

June 10, 2015

Dear Parents:

We want to make you aware of some policy changes for the upcoming school year, beginning August 24, 2015. Please understand these changes are for the safety of your children and to maximize the learning environment for all students at Williams Township School.

### **MORNING ARRIVAL PROCEDURES**

Children must attend school daily to ensure they learn the academic and social concepts and skills they will need in school and beyond. **Students are to enter the building beginning at 8:00 a.m.; students will not be allowed in the building before this time.** Any student arriving before 8:00 a.m. **should** go directly to the gym and remain there until the bell rings, as supervision will be provided. **The tardy bell rings at 8:15 a.m. with classroom instruction beginning promptly at 8:20 a.m.** Students arriving after the tardy bell must be signed in at the office by a parent/ guardian. **STUDENTS ARE NOT ALLOWED TO SIGN THEMSELVES IN OR OUT OF SCHOOL!**

**All students should arrive between 7:45-8:15 a.m. No students are to arrive before 7:45 a.m. We do not have child care/supervision available anywhere on our campus before or after school hours.** If you would like a conference with your child's teacher please schedule these for Friday mornings from 7:30-7:50 a.m. or after school hours. We understand kindergarten is a new adventure, and students need parental guidance to remember procedures. Therefore, kindergarten students will be allowed to have a parent walk them to the classroom door until September 9, 2015. However, no students are to be escorted to class after this date. Teachers and school officials are available to assist students in finding their correct destination.

### **AFTERNOON/DISMISSAL PROCEDURES**

**School will be dismissed at 3:00 p.m. daily. Car students are to be picked up promptly by 3:20 p.m. Again, we do not have child care/supervision available anywhere on our campus before or after school hours.** Please do not ask your child's teachers to allow him/her to remain after school in their care, as they have after-school meetings and parent conferences. We have two buses that drop off for after-school supervision at area day cares, *EduCare* and *Sweet-as-Home*. **Due to safety concerns for our students, any child repeatedly left unattended before 7:45**

**a.m. or after 3:20 p.m. will be referred to the social worker for investigation.** Additionally, for school safety purposes, parents are to remain in their vehicles until school dismissed, and immediately empty the parking lot after dropping off or picking up students.

Each student will receive a placard with his/her name on it. Those picking up students are to display this card on the right passenger-side dashboard in the car pick up line. Students in grade K-4 can only be picked up in front of the school by cars with a placard; students in grades 5-8 can only be picked up at the back of the school. Students will be given four placards for other family members for pick-up. **For safety purposes, your child WILL NOT BE ALLOWED to ride with anyone without their name placard displayed.** Please make arrangements beforehand if you are not going to be able to pick up your child. **We understand emergencies will arise, but for the safety of your child no changes for student pick up will be made after 1:30 p.m. daily unless approved by the school administration!**

### **ADDITIONAL CHANGES**

Phone calls cannot be placed to classrooms during the school day. Please understand this disrupts classroom instruction. Leave a message with the secretary and your child's teacher will call you back during his/her planning time or after school.

We are working together to ensure a friendly and safe learning environment for all WTS children. Please do not go to your child's classroom without first signing in at the office. Feel welcome to participate in school and classroom activities and to communicate regularly with administration and teaching staff to support your family's needs. Thank you for your support and cooperation as we understand these are some changes from years past.

Sincerely,

Jeff Spivey, Principal