

School Policies and Procedures

School Hours: The school day begins at 8:00 a.m. and dismissal is at 2:20 p.m. School ends at 11:30 on early dismissal days. Lunch is not provided and there is no after school extended care offered. Necessary arrangements should be made for pick up on those days.

Arrival and Dismissal: While our staff is present to monitor drop off, parents are responsible for their children until they get to the sidewalk. Please be very attentive around drop off and pick up time. It is important to be aware of other children during this time.

Arrival: Drop off in the morning begins at 7:45. Students are not allowed to gather on school property prior to this time. Any students who arrive early will be directed to extended care and parents will be responsible for paying the fees for this care.

- **Pre-Kindergarten:** Parents should walk students up to the doors on Pearce St. where teachers will meet students to bring them to their classroom.
- **Kindergarten through Grade 5:** Parents should drive into the parking lot off of President Ave and on the Stenson St. entrance. Cars should pull up to the orange cones. Once the car has stopped and the lot is clear of moving traffic, students should exit the vehicle on the driver's side of the car whenever possible. Staff will monitor this arrival procedure but it is essential that parents help keep all children safe. Please do not park your car in the lot and walk your child to the entrance.
- **Grades 6-8:** Parents should pull up to the sidewalk between Stetson St and Read St along the building. Parents are responsible for ensuring that children safely exit the car. The school cannot be responsible for students who exit the car down the street or on the other side of the road.

Dismissal: Students will exit the building through the same side of the building that they entered. Students will be dismissed by grade and will be escorted outside, weather permitting. Teachers will monitor students until they are able to see a parent/guardian or other individual identified as having permission to pick up the student. Parents should meet students in the parking lot or door entrance on Pearce Street. Students will not be handed off to anyone parked in the middle of the street. ID may be required if a staff member is unable to identify the individual picking up the student. Parking is allowed in the lot during dismissal. Any student who is not picked up by 2:40 will be brought to extended care and parents will be responsible for fees.

Attendance: Beginning on the very first day of school, punctual, regular attendance is of the utmost importance to the development of a conscientious and prepared student. It is strongly recommended that parents emphasize this importance by keeping children home for serious reasons only and by training children to be punctual.

Absences: Parents must call the school office (508) 674-9131 by 8:30 am to report a student absence. If the office is not notified, a parent/guardian will be contacted to verify the absence. If no verbal contact is made, the child must bring a note from home stating the cause of the absence.

A student who is absent five or more consecutive school days is required, by state law, to have a doctor's note. Students are required to make up all class work and homework missed in all subjects because of the absence. Make-up work needs to be completed within a time equal to that of the absence. (i.e. 1 day absent – 1 day to complete, and etc.) Please be sure to check your specific teacher's homework guidelines.

Students who are absent may not attend any extra-curricular activity, including school dances or sporting events scheduled on the day of the absence. The principal should be notified for extenuating circumstances.

Vacations: Family vacations should be scheduled during designated vacation times noted on the school calendar. Vacation time taken during school time interferes with the progression of learning and the student's understanding/mastery of subject matter being taught. It is very difficult for teachers to determine what material will be covered or assigned as homework in any subject a week in advance. Teachers cannot provide class work and homework for vacation time taken during scheduled school time. Please refer to your specific teacher's classroom homework/grading policy.

Tardiness: Students who arrive at school by 8:00 am.. Students will be allowed one tardy per month without consequence. The main office will monitor the lateness of students. After 3 or more tardies, students will be required to stay after school or part of their recess to complete missed work. The main office will notify parents in these cases. If tardiness persists, the administration will request a meeting to discuss these concerns.

Medical/Dental Appointments: Parents are asked to schedule medical, dental, or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents need to give written notification to the classroom teacher, a day before the scheduled appointment, when possible. You may pick up your child at the school office.

For safety and liability reasons, the school will not permit students to walk to medical or dental appointments during school hours. All students leaving for an appointment, and/or returning to school after an appointment, during school hours must be signed in/out by a parent, guardian or an authorized adult listed in the student's file.

Visitors: All visitors must ring the doorbell on the Stetson St./President Ave side of the building. They will be met at the door by staff. Anyone visiting the building will be asked to sign in and wear a badge that identifies them as a visitor.

Before School Care: Before school care begins at 6:45. Parents should escort their children to the school entrance in the parking lot on Read St. Please knock on the door and school staff will meet you. Before school care will take place in the Library. Any student that arrives at school before 7:40 will be brought to extended care and parents will be responsible for the fees.

After School Extended Care: Extended care begins at 2:30 and ends at 5:30. There are no provisions for staying in the building after 5:30. After school care will take place in the cafeteria. Parents