



1) What are the school hours?

- Our school day runs from 8:30 – 2:50. All students are expected to arrive no later than 8:25, but may not arrive prior to 8:00 unless there is a scheduled club activity.
- School attendance is critical to education and overall development for every child. Do not schedule vacations on school days. Also, tardiness is extremely disruptive. Schedule appointments that are not emergency-related outside the school day.

2) How does transportation to and from school work?

- For those families eligible for bussing, you will receive information from the transportation office. The office can be reached at 262-6865 if you have additional questions.
- For those families not eligible for bussing, or for those who choose to drive children on any day, please pay careful attention to the following:
 - For AM arrival (8:00 – 8:25), you may pull up along the curb on the north side of Norwood Road by the crossing guard to drop off children. Students should exit the passenger side of the car and there is no need to park if you use this option.
 - For AM arrival (8:00 – 8:25), you may also use our parking lot for dropoff at this time. If you use the lot, you may park in any marked stall and walk your child(ren) to the curb or front door. Children must NEVER walk through the parking lot alone. You may also choose to pull up along the curb, near the Principal or teacher aide, if you do not wish to park. Children should exit the vehicle on the passenger side and go right to the curb for this option. Several parking spaces are blocked off with cones to facilitate this option.
 - For PM pickup, students in grades 2-5 exit the building on the east side by the 2nd grade wing. Parents may park along the north side of Norwood Road and wait for students. Students in grades K-1 should be met in the main entranceway by the Greeter's desk. Parents should park in the lot for these students. If you have children in K-1 as well as older children, it is advisable to have the older children walk to the main entrance to meet you.

- For all of the above scenarios, please follow any directions from security guards, teachers, teacher aides, or the Principal.

3) What should I do if I need to change my child's dismissal plan?

- It is not advisable to change your child's dismissal plan too often. When we dismiss 370 students at the end of the day, it is a good idea for every child to follow a consistent daily plan. When special circumstances arise (i.e. a need to pickup instead of taking the bus, or another parent will be picking up your child, etc.) please send a note to the classroom teacher in the morning. The note will be verified by the main office and returned to the teacher, who will return the note to your child before the end of the day.
- If it becomes necessary to change a dismissal plan during the school day for emergency reasons, please call the main office at 262-6830 and we will attempt to accommodate you. This practice is highly discouraged for anything other than an emergency. No changes may be made after 1:30.
- If you need to pick up your child before dismissal for emergency reasons, please do so prior to 2:30. No pickups may occur between 2:30 and 2:50. Early pickup must be for emergencies and never for convenience.

4) When can parents visit the school?

- We hold a number of special events during the school year, including class parties, concerts, author celebrations, field day, and more. Depending on the event, we may either invite all parents (and grandparents, etc.) or may just invite class parents to assist in the classroom. Your child's teacher will inform you of the schedule of events.
- If you need to meet with your child's teacher, the Principal, the School Counselor, etc., please schedule an appointment. No visitors may come into the building without official school business to conduct.
- For any visit, please use the main entrance only, and check in with the Greeter when you arrive. Proper identification may be required for all visitors prior to entering the building.

5) How do I alert the school about absences?

- If your child is absent, please contact the School Nurse, Ms. Olofson, at 262-6833. If you reach the voicemail, please leave your child's name, the date, reason for absence, teacher's name, and expected return date. A written note should be provided upon your child's return.

6) Can my child ride his/her bicycle to school?

- Yes! Students must follow all normal bicycle safety procedures including wearing a helmet. Bikes must be walked once on school grounds and may be locked up on our rack behind the custodial entrance.

7) What is Blackboard Connect?

- We use an automated phone/e-mail system to facilitate home-school communication, especially in emergencies. We maintain a database with your home phone number, work number, and cell phone number as well as e-mail address(es). When the Principal or Superintendent needs to disseminate information quickly and effectively, we are able to make use of several options through Blackboard Connect. We can use an e-mail option, which instantly sends a mass e-mail to every address in our database. We tend to use this option for non-emergency items, such as reminders about school events. We also have the option of making phone calls to just your home phone, or to every phone number listed. For example, if school needed to be closed early due to snow or some other reason, we would send a recorded message (instantly!) to every phone number you supply, including home, work, and cell. If a message is not as urgent, especially during evening hours, we choose to just send the message to home phone numbers.

For this reason, as well as our need to be able to reach you in any number of different situations, it is critical that we have accurate phone and e-mail information for all parents and guardians!! If your information ever changes, please notify us immediately. Also, please check your e-mail regularly, as we have converted almost all of our school notices to electronic format. Very few things are sent home in paper copy.

8) I've heard certain items are not permitted in school. What are they?

- In general, any item that does not serve an academic purpose should not be brought to school. We find that these items inevitably cause some kind of disruption to the educational process. Also, students (and their parents) get very upset when personal items are lost, stolen, or damaged.

More specifically, the following items are not permitted in school: all electronic devices, including cell phones, DS, Gameboy, iPod (or any mp3 player); Pokemon cards; GoGo's and other toys. Not only are students distracted by these items, but they become particularly problematic when children fight over them. Every few years a new sensation comes out – Pokemon cards, Pogs, Silly Bandz, etc. – and it's only a matter of time before kids start stealing them from each other or trading them and then arguing over unfair trades. None of this can be permitted in school.

As a good general rule, if an item is not necessary for learning, leave it home. If you or your child would be upset if an item is lost, stolen, or damaged, leave it home. This extends to jewelry as well.

9) What is the “Parent Portal?”

- Parents have an opportunity to view information about their children in our online student management system, eSchool. We enter attendance, progress reports, assessment grades, and more into this system. Through the Parent Portal, you can view certain information about your child(ren). To create an account, visit <https://parentportal.eschooldata.com/> and follow the directions. For new users, please be aware your personal information must match exactly for your account to be approved. Contact the main office for your child’s ID number, which you will need for registration.

10) When will my child take state assessments?

- Currently, students in grades 3-8 take state assessments in various subjects. ELA (English Language Arts) and Mathematics are tested every year. For elementary students, the following assessments are currently in place:
 - o Grade 3: ELA & Math
 - o Grade 4: ELA, Math, & Science
 - o Grade 5: ELA & Math

We want every child to do his/her best on these assessments, but it does not serve anyone, especially the kids, to inflate scores with excessive test prep. The assessments simply serve as a tool to help us monitor a child’s progress. We focus on the skills we believe children need for a well-rounded education and those skills are applicable on these assessments. When it feels like pressure and stress are building around these assessments, please remember two things: first, we focus on skill prep, not test prep; and second, any individual test score is a snapshot for one day. It is much more important **to focus on growth over time.**