

# WELCOME TO FLOWOOD ELEMENTARY

2009-2010

**SCHOOL SCHEDULE** Students may arrive at 7:00 a.m. The tardy bell rings at 7:30 a.m. All students are expected to be in their classrooms at 7:30 a.m. Please do not drop your child off before 7:00 a.m. because he will not be supervised. Students will be walking between 7:00 a.m. and 7:20 a.m.

Dismissal time is at 2:05 p.m. for all students. You must stay in the car line to pick up your child. Do not park and come in the building to avoid the car line. Our teachers help students get into their cars in a timely manner.

**CAR RIDERS** We will open the school doors at 7:00 a.m. Car riders will turn off of Flowood Drive onto Winner's Circle and come to the front of the building to drop off and pick up students. We will have teachers on duty to supervise. In order for our car line to run smoothly, we will not open car doors. Please have your child ready to get out when you pull up to the curb. Please pull all the way up to the end of the sidewalk so that several cars are able to drop off students. If you need to enter the building, please park in a visitor parking space instead of staying in the carpool line. Please stay in the single car line and do not pull out of line to let your child out. Your child's safety is important to us. During the first few weeks, you may want to leave earlier than usual in the mornings to get your child to school in a timely manner.

Afternoon car riders will dismiss at 2:05 in front of the building. Students should not be checked out early to avoid car rider traffic. Please have patience the first few weeks of school until we get into a routine.

**DAYCARE DISMISSAL** If your child will not be going to daycare in the afternoon, due to being sick, going to the doctor, etc., please notify the daycare. This will help the daycare account for all students.

**BUS DISMISSAL** Bus students will be dismissed at 2:05 p.m. Teachers will be on duty to walk students to the buses. Please help your child learn the bus driver's name, bus number and address.

In order to change the way your child dismisses school in the afternoon, we must have a note from a parent or guardian stating how your child will go home that day IF IT IS DIFFERENT FROM THE REGULAR SCHEDULE. If we do not get a note from the parents, your child will go home the regular way. We will not accept verbal information from your child.

**LUNCH** The cost of lunch is \$2.25 each day for students. This may be paid daily, weekly or by the month. Please send lunch money in an envelope with the student's name, teacher's name and lunch number written on the outside. Parents are now able to go online, [www.mealpayplus.com](http://www.mealpayplus.com) or CALL 866-700-1872 and pay for your child's lunch. The cafeteria is a federal program and is not allowed to charge students meals. An emergency envelope with extra money stapled into your child's folder will help in avoiding your child being without lunch money. Mark the envelope, "emergency" and let your child know if money is forgotten he will have this money to use. The school office will not be allowed to loan lunch money. We will make every attempt to contact you early in the day if we realize that your child has no lunch credit. The policy states, "If a student doesn't have lunch money, he will be served two oz. of cheese, eight crackers and milk. The maximum number of times this will be furnished is three times." Cost for adult meals is \$3.00. You are welcome to come eat lunch with your child any time. Food from a fast food restaurant is not allowed in the cafeteria. The cafeteria could lose federal money upon inspection if we have these in our cafeteria. Thanks for your cooperation.

**STUDENT MEDICATION** Students are not permitted to transport any type of medication to school. ALL medication must be brought to the office by an adult and be in the original container. A medical form will have to be completed by the parent **BEFORE** any medication can be administered.

**EMERGENCY FORMS** Please make sure you fill out the entire emergency form. Make sure you list several numbers where you can be reached. If these numbers change during the year, please let the office and your child's teacher know the new number. Make sure you list anyone who may be sent to the school to check out your child on this form. We will release your child with the people you list on your child's emergency card, **ONLY. STUDENTS WILL NOT BE CHECKED OUT BY SOMEONE THAT IS NOT LISTED ON THE EMERGENCY CARD.**

If there are legal restrictions that prohibit your child from being checked out by someone, please submit the documents to the office.

**HEALTHY BODIES/HEALTHY SNACKS** The faculty and staff at Flowood are implementing our wellness policy to improve children's health and combat childhood obesity. In order to make our policy a success, we need the help of our parents and students. Please help us by considering the following suggestions for Friday treats and birthday celebrations: mini cupcakes, cheese and crackers, fruit, pretzels, 100 calorie snacks, baked chips, peanut butter and crackers, etc. Please pay attention to the fat, sugar and caloric content.

**TARDY/STUDENT ABSENCE** It is very important that your child be at school in his classroom at 7:30 a.m. each day. Promptness is a virtue that becomes a habit. According to the RCSD handbook, parents of students in grades K-8 are expected to accompany the child into the building when the child is tardy. Do not walk your child to his classroom. He must have a tardy slip to enter the classroom. If your child has excessive tardies during a semester, he will be subject to recess detention.

**\*\*\*After 3 EXCUSED absences per nine weeks based on parental notes, a doctor's excuse will be required for excusing an absence.**

A written excuse is required on all absences. Please do not call the office to report that your child will be absent.

According to RCSD policy, due to safety precautions, no student dismissals will be allowed during the last 30 minutes of the school day.

**PARENTS MAY CALL THE OFFICE TO REQUEST MISSED ASSIGNMENTS IF YOUR CHILD IS SICK AFTER THE SECOND DAY. PLEASE CALL BY 10:00 A.M. AND PICK UP THE ASSIGNMENTS BETWEEN 2:30 AND 3:00**

**SICK CHILDREN** Please do not send your child to school sick. Students may return to school after they have been "fever free" for 24 hours.

**TELEPHONE** Students will not be called from class to receive phone calls at any time. Messages may be taken and given to teachers to relay to students at the appropriate time. Messages will be taken for teachers to return at their convenience. Please do not ask that teachers be called from class for phone calls.

**FIELD TRIPS/PARTY** Each grade will take part in field trips and parties throughout the year. Please make alternate arrangements for siblings. We ask that siblings not be brought to these events. These activities are scheduled to be special for our students. You are invited to spend this time with your child as well as assist with supervision of students. Thank you for your cooperation.

**VISITING THE SCHOOL** All parents are welcome and invited to be a part of our school and the exciting events that will take place throughout the year. **HOWEVER, APPOINTMENTS WITH TEACHERS SHOULD BE SET UP AHEAD OF TIME.** Teachers are busy teaching and can not be expected to have a conference without an appointment, leaving the students unattended. It is very important that ALL students receive all instructional time every day. ALL parents are required and expected to check into the school upon arrival on campus. Do not go to a teacher's class without having first checked into the office.

**VOLUNTEERING** If you would like to volunteer at Flowood, you must fill out a "Volunteer Registration Form," and return it to the office.

**COMMUNICATION** It is very important that the school and parents stay in close contact. We send home a newsletter from the office every week with vital information on it. Your child's teacher will be sending home important information as well. PLEASE take time to read it.

**PTO Please show your support and join the PTO!** We have a hard-working PTO in place. When the officers and committee members call for help, please volunteer in your child's school. Children LOVE for their parents to be involved and we do, too!

**DRESS CODE** Please read this section carefully in your RCSD handbook. The dress code will be enforced.

We look forward to a successful year at Flowood. Your child is our first priority!

Dr. Kathy Martin, Principal