarding who may pick up your child.

Again, please make sure that the school has the names of any and all individuals who have permission to pick up your child because no child will be permitted to leave with anyone other than those individuals.

These rules are to insure the safety of your child.

If there is a question of custody, please give the school a copy of the court order.

Parents Visiting the School

All parents, as well as all other visitors to the school, must sign in at the front desk in the lobby before proceeding anywhere in the building. Visitor badges are required for any individual other than students or staff. This is for the safety of your child.

Change of Address or Phone Number

Please notify the school immediately if you move or your phone number changes during the school year. The school district requires proof of residency. It is important that our records are accurate for emergencies as well as attendance.

School Closing

When it is necessary to close school due to inclement weather, please call the school emergency number at 341-9663 or tune into WALL radio station (1340 AM) for details.

EARLY DISMISSAL/GO HOME PROCEDURE

During an early release of students due to sudden snow or ice storms, phone calls home will not be made to parents or guardians of students in grades 2-5. Instructions from parents contained in the "Emergency/Early Release Form" filled out at the start of the school year will be followed.

In the event that school must be dismissed before the regular dismissal time, local radio stations will broadcast all necessary information. Information may also be obtained by calling the school snow closing line: 341-9663.

During the winter months it is extremely important for parents to keep an eye on weather conditions. If a parent or guardian is out of the local area and cannot monitor the weather or local radio stations, arrangements should be made for the person listed in the "Emergency/Early Release Form" who will be caring for the child to monitor the situation.

It is crucial that you have updated emergency numbers on file in school.

Care of School Property

It is the responsibility of your child to care for books that are issued to him or her during the school year. We encourage book covers on all textbooks. If your child damages a book, he will be held responsible and asked to pay for the book. Years of usage will be taken into consideration. If a book is new, the child will be asked to pay the full amount. Please encourage your child to show respect for all property.

All students are responsible for using the school facilities in a proper manner. Students who damage school property will be held accountable, and parents will be billed for damages.

Lost and Found

Each year many valuable articles of clothing are unclaimed. Parents are asked to mark their children's belongings to aid in the return of lost items. "Lost and Found" is located in the cafeteria. Encourage your child to check for lost or misplaced items. Parents are welcome to sign in at the desk in the lobby where they will be given a visitor pass so they may have an opportunity to check the lost and found area. Items that are not claimed will be discarded in January and June.