

Geneva Platt R. Spencer Elementary School
Procedures and Safety Information
2018-2019

Dear Parents/Guardians,

Welcome to a brand new school year! This letter has been prepared to help you understand our operating procedures and to make you aware of some changes for the upcoming year.

1. A class list for your student is attached to this letter. We will no longer be posting class lists at all three district elementary schools. Class lists are not subject to change; all students were placed in their classrooms after careful review of individual student data.

2. Drop off begins in the morning at 8:25am at the south (office) entrance for students in grades 3-5 if he or she participates in the school breakfast program where they will be sent directly to the cafeteria. Students in the grades K-2 (may wait outside at 8:25am in good weather and in the hallway during inclement weather) will be sent to their classrooms at 8:30am or may report to the cafeteria for breakfast. **Students may not be dropped off early to wait outside the building (before 8:25am).** The south and north drives are used for dropping off students. **The north (playground) doors will both be open in the back for students starting at 8:30am for car tag numbers 151 and up. No car is to be parked and left unattended in the drop off zones.** Parents who wish to escort their children to the entrance of building must park in the south or west lot. **Students may not be dropped off in the parking lot to walk unescorted to the building.** Breakfast is served from 8:25-8:45 AM. The tardy bell rings at 8:47 AM and classes begin at 8:50 AM.

3. It helps everyone if students understand their day before they leave for school. With well over 500 students in attendance, it can be very confusing to our office, classrooms and your children to make changes in transportation during the day. **We do not take phone calls to change transportation arrangements.** Classroom notes to teachers provide the best and safest communication for your child. Send a note to your child's teacher when normal schedules or routines are changed due to:
 - Change in transportation home.
 - Release from gym class, recess or another activity.
 - Change in medication.
 - Absence or tardiness. (if a note or medical excuse is not sent, your child will be considered truant)
 - Change in address, phone, living arrangements, or babysitter.

4. Students who are picked up after school will be dismissed at 3:00 PM. Bussed students will be dismissed at 3:10 to the gymnasium where the busses will be loaded. This allows busses to depart by 3:15 PM. In the event of a last minute change (**an emergency**) requiring you to get your child off of a bus, report to the office and the school secretary will radio the bus. **Do not report to your child's bus. This is a violation of safe school procedures.**

5. **Pick up procedures** – our staff will supervise students who report to cars for pickup. Students with a number between 1-150 will be dismissed from the south (office) entrance. Students with numbers 151 and up will be dismissed from the north (playground) entrance. Parents who have been given these numbers should use the assigned pickup loop when picking up their children; **please enter one of the two car pickup lines to avoid overflow traffic onto Austin Road.** It is important that you remain in your car through this process. Please have your students practice buckling their seat belt independently in order to expedite this process. There will be no office pickups by foot in front of the main doors with the exception of A.M. Kindergarten. In the event of an Emergency, parents may call the office to pickup at 2:30pm.

At dismissal or drop off times, cars may start lining up to the basketball hoop. There will be increased supervision at the entrance as well as a coned off area from the basketball hoop to serve as a walkway as we start the school year. If you do not have a car tag or require additional ones, please contact the office so we may provide you one. Information in regards to Transportation will be provided at *Open House on Monday, August 20, 2018*.

Please join us for Our Back to School Open House on Monday, August 20, 2018

All Grades K-5th, Last Name A thru L @ 4-4:30pm

All Grades K-5th, Last Name M thru Z @ 4:30-5pm

6. Families who qualify for free lunch/breakfast programs must complete required forms. When paying for lunches/breakfasts, **always send money in a sealed envelope that has your child's name, the teacher's name and amount of money on it.** Payment can be made on a daily, weekly or monthly basis. Payment may also be made online at www.myschoolbucks.com. You will need your student's 6 digit ID, which can be requested from the building secretary. If your child forgets their money, **credit will be issued for one day only.** After that time, your child will be given a peanut butter sandwich and milk. Checks must be made payable to Geneva Platt R. Spencer Elementary School Cafeteria. The price of school lunches this year will be \$2.80. Milk and juice are available at \$.50 when purchased separately. The cost of breakfast is \$1.50. Reduced prices are \$.30 for breakfast and \$.40 for lunch. To qualify for free or reduced meals, you must complete an application. Applications will be sent home on the first day or you may complete your application online at <http://genevaschools.heartlandapps.com>.
7. The K-5 Student Handbook is available online. **Pay particular attention to dress code guidelines and the conduct code.** I will be reviewing the code of conduct with the students the first few weeks of school. Please let us know if you require a paper copy.
8. Park only in designated areas with the engine turned off. Keep the posted "**No Parking**" areas clear.
9. **Medications** are distributed by prescription only and require the signature of a parent and physician on a Geneva Schools Medication Form. **Medications may not be transported by bus. Parent or guardian will need to check in their medicine with the nurse or office staff.**
10. Our monthly newsletter, the *GPS Navigator*, is prepared to inform you about news and events as we move through the school year. This will be sent home and posted on the school district's website.

In closing, thank you for your cooperation in the enforcement of school safety and procedures. I am very excited to begin another school year as your Principal here at GPS. Please check the Geneva Area City Schools website at genevaschools.org and please follow me on twitter @GPSGustin. I look forward to getting to know all of you in the years ahead.

Sincerely,

Mrs. Julie Gustin
Principal

Revised 8/6/18