

## ***Top Ten Questions Parents Ask About the Start of School-*** First Day of School is Monday, August 29th

### ***How do I find out transportation and teacher information?***

Transportation information is mailed to each student's home address. Letters will be mailed around the 2<sup>nd</sup> week of August. Homeroom teachers for grades 1-6 will also be included. K students will find out their teacher when they come to Open House on August 22<sup>nd</sup>.

### ***What time does school start/end?***

AM K- 8:50 AM- 11:35 AM  
PM K- 12:30 PM- 3:15 PM  
1<sup>st</sup> – 6<sup>th</sup> grades- 8:50 AM- 3:15 PM

### ***What is the earliest time can I drop my child at school?***

Cleona Elementary – 8:15 AM  
Annville Elementary- 8:15 AM

### ***How is arrival and dismissal handled?***

#### **ELEMENTARY ARRIVAL & DISMISSAL PROCEDURES 2016 - 2017**

In order to provide a safe environment for our students, we ask that everyone adheres to the established guidelines regarding arrival and dismissal procedures. Your understanding and cooperation with these procedures will be greatly appreciated.

**\*\*Parents are asked to refrain from using the driveways during arrival (8:15 - 9:00 AM) and dismissal (3:00 - 3:30 PM) times. District transportation vehicles use the driveways during these times. Due to kindergarten, the driveway at Cleona Elementary School is also in use by buses from 11:20 AM - 12:30 PM.**

**Students arriving at their building of attendance should plan their arrival between 8:30 - 8:47 AM. (A warning bell rings at 8:40 at Cleona and Annville Elementary. The arrival bell rings at 8:50 AM.) Kindergarten students arriving at Cleona Elementary School for the PM session should arrive between 12:25 - 12:30 PM. (A warning bell rings at 12:25 and the arrival bell rings at 12:30 PM.)**

**If you are changing your child's normal routine (i.e. picking up your child rather than having him/her ride the bus), please contact the office in writing in**

**advance and review the procedures with your child.**

**CLEONA ELEMENTARY SCHOOL -**

\*All walkers and students being dropped off in the AM should use the northwest doors (by the 1st grade wing). The doors will open at 8:15 AM. The front doors are reserved for bus students only.

**\*Students utilizing district transportation in the AM to go to another building should arrive no earlier than 8:15 AM.**

\*All bus students are dismissed through the front doors.

\*All AM kindergarten walkers/pick-ups are dismissed through the southwest doors (playground doors by the art room). Parents need to make contact with the teacher on duty before students are dismissed. You will need to show ID to pick up your child. **\*\*Please read the dismissal procedures below.**

\*All PM kindergarten students who do not utilize district transportation will be met at 12:30 PM by a staff member at the southwest doors (playground doors by the art room).

\*At 3:15 PM dismissal, 1<sup>st</sup> grade walkers and pick-ups will exit through the northwest doors (by the 1st grade wing). All kindergarten and 2<sup>nd</sup> grade walkers and pick-ups will exit through the southwest doors (playground doors by the art room). **\*\*Please read the dismissal procedures below.**

**\*\* Below is the procedure for dismissing students at the end of the day. This procedure will help ensure that all children are going with the correct adults at the end of the day.**

***Please read carefully.***

Students at the Walker Doors will be dismissed to the legal guardian or custodial parent only. Your child will be asked to identify their parent or guardian before being released and you will be asked to provide a driver's license to verify your identity.

If someone other than the custodial parent or legal guardian is going to pick your child up, you as the custodial parent or legal guardian, must write a **dated** note telling us who is picking up your child. In the office this information will be compiled and provided to the aide at the Walker Door as well as the classroom teacher. When this person picks up your child, they will be asked to show ID to confirm identity.

Please make every effort to send the above note in the morning. It is very hard to assure all students are going where they need to if your child does not bring in a note. If you find you forgot the note or there is an emergency and you will not be able to pick up your child, we will follow this procedure:

First, call the school office to inform us of the emergency. Students without a note will be sent to the office at the end of the day to wait. The person picking

up must come into the office and they will be asked to sign a note saying they are taking your child. They will also be asked to provide ID.

Thank you for your cooperation with these procedures. I am sure you understand that your child's safety is very important to all of us. If you have any questions or concerns, please don't hesitate to call the school at 867-7640.

\*Parents should utilize Walnut Street for any parking needs during arrival and dismissal times.

### **ANNVILLE ELEMENTARY SCHOOL -**

All students who are dropped off during arrival by their parents should enter through the northeast doors (doors by the playground on Marshall Street).

The front doors are reserved for bus students only! No students will be allowed to enter the parking lot area or be dropped off by a parent in front of the school, due to the danger of crossing in front of buses.

Cleona students utilizing district transportation from Annville Elementary in the AM to get to Cleona Elementary should arrive no earlier than 8:15 AM. Walkers or car riders not utilizing district transportation should go directly to their classrooms after 8:40 AM. (If arriving before 8:40 because of siblings, etc., students should report to the All-Purpose Room until dismissed to the classrooms.)

**If a student is late (8:50 AM), they must report directly to the office and check in with the building secretary.**

**Dismissal of car riders and walkers:** Walkers exit the northwest doors at 3:15. Car riders exit the northeast doors and **must** have a parent present at the door to show ID in order to be dismissed. Students must leave the school premises and check in at home before returning to use the playgrounds. This will insure that parents know where their children are located.

***If there is a change in your child's typical transportation home, you must contact the school office.***

The safety of our students is our utmost concern. These guidelines help us to design and maintain a safe student environment. We appreciate your cooperation.

***What are the expectations for attendance?***

Students are expected to be on time (8:50 AM) and present for school each day school is in session. If your child is absent school must be notified within 3 days of their return. If the school does not receive a note (parent or doctor) within 3 days, the absence(s) will be coded as unexcused. Absences are excused for the following reasons:

1. Illness.
2. Medical, dental or legal appointments.
3. Obtaining professional health care or therapy services in accordance with state regulations.
4. Quarantine.
5. Family emergencies.
6. Required court attendance.
7. Death in immediate family.
8. Educational tours and trips, with prior approval.
9. College visits and career shadowing, with prior approval.
10. Authorized school activities.

After a student has accumulated 10 absences (parent note and/or family trip) a ten day letter will be sent indicating that all future absences will require a doctor's excuse in order to be coded as an excused absence.

After 3 days of unexcused absence a letter will be sent indicating that future unexcused absences could result in a citation, AND a truancy elimination meeting will be schedule with the parent to assist with ensuring the student's regular attendance at school.

When a student takes a family trip (ex.-Disney World, hunting, Farm Show, wedding, etc.) a family trip form must be completed 5 days prior to the trip and submitted to the school in order to be approved and coded as excused.

**IF YOU HAVE ANY QUESTIONS REGARDING ATTENDANCE PLEASE CALL YOUR CHILD'S SCHOOL TO SPEAK TO THE ATTENDANCE SECRETARY.**

### ***What supplies does my child need?***

Each grade level has a unique supply list posted on the building websites. Click on a building. Look for the resources tab. For Cleona Elementary, you will see a section called Supply Lists. Click there to find the lists for K, 1 and 2. You may also click on your child's grade level. On the left you will see a link to Supply

Lists. Click here to see what your needs to bring for the first day. For Annville Elementary you will see a section called Supply Lists – Grades 3-6. Click there to find supplies for these grade levels.

### ***How much does breakfast /lunch cost?***

Breakfast is \$1.20 includes milk  
Lunch is \$2.00 includes milk  
Milk is \$.50

### ***How do I pay for lunch?***

ACSD uses a POS system. Each student has a unique pin number that they enter when they are purchasing items in the cafeteria. Parents place money into their student's account by writing a check payable to AC Cafeteria or placing cash into an envelop with their student's name and pin number clearly written on the outside. If you want to add money to your student's account online, you can do that my clicking on this link. It will take you to My School Bucks.

<http://www.myschoolbucks.com>

Please call the school office if you have any questions.

### ***When will I get my child's pin number for lunch?***

For security reasons, every student has a unique pin. This number is the same as last year. If you are new to the district you will receive information on the first day of school. Please use the pin every time you send cafeteria money into school. All money needs to be in an envelope with the pin clearly marked.

### ***Where are the menus posted?***

Menus are posted on the ACSD website. At the top right side of the page you will see a small apple and the word Lunch Menu next to it. Click on it. This takes you to the Food Services Webpage. On the left, near the bottom you will see Lunch Menu and below that Elementary Menus. Click here. You will see the menus for breakfast and also the elementary lunches. Click on what you are looking for and the menu will download to your computer.

***If you have other questions, please call the school office-  
Annville Elementary- 867-7620***

***Cleona Elementary – 867-7640***

