

IMPORTANT INFORMATION

Family Newsletter

Ms. Priestly and staff compile a monthly Family Newsletter. Look for this gold newsletter to be sent home at the beginning of each month. It will include news items of interest and will provide important dates to parents about current events at school. In addition, grade-level teams will also distribute a monthly newsletter to inform parents of important grade-level instruction, progress, and events. Other helpful information like the PTA newsletter and recreational and community programs will be distributed on Thursdays in the Weekly Communication envelope.

School Hours

For Grades K through 5 and Head Start, the school day is from 8:50 a.m. – 3:05 p.m. Children walking to school or being dropped off by car may line up outside the building at 8:30 a.m. All walkers and car riders should time their walk or ride to school to arrive at 8:30 a.m. There is no adult supervision until 8:30 a.m.

Attendance/Absences

Students from ages 5 to 16 are provided free public education and are required to attend school. Absences from school other than for illness are discouraged. Parents must send an absence note to school explaining the reason for their child's absence. A doctor's certificate is required after an absence of five (5) or more consecutive days.

School begins promptly each day at 8:50 a.m. Students who arrive at school after 8:55 a.m. must be signed in at the office by a parent/guardian and will receive a late pass to be admitted to class. This will change their attendance from absent to tardy.

Requests for pupils to leave school during the school day should be made in writing by the parent or guardian and approved by the principal. Once students arrive at school, they may leave the school only with a parent or legal guardian after they are signed out of the office. Persons other than the parent or legal guardian and otherwise not designated to pick up a student, must have a note from the parent and show proper identification before the student is released to them.

Lunch/Breakfast Program

Hot lunches are served daily. Alternate choice of lunch is also offered each day. Snacks are available. Free or reduced lunches are available to students whose family income is within certain established guidelines. Application forms are sent home at the beginning of the school year and are available in the school office by request during the school year. Breakfast is offered daily to interested students.

Lunch Prices: Regular	\$2.50
Reduced	\$.40
Milk	\$.60

PROCEDURES

Bus Behavior

On the bus and at the bus stop, the children are expected to wait for the bus in an orderly manner, remain seated on the bus at all times, talk with a seat companion in an appropriate voice level, respect and follow the directions of the bus driver and the safety patrol, and refrain from bringing on board the bus any animals or dangerous objects.

Telephone Calls

A telephone, located in the hallway near the multipurpose room is available to students. Students may only use this telephone when they have received permission from their teacher and only after they have received a phone pass from the office. Students may not leave the classroom to receive any phone calls. Messages may be left for students with the office staff who will place them in the appropriate teacher's mailbox. Students will be called to the office to receive messages only in the event of an emergency.

Lost and Found

Students should have their names on all lunch boxes, book bags, and articles of clothing they bring to school (e.g. coats, hats, gloves, sweaters, boots, etc.) Found items are placed in a box outside the All-Purpose room. All items of value such as money or jewelry will be kept in the office.

Field Trips

Field trips are planned to enhance the instructional program. You must give your written permission in order for your child to participate. Please return the permission slips and other notices requiring your signature the following day. Because there is a great responsibility involved in transporting the children, the school discourages use of private cars and provides school or chartered buses for field trips. County policy prohibits pre-school children from accompanying chaperones on field trips.

Parties

Two class parties are allowed per school year. Class parties are planned by the teacher and homeroom parents. Parents should consult with classroom teacher before planning any party or celebration.

South Lake Elementary Daily Schedule

	8:00 a.m.	School Office opens
	8:20 a.m.	Teachers arrive
	8:50 a.m.	First Bell – Student’s Enter Building
		Pre-K & Head Start begin
	8:55 a.m.	Second Bell
		Breakfast served in classrooms
	9:00 a.m.	Morning Announcements
	11:25 a.m.	Morning Pre-K dismissed
Lunch/Recess	11:30 a.m. - 12:30 p.m.	Kindergarten & Grade 3
	12:00 p.m. - 1:00 p.m.	Grades 1 & 2
	12:30 p.m. - 1:30 p.m.	Grade 4
	12:45 p.m. - 1:45 p.m.	Grade 5 and METS
	12:25 p.m.	Afternoon Pre-K Begins
	3:05 p.m.	All Classes Dismissed
Early Dismissal*	10:30 a.m.	Pre-K
	12:35 p.m.	Grades K-5 & Head Start

Early Dismissal Lunch Schedule **

10:30 a.m.	Grade K
10:45 a.m.	Grade 3
11:00 a.m.	Grade 1
11:15 a.m.	Grade 2
11:30 a.m.	Grade 4
11:45 a.m.	Grade 5 and METS

*See School Calendar for Designated Dates

**Lunch is Served / No Recess on Early Dismissal Days