

# August 2016

**Memo to:** Parents/Guardians at Gladewater Primary School

**From:** Amanda Langford, Principal

**Subject:** Arrival, departure, meals, absences, transportation, visiting our school

Welcome to our school. I look forward to working with you and getting to know you this school year. We want this to be a fun and SAFE place for all students. Here is some important information about our school:

## **Arrival and Departure:**

Parents can walk their child to the room for the first week of school. After that, allow them to walk to class on their own. Students can be dropped off at **7:30\*** am. Do not drop them off earlier than 7:30 am. Students will eat breakfast if needed, then wait by their classrooms until 7:45 am. At 7:45 am they will enter their classrooms and prepare for the school day. All students must be in their classroom by 8:00 am or they are marked tardy. Pre K, Kindergarten, and 1st gr car riders are dismissed at 3:30 pm at the **front of the building**. Head Start students are dismissed at 2:00 pm at the Head Start building. While in the car line, do not get out of your car to try to pick up your child, do not walk across the street or cross traffic to collect your student. GPS Staff will put your child safely in your car for you. **Do not smoke on school property.** Be polite and do not try to break into the car line. Buses will begin leaving our school at 3:30. **Using a cell phone in the car lines or school zone is prohibited and is a ticketable offense.**

*\*GISD employees may drop students off in the front at 7:15 in order to allow them to get to their assigned campus on time.*

## **Breakfast and Lunch:**

Breakfast is served from 7:30 until 7:55 am. Breakfast prices: free for ALL students. Lunch prices: Reduced=\$0.40, Full price=\$2.00. Parents are responsible for paying all lunch charges.

## **Absences/Truancy:**

If your child is absent from school, it is considered 'unexcused' until we receive a doctor or dentist note regarding the absence. Truancy prevention counseling will be offered once your child has 10 unexcused absences in a 6 month period or 3 unexcused absences in a 4 week period. Truancy counseling will help the school understand the circumstance and causes for the absences or tardies. Excessive tardies (arriving after 8:00 am) will count towards truancy as well. For more detailed information about absences and truancy, please speak to the principal. It is the parent's or guardian's responsibility to make sure your child attends school every day possible.

## **Transportation changes:**

Transportation changes must be made by the parent or guardian in writing (a note, email, or fax sent to the school office). All transportation changes must be made **before 2:15**.

## **Visiting our school:**

We welcome you to visit our campus. Please cooperate with these safety measures when you visit: enter at the front office (even if your child is in the head start building), **bring a driver's license or ID (NO EXCEPTIONS)**, wear a visitor tag while you are here, check out in the office before leaving. If your child is leaving with you, they must be checked out in the office. If you are visiting for lunch, you may only share a meal with your child. Once the lunch time is over, please check out in the office.

- **ALL STUDENTS (Head Start -1st gr) NEED TO BE IN DRESS CODE EVERY DAY.**
- **SCHOOL DAY BEGINS: 8:00 AM**
- **SCHOOL DAY ENDS: 3:30 PM (Head Start ends @ 2:00)**
- **ALL CAR PICK UPS ARE DISMISSED IN FRONT OF THE SCHOOL (ON MARTHA ST.)**