

Attendance: A critical area of concern for all students is daily attendance. We reward all students with perfect monthly, trimester, and yearly attendance. Student with Perfect Attendance for the Year will go to Maya Cinema on 5/29. Please help your child to earn these rewards by doing the following:

- Make arrangements for your child to get to school **no later than 7:45am.** Class begins promptly at 7:50am. We do serve over 1,000 students so please plan accordingly for traffic.
- Our West Gate opens at 7:20am and is locked at 7:50am.
- Our phone number is 837-6150. Be sure to call the school if your child is absent for any reason so that we may assist you in clearing the absence.
- Absences not cleared within 48 hours are unexcused.
- A total of 3 tardies or unexcused absences triggers a truancy letter to be sent home. Please avoid this by having your child here at school, on time, daily, or calling to excuse them.
- Classroom interruptions cannot take place except in the case of an emergency. For this reason, please schedule all appointments for your children after the school day.

Early Morning Drop-Off/Afternoon Dismissal:

East Parking Lot: Busses load/unload from the East parking lot. **This loop is for busses only.** No cars may enter the loop.

West Parking Lot: Students who walk to/from school or are dropped off/picked up from school will enter/exit through the West Gate.

- For the safety of our students and to allow for the continuous flow of traffic we will be using the **crosswalks both before and after school and asking that no pedestrians cross the double lanes of traffic within our Car Loop.** Instead we ask that you cross safely using the crosswalk located directly in front of the office. A Crossing Guard will be there to ensure the safety of all pedestrians.
- For the convenience of those coming from the south side of Berkshire, there is a Crosswalk located at the corner of Berkshire and Moonstone for you to use which will put you at the sidewalk leading directly to our West Gate, the entry/exit point for all students.
- Walking parents please feel free to wait on the grass under the shade of the trees outside the West Gate.
- Vehicles will have access to **2 lanes within our Car Loop** and it is **imperative that we use both lanes, pull all the way forward, and that vehicles are not left unattended.** This is an **unloading/loading zone only** and my staff and I will be there daily to unload/load your children into your cars.
- In the event that you are unable to pick up your child by the dismissal times listed below, please make other arrangements for them. A total of 3 late pick-ups triggers a truancy letter to be sent home. Please avoid this by picking your child up on time, daily. Late Pick-Ups will need to park, show ID through the office, and walk through the campus to sign their student out. **Dismissal times are as follows:**

TK/K: 1:40

1st/2nd: 1:50

3rd-5th: 2:10

Our staff is committed to providing a learning environment that will foster student growth and success. Please join with us in that task as we work toward preparing each child for the exciting future that lies ahead.

Sincerely,

Mrs. Nicole R. Zandes
Principal