

WILLIS FOREMAN ELEMENTARY

2016-2017

STUDENT AND PARENT HANDBOOK



Where Students are Wild About

Learning.....

Because the Future Starts Here!!!

VISION STATEMENT

We envision a school with a safe and disciplined environment where staff, parents and students are working together toward the common goal of excellence. As a result students and faculty are Exceeding Expectations Everyday.

MISSION STATEMENT

We believe all children can learn. Our goal is to teach children respect, responsibility and discipline, which will enable them to become productive citizens in society.

BELIEFS

1. Student learning is the first priority of the school.
2. All students are capable of learning.
3. Students should be actively involved in solving problems and producing quality work.
4. Curriculum and instructional practices should incorporate learning activities to accommodate differences in learning styles.
5. Teachers, administrators, parents, and the community share the responsibility of advancing the school's mission.
6. It is imperative for parents and teachers to be committed to students becoming life-long learners.
7. The diversity of our school community is a useful resource to enrich awareness and learning.
8. State of the art media and technology should be integrated throughout the curriculum.

SCHOOL HOURS

School Hours for grades Pre-Kindergarten through Fifth are 8:15 a.m. to 3:15 p.m. **Students are not to arrive to school prior to 7:45 a.m. because there will not be supervision available.** Breakfast is served beginning at 7:45 a.m. **Students must be in their classroom by 8:10 am or will be considered tardy. Students must remain at school until 3:00 p.m. or will be considered tardy.**

ATTENDANCE

An absence is either lawful or unlawful. Absences, which are lawful and therefore excusable, shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy. Lawful excuses shall include personal illness of a student, serious illness or death in the student's immediate family reasonably necessitating absence, special and recognized religious holidays observed by student's faith mandate or order of government agency and school related functions previously approved by the principal or other appropriate official. Parents may keep their child out for other reasons, but such an absence shall be deemed unlawful. A parent may only write 5 parent notes a year.

If a student arrives at school prior to 11:30 am, he/she will be counted present for the day but will receive a tardy. If a student arrives at school after 11:30 am, he/she will be counted absent. Also, if a student leaves school prior to 11:30 am, he/she will be counted absent for the day and if a student leaves school after 12:00 noon, he/she will be counted present for the day.

EXCUSE FROM SCHOOL DURING SCHOOL HOURS

During school hours, no child will be permitted to leave the school unless requested and accompanied by a parent, legal guardian, or a person identified in writing by the parent or legal guardian. Requests to leave school during school hours should be limited to such reasons as medical or dental appointments or emergencies. When a student leaves early, the time they leave will determine if the student will be considered present or absent. The child will receive a tardy if the excuse is not related to a medical appointment, emergency or prior approval by the principal. The parent/guardian must sign the child out on the computer. A child will be permitted to leave school during school hours:

- A. Upon receipt of a written request from a parent or guardian, and in the company of the requesting parent or guardian. **Request must be turned in to the office no later than the morning of the dismissal.**
- B. Upon verbal request of the parent or guardian who appears in the office and requests the child's departure with doctor/dentist note or for emergency reasons as approved by administration
- C. Upon receipt of a **written** request, signed by the parent or legal guardian, that designates a particular adult, by name, to accept the responsibility for the child.

When requests for students to leave in the presence of an adult occur, the adult's identify will be verified by the office staff **each** time. The adult, who accepts responsibility for the child who is to leave the school, will be required to sign the student out at the computer checkout.

Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Because students are involved in learning until the end of the school day and the high activity level in the office the last hour of the day. Students will not be signed out between 3:00 p.m. and 3:15 p.m.

TARDINESS

A student is tardy when he or she enters the school, classroom or homeroom after the ringing of the tardy bell. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency. The accumulation of unlawful tardies will warrant disciplinary action. See Richmond County Student Code of Conduct 2016-2017. The accumulation of lawful excused tardies will not warrant disciplinary action; however, there are very few excuses for tardiness, which will be accepted as a valid reason for tardiness. The lawful excuses for tardiness are as follows:

- A. Where the student has a medical or dental appointment, which cannot reasonably be scheduled outside of the school day, a signed written statement from the appropriate physician or dentist shall be required to validate a tardy for medical or dental reasons.
- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by a court appearance.

- C. In special circumstances in situations which rarely happen but are not likely to reoccur, such as when a parent brings a child to school, if the Principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy. Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the principal must review the matter with the superintendent or his designee and have the superintendent or his designee concur with the principal's decision to grant the exception where circumstances and policy would warrant.

Excessive tardiness will be brought to the attention of the office staff so a referral to the school's social worker will be made.

AGE AND BIRTH CERTIFICATE REQUIREMENTS

A. Age:

- 1. Pre-Kindergarten: Four (4) years of age on or before September 1
- 2. Kindergarten: Five (5) years of age on or before September 1
- 3. First grade: Six (6) years of age on or before September 1

B. Birth Certificate (certified copy):

- 1. Each child who registers for Pre-Kindergarten
- 2. Each child who registers for Kindergarten
- 3. Each child who registers for the first grade who did not attend public school Kindergarten in Richmond County the previous year.
- 4. The copy of the birth certificate will be permanently retained in the permanent/cumulative record of the student.

IMMUNIZATION AND HEALTH REQUIREMENTS

All students entering a Richmond County Public School are required to have adequate immunizations. Immunizations are required for all children who enter a Georgia public school for the first time. In addition, documentation of having had chicken pox or the Varicella vaccine must be presented. A Certificate of Immunization (GA Form 3231) issued by the Georgia Department of Human Resources is the only instrument recognized by our school system as proof of the required immunizations. The certificates must be presented to school officials at the time of registration. If the form is not available at registration, you will have 30 days to get the form. Your child will be withdrawn from school if the form is not received. The certificate will be retained by the school and placed in the child's permanent record. This certificate may be obtained from any branch of the Richmond County Health Department, from the Outpatient Pediatric Clinic, Eisenhower Army Medical Center, or from a private practice physician. You should call your health care provider or the Richmond County Health Department (706-790-0661) for immunizations questions and requirements.

According to state law, eye, ear and dental examinations are required for all students entering Georgia public schools for the first time. The Dental, Hearing and Vision Certificate (GA Form 3300) should be presented at registration. If you do not have the form at registration, you will be given 45 days to get the form. Your child will be withdrawn from school if we do not receive the form. The GA Form 3300 is also available through the local health department, from Eisenhower Army Medical Center or from private practice physicians. This certificate will also be retained by the school and placed in the student's permanent record.

Student records are checked periodically during the year by the school nurse for the birth certificate, GA Form 3231 and the GA Form 3300. If your child does not have the form in their records you will be notified and given the appropriate time to get the forms. If the forms are not received at school, your child will be withdrawn from school. If your child is entering Willis Foreman from another Richmond County school and your child does not have the forms in their records, you will still be required to obtain the forms.

MEDICINES/MEDICATIONS POLICY

The Richmond County Board of Education has a written policy for the administration of medications in schools. Due to the large amount of medication given in school, we request that medications be given at home, if possible. This includes medicines given three times a day or less. If your child will need medication during the school day, please help us by complying with the following guidelines.

SHORT TERM MEDICATION (10 DAYS OR LESS) AND LONG TERM OR DAILY

MEDICATIONS: Please send a bottle of medication to keep at school, correctly labeled by the pharmacy, with student's name, medication name, dosage, frequency of medication. A completed medication form with parent's and physician's signature must accompany the medication and remain on file in the nurse's office. Any change in dosage of medication during the school year needs to be in writing by the physician and sent to the office. The school's fax number is (706) 592-3706.

OVER THE COUNTER MEDICATIONS: Medicine must be in original bottle or container. A completed medication form with parent's signature must accompany the medication and remain on file in the nurse's office. The dosage will be administered as per instructions on the label.

***All medications will be kept in the clinic. Medication forms are available in the office from the school nurse. Students are not allowed to bring medication to or from school.**

Self Administration of Inhaled Medicines for Asthma:

Self Administration of asthma medication by a student who has asthma shall be allowed pursuant to Code Section 20-2-774.

Students authorized for self-administration of asthma medication may possess and use the medication while in school, at a school sponsored activity, while under supervision of school personnel, and while in before or after school care on school property.

The parents/guardians of the student self-administering the asthma medication must obtain the Daily Asthma Management Plan form and have it completed by the student's physician or by a physician's assistant licensed in Georgia to prescribe medicine for the treatment of asthma. Both the physician or physician's assistant and parent/guardian must sign the form, date it, and turn it into the school office where it will remain on file.

The parent/guardians will provide written certification from the student's physician on the Daily Asthma Management Plan form that the student has been instructed in the proper method of using this medication and dangers associated with permitting others to use his/her medication.

The school district and its employees and agents shall incur no liability for any injury a student may cause by a student's self-administration of asthma medication.

ILLNESS OR INJURY

Instruct your child to report to the teacher any injuries that occur at school or on the way to and from school. If your child is injured at school, we will clean and bandage. If the injury is major or there is any doubt in our minds, we will call the parent, guardian or other designated person for consultation.

If your child is subject to occasional, unpredictable spells such as asthma attacks, seizures or fainting for which a doctor prescribes medicine, we recommend that you leave such medication with the name of the child and the prescribed dosage with the school nurse where it will be available for emergency use. If you, the parent, feel that your child is suffering from a temporary disability but could attend school except for the physical exertion required for P.E. and/or recess, send a note to the teacher requesting the child be temporarily excused from such activity for that day (If more than one day is requested, a note from the physician is required). Under those circumstances, the child will be required to go outside with his/her class but will not be required to participate in any physical activity. If it's determined by a physician that your child has a temporary condition that requires he/she not be allowed to participate in all or some aspect of physical education, a note from the physician outlining the condition and the duration of restrictive participation should be forwarded to the school.

CHANGE OF ADDRESS OR PHONE NUMBER

In an effort to maintain current and accurate information, students and/or parents/guardians are requested to submit to the office **any change of address or telephone number**. Parents should have a working **LOCAL** telephone number where they can be reached during the school day or the number of someone who can be reached in case of an emergency. **WE MUST BE ABLE TO CONTACT A PARENT/GUARDIAN DURING THE SCHOOL DAY!**

INSURANCE FOR STUDENTS

The school system provides no insurance for students. However, accident insurance for students will be made available at parents' choice and parents' expense. Application forms for student insurance will be available during the first week of school and you are encouraged to purchase this coverage.

PARENT-TEACHER ORGANIZATION

PTO membership is vital because this organization is of great benefit to our school and our students. Your membership, attendance, interest and personal contributions are valuable components when it comes to the education of all children and especially your child. PTO membership dues are only \$5.00.

FIRE AND TORNADO DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. When the alarm is sounded, it is essential that everyone promptly exit the buildings by the prescribed route. Students should refrain from talking and are to remain outside the building until a signal is given to re-enter. Fire drills are conducted monthly.

Tornado drills are also an important safety precaution. During practice drills throughout the year, teachers will give students specific instructions outlining procedures to follow in the event there is a tornado during practice drills throughout the school year.

Mandatory Dress and Grooming Code and Policy

Students cannot wear emblems, insignias, badges or other symbols that distract other students or cause disruption or interference with school. The principal or other authorized personnel will determine whether any particular dress, apparel, grooming or emblems violate the rule.

Students also are expected to follow all Richmond County Dress and Grooming guidelines:

- Males **cannot** wear earrings. No student can wear jewelry in other visibly pierced body parts.
- No extreme hair colors.
- Coats and jackets should not be overly baggy and can only be worn during appropriate weather.
- Shirts and blouses designed to be tucked in, including T-shirts, should be tucked into waistband of pants or skirts. No clothing advertising the use of tobacco, alcoholic beverages or illegal drugs. Teachers may require students to tuck in tops and shirts before entering their classroom.
- See-through garments, halter tops, spaghetti straps, backless dresses, tube tops, muscle shirts, bare midriff outfits or shirts or blouses that are tied or rise above the waist are not permitted. Ladies may not wear tops that do not cover the entire shoulder. Tank tops are not allowed. In other words, the top should be as wide as four fingers laid across the shoulder. In addition, when ladies raise their arms, their mid-riff should not show.
- Skirts, shorts and dresses must be fitted at the waist and should be worn at knee-level. Miniskirts are not allowed. Parents may use a dollar bill, held sideways, for a measurement no more than 2 1/2 inches from the crease at the back of the knee.
- Pants and shorts, including athletic uniforms, must be fitted at the waist and not be baggy or frayed at the bottom. Unacceptable shorts include spandex-style "bicycle" shorts, cutoff jean or sweat pants, and running shorts or see through boxer-type shorts.
- Belts must be secured at the waist and buckled. Straps should be fastened and sashes tied.
- No house slippers or shower shoes are allowed and if shoes worn with laces, the laces must be tied at all times.
- If leggings are worn, they must be covered by a dress or top that adheres to the dollar bill rule.

Note: Parents must also be in dress code to enter the building. No pajamas, short shorts, etc. as parents set the example for children.

Honor Requirements

Nine Weeks Honors

Students meeting the following criteria will be recognized each nine-week grading period.

- **All "A/B" Academic Achievement Honor Roll**
Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U".
- **All "A" Academic Achievement Honor Roll**
Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U".

Annual Honors

Criteria met first through third nine weeks including progress report of 4th nine weeks but a student must have been enrolled at Willis Foreman within the first nine weeks:

- **All "A/B" Academic Achievement Honor Roll**
"A" or "B" in each subject area and "S" in all categories requiring a grade of "S" or "U".
- **All "A" Academic Achievement Honor Roll**
"A" in each subject area and "S" in all categories requiring a grade of "S" or "U".

Grading Scale: A--90-100 and B--80-89

For all categories, the term "S" or "U": will not be included as a numerical number in averaging for the honor roll. A student must be enrolled in a minimum of four courses to be eligible for the honor roll.

TEXTBOOKS

The care of books is one of the most important responsibilities that a child has while in school. All textbooks are loaned to students free of charge. **All textbooks must be properly covered at all times.** Textbooks are not to be covered with any type of contact paper or anything that will permanently attach to the book. Any damaged or lost textbooks must be paid for at the end of the school year or before another textbook can be issued. A student's final year-end report card will not be released until all fines are paid.

UNIFORM CODE OF CONDUCT

All students who enroll in the Richmond County School System will be given a copy of the Uniform Code of Student Conduct and Discipline. These handbooks will be distributed during the first week of school and I urge all parents and students to read the handbook to learn what the school system expects from you and what you may expect from us. Willis Foreman has a discipline committee that will design a discipline program for our students in conjunction with the county policy.

Corporal punishment will not be used in this school.

The following rules are to be followed at breakfast and lunch:

1. Enter and Exit lunchroom quietly
2. Follow all School-Wide Rules
3. No trading or sharing of food
4. Use proper manners at all times
5. Stay seated at all times until time to leave
6. Clean area before leaving table – teachers will assign lunch duty per class

Music, movies, and/or programs at times will be shown at lunch. When this occurs, there will be silent lunch.

Silent lunch is an option for inappropriate behavior. Students are identified and put on silent lunch to control inappropriate behavior. When a classroom teacher identifies those students on silent lunch, the lunch duty personnel must be notified. There will be a form assigned for this purpose.

PARENT-TEACHER CONFERENCES

In addition to the scheduled conferences under the Parental Involvement Program, you are encouraged to periodically confer with your child's teacher(s) concerning his/her academic progress and/or behavior. Your interest and participation in the education of your child to his/her maximum potential are greatly appreciated furthermore, if problems or misunderstandings occur, we can resolve them only when aware that they exist. We will be glad to discuss any problem with you; but we do ask for 24 hours notice to avoid conflicts in teachers' schedules and prior appointments.

When an issue arises with your child, we are using the following protocol. The first point of contact is to contact your child's teacher and try to resolve the problem. If you call and ask to speak to the principal, you will be asked if contact has been made with the teacher first. It is only fair to give the teacher the opportunity to handle the situation. Next, if you feel that the problem was not resolved, then as the parent, you may set up a meeting with the principal. The principal may request that the teacher/adult be present. If a meeting has not been held with the teacher first, you will be directed to schedule a meeting with the teacher first.

CLASS PREPAREDNESS

In order for significant educational progress to take place in the school, a certain burden of responsibility rests on the individual student. It is expected that students report to class with the necessary tools for learning. These may vary from class to class but generally include: pencil, paper, textbooks, and homework assignments.

WITHDRAWING FROM SCHOOL

If it should become necessary for a child to withdraw from school, **please notify the school office** as soon as possible as to the date of the child's last day in school. It is a hardship on the teacher and other students in the class if the teacher has to use teaching time to prepare the necessary paper work for a withdrawing student. **A twenty-four hour notice is mandatory for paper work to be completed.**

HOMEWORK

The Richmond County Board of Education has adopted a policy concerning homework. This policy is given at registration.

LOST AND FOUND

The school cannot assume responsibility for your losses; however, if you will report them immediately, every effort will be made to help.

GUM CHEWING

Gum is not allowed in or out of the building while at school.

PROHIBITED ITEMS

The following items are prohibited in the school building, on school grounds, and on buses:

Pets or animals	Tobacco (in any form)	Matches	Chewing gum
Balls of any type	Radios/electronic devices	Firearms	Knives of any kind
Cell phones	Slingshots	Rubber bands	Soft drinks
Cap pistols/toy guns	Cassette players		

And any other item(s) as deemed inappropriate by the principal, school, or bus driver.

Any medicine or drug not prescribed by a physician, or any other item(s) that may constitute a danger to other persons.

OFFICE TELEPHONES

The office telephone is to be used only for official school business. Students may not use this telephone except in case of an emergency. Forgotten books, homework, musical instruments, lunches, lunch money, field trip permission slips, etc., are not emergencies.

LUNCHROOM PROCEDURES AND RULES

Our school operates excellent hot breakfast and lunch programs, both provided at no cost to the student. The cafeteria, besides being a lunchroom, is also a place where good human relations and social skills can be developed. Here, each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed, are:

1. Observe good dining room manners at the table.
2. Leave the table and the surrounding area clean and orderly.
3. Return trays properly.
4. Put trash in proper containers.
5. Do not leave the cafeteria while eating or carrying food or drink. Cokes or other drinks requiring bottles or cans are not permitted in the cafeteria. Lunch may also be brought from home.
6. Students will be rotated for lunch cleaning duty at all grade levels.

NOTICES FROM SCHOOL

Papers to be signed by parents will be sent home each week. These papers will include samples of your child's work from the previous week.

SCHOOL RECORDS – PARENT'S RIGHTS

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), you as parents (or students who have reached the age of 18) have the right to:

- Inspect all recorded information about your child maintained anywhere and in any form by the school system;

- Challenge information in the records which you consider inappropriate, inaccurate, misleading, or which violates the privacy or other rights of you and your child, and request amendment or deletion;
- Provide or withhold written consent prior to disclosure of the records to any individual, agency, or organization outside the school system;
- Receive a list of those who have been permitted to see your child's records;
- Request that your child's name, address, and phone number not be released as part of a list to anyone outside the school system.

OTHER PROVISIONS

Disclosure of school records: Prior consent of parents is not required for disclosure of records to officials within the school system, to officials of a school to which the child is transferring, to authorized state and federal officials, or to comply with a court order.

Divorced parents: In the case of divorced parents, either or both natural parents, custodial and non-custodial, must be provided access to the child's records, unless there is a legally binding document to the contrary. If you would like to view your child's record please contact the school office at 706-592-3991.

BUS INFORMATION

Information about bus assignments and routes will be provided during registration. Please do not permit your child to arrive at the bus stop more than a few minutes before the scheduled pick-up time. Your cooperation in this matter will help prevent problems that arise at bus stops when children are unsupervised for unduly long periods of time. Students are to board and get off busses only at their assigned stop.

STUDENT CONDUCT ON BUSES

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress on their children the necessity to obey these rules so pupils may be transported safely and comfortably.

School Bus Rules and Student Responsibility:

1. The driver is in charge of the bus and students on board. Obey the driver promptly and cheerfully.
2. Be on time; the driver cannot wait beyond his/her regular schedule for those who are tardy.
3. Wait in an orderly line off the street or road.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver.
5. Do not run toward the bus while it is in motion.
6. Ride only the bus assigned by school officials.
7. Do not try to get on or off the bus or move about within the bus while it is in motion.

8. Students must occupy seats assigned them by the driver or school officials and remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line as long as the bus is in motion.
9. Behave on the bus as you are expected to in the classroom. Disobedience, vulgarity, foul language, fighting, pushing and similar acts will not be tolerated.
10. Do not engage in any activity, which might divert the driver's attention and cause an accident, such as loud talking/laughing, unnecessary conversation with the driver, extending any part of the body out of the bus windows or doors, or riding outside the bus.
11. Students must not open or close bus windows without permission of the driver, nor shall they regulate or operate any part of the bus.
12. Do not engage in any activity, which might litter, cause excessive wear/damage to the bus or other property. Activities such as smoking, eating on the bus, spitting, throwing items in or from the bus, possessing knives or sharp objects, bringing animals on the bus, or physically tampering with mechanical equipment, accessories, or controls of the bus are prohibited at all times.
13. Students will not leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of personal emergency, or upon written request of the principal or Student's parents.
14. Students must be courteous to driver, to fellow students, and to passers-by at all times.
15. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.

BUS VIOLATIONS

Consequences for Misconduct Report on Bus:

1st offense- Written notice sent to parents by student folder or mailed to parents.

2nd offense- notice sent to parents by student folder or mailed to parents.

3rd offense- notice sent to parents by student folder or mailed to parents.

4th offense-1 week suspension from both the morning and afternoon bus.

5th offense-2 week suspension from both the morning and afternoon bus.

If a student continues to be written up for inappropriate bus behavior, the student will be suspended from both the morning and afternoon bus indefinitely.

*** If a student is engaged in a fight, whether started the fight or not, he/she will automatically be suspended off the morning and afternoon bus for 5 days.**

If a child is suspended from the bus, it is the parent's responsibility to bring the child the child to school on time and pick up the child after school from the car pool line on time. IT IS NOT AN EXCUSED ABSENCE. THE CHILD MUST BE IN SCHOOL.

STUDENT BIRTHDAYS

If you wish to recognize your child's birthday at school by providing cupcakes, please contact his/her teacher several days in advance to make arrangements. **Such treats may not include beverages and can be provided only during lunchtime. TREATS MUST BE PROVIDED FOR ALL STUDENTS IN THE CLASS.**

MEDIA CENTER FINES AND CHARGES

Notices will be sent home with the student at least once a month concerning overdue materials. If after 25 school days, the book has not been found, it will be presumed lost and an assessment notice for the replacement cost of the book will be sent home. End of the year report card will not be released until all fines are paid in full.

CARPOOL PROCEDURES

Our goal is to provide our children with the safest possible traffic environment at and around Willis Foreman Elementary School. Last year we have had several incidents where parents have been driving too fast. There have also been incidents where cars have pulled out of the carpool line and children have been at risk of being injured. To ensure the efficiency and safety of Willis Foreman Elementary carpool procedures, please follow the procedures outlined below.

Morning carpool begins at 7:45 am and ends at 8:15 am. Safety patrol students will be on duty to help along with a carpool teacher. Carpool in the morning is one lane only and you may not pull around other cars. Parents are not allowed to get out of the car while in the carpool line. Educate your child to get out on the passenger side and there will be students and/or faculty on duty to help your child out of the car.

If you arrive after 8:15 am, you must park at the side of the school and enter the building with your child to check them into the front office. You may not just drop off your child unattended. The building locks at 8:15 am and your child will not be allowed to enter the building without an adult. Parking is on the side of Willis Foreman. **The front parking is for faculty and staff only! Do not park in the reserved spots at any time!**

Please do not drop your children off at school before 7:45 a.m., because there will not be anyone to supervise them.

Afternoon carpool begins promptly at 3:15 pm and ends at 3:30. Please make plans to bring and pick your child up on time. (A note and ID are required if there is a change in the person picking up your child.)

Please drop off and pick up your children only in the designated carpool area. The designated carpool area is located at the front entrance of the school directly in front of the school's main office. There is only one car pool line. **Do** not park in front parking lot or fire lane adjacent to the front parking lot. All children must be dropped off and picked up in the designated carpool area at the front entrance of the school. Please remain in your cars and pull up to the front entrance and your child will be escorted to your vehicle.

TRANSPORTATION CHANGES

At the beginning of each school year, you will designate that your child will be a

1. Bus rider
2. Carpool rider
3. Walker
4. Daycare Van Rider
5. Or Report to Primetime

Note: We no longer have walk ups, where parents come walk up to pick up their child. Parents must get in the carpool line. The carpool line begins at 3:15 pm and is complete by 3:30 pm.

Transportation changes can only be accepted by written note (turned in to the office the morning of the change by 9:00 am) by fax, or by phone (with verification) only in the event of an emergency.

All changes must be reported by 9:00 am the morning of the change. Please indicate the duration of the change. If the change is permanent, the parent/guardian must come in to the office to make the request. The office will then notify the teacher. **(No Exceptions unless authorized by Administration.)**
This is to ensure the safety of your child.

Notes:

**Please remember that children will
NOT be released early from school from 3:00 pm to 3:15 pm.**

Transportation changes will also not be accepted as this is dismissal time.

Parking for parents is on the side of Willis Foreman.

Do not park in front of the school, except for in the two designated spots all the way at the end of the school by the playground.

**Note: Willis Foreman is getting facelift and to protect your child, admittance into the school will be by
ID identification only.
Doors will be locked starting at 8:30 am and remained locked for the duration of the day.**

Parents may walk their children to classes on August 6th and 7th only!

Parents – Please turn in this page, signed, to your child’s homeroom teacher by August 14, 2015.



As the parent of _____, I have read the Student and Parent Handbook and understand the various rules, regulations, and information stated.

Child’s Name: _____

Grade: _____ Homeroom Teacher: _____

Parent Name (print): _____ Parent Signature: _____

Date: _____

This document will be placed in your child’s file.