

NEW CANEY ISD



Porter Elementary

Parent Handbook



**22256 Ford Road
Porter, Texas 77365
281-577-2920**

PRINCIPAL'S LETTER

Dear Parents and Students:

Welcome to another year at Porter Elementary! I am very excited to be starting my third year at this amazing campus. Not only do we have some of the best students in the district, but we also have a staff that is dedicated to the success of each of them! We are going to continue on our journey of educating your child not only academically but in regards to their life after high school as we devote a portion of each day to teaching them about college and all of the opportunities that path has to offer for them!

We believe that ALL students deserve the right to be educated in such a way that they are prepared to attend college should they choose to do so. We believe that our students are capable of meeting the academic standards in reading, writing, and math in order to make that opportunity a reality! We believe that with YOUR HELP, this IS A POSSIBILITY FOR ALL OF OUR STUDENTS!

To support these beliefs, we will focus continue to focus on COLLEGE READINESS!

Each homeroom has adopted a different college, and your child will learn about that college all year.

- We will have conversations with your child about all aspects of college, degree plans, careers, college life, school spirit, scholarships, etc.!
- Your child will learn their college graduation year.
- One of our slogans will be "After high school comes college!"
- We will have weekly college shirt days (Tuesday). We encourage your child to wear the college shirt of their homeroom.

We encourage you to join us in this journey as we work together to help our students be the best that they can be.

Best wishes for an exciting and rewarding school year.

Sincerely,
Sheri Bonsal, Principal



We believe in OUR students!
We believe in YOUR child(ren)!
We believe in PORTER ELEMENTARY!

With the support of their teachers, their parents, and the community,
we believe WITHOUT EXCUSE that all students will demonstrate
mastery in reading, writing, and math so that they may achieve their
greatest potential.

We are focused on ONE GOAL!

Without excuse, 100% of Porter Elementary students will excel in
reading, writing, and math, which will prepare them to be successful at
a university of their choice.



Porter Elementary Character Pledge

I pledge to be a person of good character.
I will be honest and reliable, worthy of your trust.
I will be respectful and responsible, doing what I must.
I will always act with fairness. I will show that I care.
I will be a good citizen and always do my share.

SCHOOL INFORMATION

Principal:	Sheri Bonsal
Assistant Principals:	Alexandra Adams (1st, 3rd, and 5th grade) Sandra Lee (PK/kindergarten, 2nd, and 4th grade)
Counselor:	Britany Crawford
Instructional Coach:	Treasa Gaddis
Dyslexia Specialist:	Becky West
EL Specialist:	Ruth Borrego
Media Specialist:	Crystal Burnett
RTI Specialist:	Teresa Ashley
Nurse:	

Daily Schedule

6:45 a.m.	Doors open. Students allowed to enter campus.
6:45 a.m. - 7:20 a.m.	Breakfast
7:30 a.m.	Instructional day begins. Students entering after this time will be counted tardy.
10:45 a.m.	Morning Pre-K dismissal
11:15 a.m.	Afternoon Pre-K lunch
11:45 p.m.	Afternoon Pre-K Instruction Begins
3:00 p.m.	Grades Pre-K - 5 Dismissal



Early Release Schedule: All students are dismissed at 11:30 a.m.
Afternoon pre-kindergarten will attend school from 7:30 - 11:30 on early release days.

Office Hours

The office will **open each day by 6:45 a.m. and will close at 3:30 p.m.** If parents need to see their child's teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal. All visitors must always report to the office before meeting with a staff member.

Staying Connected

FACEBOOK: Porter Elementary School

- For parents, community members, and staff
- Stay updated on upcoming events at Porter Elementary
- You can message us or leave comments if you have questions. Please allow 1-2 days for a response.



TWITTER: #ncisd #porterelem @porterelem

REMIND: Text @porterelem to 81010

- For parents and staff
- Receive TEXT messages for upcoming events or announcements
- This is a one-way communication tool; guests can not send messages or reply.

TUESDAY FOLDERS: Throughout the year, flyers and announcements will be sent home in your child's weekly Tuesday folder. If you are not receiving paper communication, please contact a campus administrator.

Important Times of the School Day 2018-2019			
	Lunch	Recess	Conference Times
PK	11:15 - 11:40	9:15 - 9:35 1:30 - 1:50	10:45 - 11:30
K	11:10 - 11:40	10:40 - 11:10 1:00 - 1:30 (optional)	8:15 - 9:10
1	11:30 - 12:00	12:00 - 12:30	10:20 - 11:15
2	12:00 - 12:30	12:30 - 1:00	9:20 - 10:15
3	10:10 - 10:40	9:40 - 10:10	12:50 - 1:45
4	10:40 - 11:10	10:10 - 10:40	11:15 - 12:10

Important Times of the School Day 2018-2019			
5	11:45 - 12:15	11:15 - 11:45	2:05 - 3:00

School Attendance

- School Hours - 7:30 - 3:00
- Attendance is taken at 9:10 each morning. Students not in class at this time are counted absent.
- Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 7:30), and/or have been checked out of school early (prior to 3:00) more than 3 times each grading period.
- Attendance at school is key to all students' success. We ask that all students be in the school building by 7:15 each morning and that they remain at school until 3:00 each day.
- If your child is absent, please send either a doctor's note or a personal note to school with them when they return so that we may have accurate documentation in regards to the absence. Notes must be turned in within 3 days of the absence.
- Five personal notes may be accepted each semester. Beyond that, medical documentation or a visit with the school nurse is required in order for an absence to be considered excused.
- If you must schedule an appointment during the school day, try to do so during specials, recess, or lunch times. This will ensure that your child is still receiving valuable instruction in his/her content areas.
- Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, please make every effort to avoid unnecessary absences.

Texas Compulsory Attendance Law

Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies even if your child has an [Individualized Education Program \(IEP\)](#) or [Section 504 plan](#).

The average school year is 180 days. So, your child can only miss 18 days of school or 18 days of a specific class (or 9 days if they're on a semester schedule) before the 90% rule affects their class credit.

For elementary school students, this means they could repeat a grade if they are in school less than 90% of school days. A middle- or high-school student might have to repeat a certain class if they didn't attend at least 90% of the days of that class. You can read more about this rule on the Texas Education Agency website's [Attendance, Admission, Enrollment Records, and Tuition 2015-16 page](#).

If your child has missed more than 25% of a class, the school will send you a letter asking you to come to a meeting or to write a letter explaining why your child has missed so much school. You can bring the notes from your child's doctor and your other records of why they missed school to that meeting or include copies with your letter.

Contact Assistant Principal Sandra Lee if you have questions about your child's attendance.

Tardy

Students are considered **TARDY at 7:30 a.m.** Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the building and sign them in.

Awards

Porter Elementary follows the New Caney ISD Elementary School Awards Ceremony Guidelines as listed below.

Grade	Awards Policy
PreK	End-of year ceremony in the classroom <ul style="list-style-type: none"> • Certificate of completion • Perfect attendance
Kindergarten & First Grade	First semester <ul style="list-style-type: none"> • Perfect attendance first semester Second semester <ul style="list-style-type: none"> • Perfect attendance second semester • Perfect attendance for the year • Kindergarten completion certificate

Grade	Awards Policy
Second Grade - Fifth Grade	<p>First semester</p> <ul style="list-style-type: none"> • Perfect attendance first semester • A honor roll - for first semester • A/B honor roll -for first semester <p>Second semester</p> <ul style="list-style-type: none"> • Perfect attendance second semester • Perfect attendance for the year • A honor roll - for second semester • A/B honor roll -for second semester • A honor roll - all year • A/B honor roll - all year

- A/B honor roll means the student has earned at least one A.
- Conduct is not a factor in academic awards.
- Special activities may be used to reward certain areas, such as safety patrol, clubs, conduct, no tardies or early pickups, etc.
- Multiple year attendance awards will not be given.
- Principal's award may include: character awards, number of books read, clubs, exceptional conduct.



Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 7:30), and/or have been checked out of school early (prior to 3:00) more than 3 times each grading period.

Kindergarten through 1st grade students will be given class awards at the end of each semester. This is an informal event that takes place in each classroom with students and their teacher.

2nd grade through 5th grade - If your child is receiving an award at our awards ceremony, you will receive an invitation in your child's Tuesday folder. We encourage you to attend the award ceremonies to celebrate the successes of your child and their friends.

How does my child get an honor roll award?

In order to be eligible for A/B Honor roll, a student must have a score of 80 or above in all the core academic areas and at least one core subject grade of 90 or above. In order to be eligible for an all A Honor Roll award, a student must have a 90 or above in all core subject areas. Core subjects include Reading, Language Arts, Math, Science and Social Studies.

How does my child receive the Porter Eagle Character Award?

Each semester, every homeroom teacher will choose one male and one female student for this award. These students receive the award based on their exemplary behavior and consistently modeling of behaviors mentioned in our character pledge.

How does my child receive the perfect attendance awards?

A student that receives this award has been to school every day for each semester and has not been tardy (arriving after 7:30) and/or left early (leaving before 3:00) more than 3 times. Please note that our attendance is taken daily at 9:10 am. Any child that is not here at 9:10 am is considered absent. For afternoon Pre-K our official attendance time is 1:30 pm. Any pre-k child that is brought to school after that time will be considered absent. Please see the NCISD student handbook for additional attendance policies and procedures.

Attendance Incentives and Rewards

To help your child and his/her class class qualify for the chance to win a special treat, students must be in their rooms and ready to start learning at 7:30. We will have a variety of incentives for both personal perfect attendance and zero tardies as well as class rewards.

Birthdays

- Birthday cupcakes or cookies may be brought to school to be delivered to your child's classroom to recognize the birthday that day.
- Cupcakes and cookies must be store bought and in the original store packaging.
- Parents and siblings will not be allowed to be in the classroom for birthday celebrations.



- Cupcakes/cookies will be distributed the last 10-15 minutes of class as students start to pack up for the day.
- Birthday balloons, gifts, and treat bags are not allowed during the school day.

Classroom Parties

Classroom parties will be held three times per year for the following celebrations:

Christmas party Valentine's Day End of the Year/Field Day

Teachers may ask for parent volunteers to help plan the parties or to send certain foods. When sending food items please take into consideration any food allergies in that particular classroom or grade level. All food items brought must be store-purchased and be brought in their original, store packaging.

Breakfast/Morning Procedures

- Our front doors open at 6:45. Please do not leave students unattended at school before that time as we do not have anyone on duty to supervise them.
- Students arriving by car are to be dropped off at the front of the building. Student riding the bus are dropped off at the cafeteria doors.
- A free breakfast is served between 6:45 and 7:20 each day. If your child is to eat a school breakfast, they need to arrive by 7:20.
- Visitors are welcome to eat breakfast in the visitor's section of the cafeteria with their student from 6:45 to 7:20. We ask that visitors not eat in the student seating section of the cafeteria.
- In order for our instructional day to begin on time, we will not admit visitors into the building after 7:20.
- 1st through 5th grade students will either report to the cafeteria (to eat breakfast) or go straight to their classroom when they arrive to school.
- Students arriving between 7:20 and 7:30 will go straight to their classroom.



Pride Time

- On Monday mornings at 7:20, all 3rd, 4th, and 5th grade students will participate in Pride Time, our weekly student recognition and motivation assembly. We will

recognize student birthdays, achievements of classes and students, present our college of the week, and many other things.

- On Friday mornings at 7:20, we will have Pride Time for all PK, kindergarten, 1st, and 2nd grade students.
- Visitors are welcome to watch from the visitor's section of the cafeteria. Again, for the safety of all students, we cannot have visitors in the students' sections.

Clubs

- Monday and Friday are our CLUB DAYS. Clubs begin at 7:00 and students are dismissed by 7:30 to go to their homeroom class.
- Students arriving after 7:15 will not be allowed to attend club that day.
- Participation is voluntary; however, we do have limited space available for most of our clubs. We will do our best to accommodate each student's request for the club of their choice.
- Notification letters will be sent home to let parents & students know which club they are in and where it will meet.

Morning Intervention - We call it Breakfast Club

- Tuesday, Wednesday and Thursday are our BREAKFAST CLUB DAYS for our 3rd, 4th, and 5th grade students.
- Participation is by invitation only based on student past STAAR data. Invitation letters will be sent home notifying you of the need for your child to attend.
- The Breakfast Club intervention begins at 7:00, and students are dismissed by 7:30 to go to their homeroom class.
- Students arriving after 7:15 will be marked absent for Breakfast Club that day.

Visitors on Campus

One of our main goals at Porter Elementary is to keep all students safe while they are with us. Per district policy found in the Student Code of Conduct located on the New Caney ISD website, visitors must provide a valid US government issued identification in order to be admitted into the building. The district does allow us to accept a matriculate cards from other countries, but visitors admitted with this type of identification must be under the direct supervision of staff during their visit on campus since this type of identification is not able to be checked through the district's Raptor sex-offender



registry software. **ALWAYS BRING YOUR DRIVERS LICENSE OR PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**

Lunchtime Visitors

We ask that you do not eat with your child the first week of school. It is important that your child adjusts to school rules and has a chance to make new friends. The first week will also allow time for staff to learn student names and schedules. We will open the cafeteria for visitors starting our second week of school.

- Visitors wishing to eat breakfast or lunch with their student may do so according to the grade level lunch schedule.
- Because visitor tables/space is limited, we ask that you enter and leave according to these times.
- We can only allow visitors to eat with their student in the visitor's seating area. Other children may not join you at this time.
- Visitors may not stop by teacher classrooms on their way out of the building.
- It is our goal to adhere to the Food and Nutrition Policies established by the Texas Department of Agriculture for the safety of all students within the school. The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide outside meals (McDonalds, Burger King, Sonic, etc.) and snacks for their own child's consumption, but may not provide items to other students. Due to TDA regulations, parents are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at the school, bring in an outside meal for themselves or not eat.
- Due to confidentiality, no photographs or videos will be allowed during breakfast or lunch.

Volunteers on Campus - Campus Guidelines

All volunteers **MUST** complete the NCISD Volunteer Application form and process. It can be found on the district's website, and we have printed copies available in the front office.

Volunteers **MUST** wear their volunteer badge on their upper chest area (not on purses, not on hem of shirt, etc.). It must be visible at all times.

Teachers must notify/schedule all volunteers through our Campus Volunteer Coordinator, Crystal Burnett (our media specialist). Teachers will tell her the following things:

WHO are you assisting?

WHAT will you be doing? (reading with students, cutting out letters, decorating bulletin board, etc.)

WHEN will you arrive?

HOW LONG do you anticipate being on campus?



Volunteers who are coming on campus to assist in any area must check in with the front office. You will be asked to provide the above listed information when you sign in/out. You are also required to check out with the front office when you leave.

Volunteers on campus **MUST HAVE A PURPOSE!**

- Please remain in the area in which you are volunteering. Do not "hang out" in the classroom or hallways.
- You may not take your child out of the classroom for any reason (going to restroom with them, letting child assist with activity, etc.)
- You **MAY** work with your child if you are assisting in a classroom activity that your child would naturally be a part of.

Dress Code

Please see the district dress code policy. We observe the following special dress days at Porter Elementary:

Tuesday: College shirt

Friday: Porter Pride spirit shirt

9th of each month: Dress to the Nines. We encourage everyone to wear their best attire on this day.

22nd of each month: Red, white, and blue on Day 22. We encourage everyone to wear red, white, and blue on this day.

Field Trips

Each grade level and certain campus organizations may take up to 2 field trips per year. Student participation in school sponsored field trips is a privilege. Students who are failing any class or who have poor or unsatisfactory conduct/attendance (including tardies and/or leaving early) may not participate in a field trip..

Our 5th grade students will attend Pine Cove. We will have 2 after school meetings about this 3 day/2 night field trip. Mandatory attendance to one of these meetings is required. Exemplary behavior and attendance (including tardies and/or leaving school early) is also required in order to be eligible to attend the field trip.

TRANSPORTATION INFORMATION

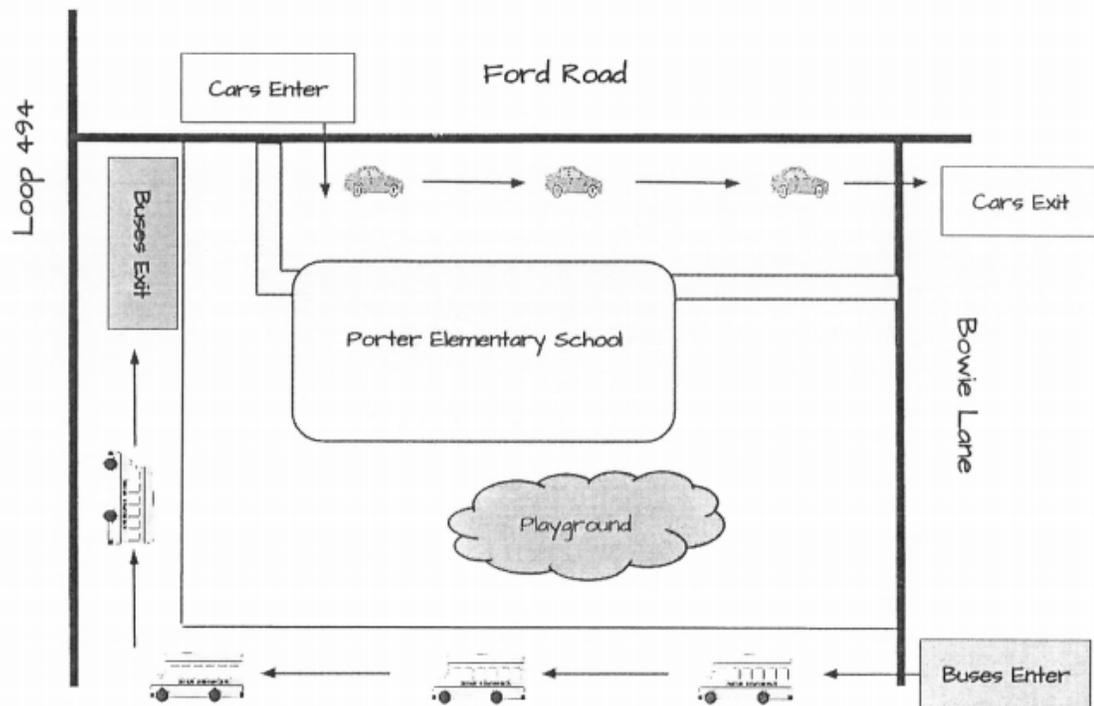
Morning Transportation Information

In the mornings, the students may be dropped off at the front entrance to the school. The school doors will open at **6:45 a.m.** to let the students in. We will have two staff members stationed at the front entrance to help children enter the building.

The tardy bell rings at 7:30 a.m. Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the building and sign them in.

Bus riders will be dropped off at the cafeteria doors on the side of the building.

Porter Elementary - Morning Drop Off Procedures

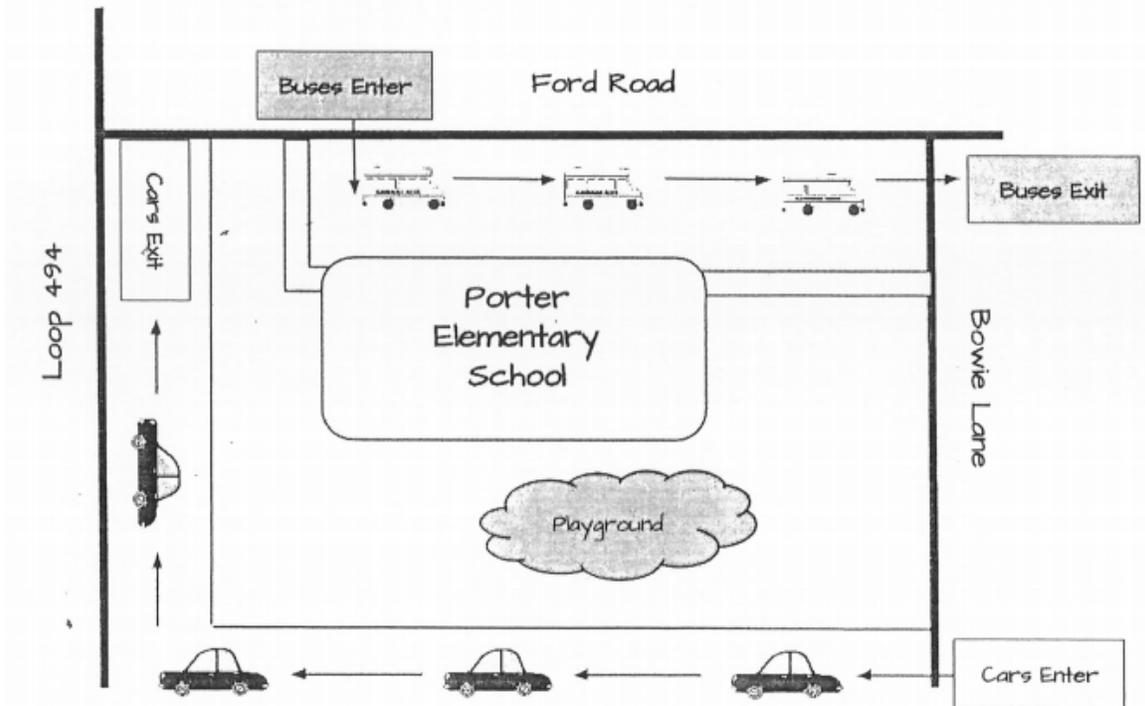


After School Transportation Information

Consistency in after-school transportation is the key to students getting home in the correct manner each day. If changes need to be made, please remember the following:

- Transportation changes may not be made over the phone. You may notify us of a change either by sending a handwritten note to school with your child, faxing a note to 281-577-7583, or sending an email to portere1transportation@newcaneyisd.org.
- Changes in transportation must be made by 2:30.
- Transportation changes are for **ONE DAY** only unless we are specifically told otherwise. Parents needing to pick a student up early for appointments must do so before 2:30. **A doctor's excuse must be turned in to the office the following day.**

Porter Elementary - Afternoon Pick Up Map



BUS RIDERS

- Buses are loaded from the front of the building, so the front parking lot will have limited space for visitor parking from 2:20 to 3:15.
- An adult must be at the bus stop for any child in Pre-K or Kindergarten to get off the bus, unless they are accompanied by an older sibling. If an adult is not at the bus stop, your child will be taken back to Porter Elementary school or transportation to await a ride.
- All students will have a smart tag for riding the bus. This smart tag will be used when the students are getting on the bus and off the bus.

CAR RIDERS

- Car riders are loaded from the side, cafeteria doors. Drivers picking up car rider students should enter the road behind the school and fenced in playground area. (See map).
- When driving onto campus to pick up your child, form one line to the right in the pick-up lane.

- All cars must have a campus issued car rider tag. These may be ordered in the front office. If you need to order, get a replacement, or have duplicate tags made, you will need to complete a Car Tag Order Form located in the front office. You must show a valid id in order to receive your car tag.
- Students will not be released to cars without a correct car rider tag.
- We ask that you place this car rider tag on your dashboard so that it will be easy to locate and read.
- If someone attempts to pick up a student and they do not have the correct car tag, they will be asked to go into the building to show proper identification before the student will be released to them.
- In order to ensure the safety of all, we ask that parents not walk to the front doors to collect their child. Students will not be released in this manner.



Please remember that during the first week of school it may take longer to load students. Our goal is to have all students loaded into the correct car within 20 minutes of dismissal. By following the above guidelines, we will be able to meet this goal.

Early Pick-Up

Please avoid signing your child out early unless it is absolutely necessary. Instruction time is important and goes until the last minute of the day. If you must pick your child up early, it must be prior to 2:30 p.m. and please be prepared to show your I.D. Also, we do not call for students to leave their classroom until a parent/guardian arrives to sign them out of school for the appointment.

Dismissal Time

We dismiss at 3:00 p.m. Students should be picked up no later than 3:15 each day. Our students have long school days and they are tired and ready to go at the end of the day.

Homework Policy/Spelling

This year we will be implementing a *NO HOMEWORK* policy. At Porter Elementary, we want to make sure your students have the best educational experience possible both at school and at home.

Why are we doing this?

Recent research has shown a very weak correlation between elementary students completing homework and increased academic achievement. We want to encourage family involvement and other activities that will support a positive educational experience.

How will our students practice spelling?

Students will practice their words utilizing word sorts and other instructional strategies in their class during the week.

What can I do with my child at home to help?

We encourage you to read with your child nightly. Whether you read orally to them or they read to you, this is proven to increase literacy development. Math facts can be practiced nightly as well. We also encourage our students to spend time playing outside and spend time with their family. Eating meals together or even playing games promotes communication and cooperation skills that are important to promoting success in school.

Medication

Any medication to be administered at school to students must be delivered by the parent or guardian to the nurse. Medication may not be sent with students.

Safety

New Caney ISD is committed to safety on every campus, district facility and school bus. Safety is a top priority for New Caney ISD and we will do everything in our power to ensure the safety of our students and staff.

- Every NCISD campus has visitor screening/sign-in procedures. All campuses have security vestibules. Visitors are required to present identification and are processed through Raptor, a system that provides screening for registered sex offenders.
- A criminal background check is conducted on all NCISD volunteers and employees.
- All employees are required to wear NCISD photo identification badges.
- All exterior entrances are locked throughout the school day. If you notice a door unlocked that shouldn't be, please notify the front office.

- Secondary campuses have a police officer assigned to them from the District Police Department. Both high schools also have two safety officers who patrol the campus and parking lots.
- The district has a K-9 Police Officer who visits every campus throughout the school year searching for contraband.
- All campuses have video surveillance cameras on the interior and exterior parts of the buildings.
- NCISD utilizes an emergency notification system to communicate with staff and parents through emails, phone calls, text messages and social media.
- NCISD schools have regular safety drills throughout the school year involving both students and staff. Campuses keep a log of all practice drills.
- The district has a Crisis Management Plan that is evaluated and updated regularly.
- NCISD consults regularly with local law enforcement and first responders about school safety.
- Every other year the district participates in a district-wide security audit.

New Caney ISD believes that students can learn best when they are in a safe environment.

Teacher Certification

If you would like information regarding the certification of your child's teacher(s) please contact the front office.

Who To Contact

Who do I contact if I have a concern about my child (i.e. socially, behaviorally or academically)?

The first contact should always be with your child's teacher. Please call and set up an appointment to have a conversation with your child's teacher about your concern.

After speaking with the teacher, if you feel that your concern has not been handled appropriately please contact the office to speak to your grade level administrator.

We appreciate any feedback that you can give us on how Porter Elementary is serving your child or how we can do things better.

Parent/Teacher Conferences

Here at Porter Elementary, we encourage parent participation in the learning and academic success of your child. We believe that parent involvement is the key to success.

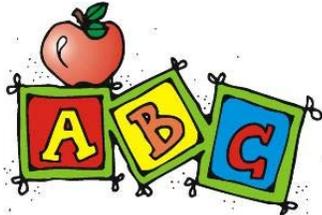
Parent/Teacher conferences will be held in October to review the first report card. This is a great opportunity for you to have individual time with your child's teacher to discuss your child's progress. Please make a note to attend.

Throughout the year if you need to conference with a teacher, please call the front office at 281-577-2920 and they will assist you in getting an appointment with your child's teacher. All teachers are asked to return phone calls within 24 hours.

In order to decrease interruption of instructional time, please abide by the above policy and make an appointment. Your child's education is important and time within the school day is valuable.

Just for Pre-Kindergarten & Kindergarten

Morning Routines

- 6:45** Front doors open; buses begin to arrive. We have staff members stationed at the door for bus drop off, and there is one at the main hallway entrance doors to direct your student in the right direction. For the first few weeks of school, we will have our 5th grade Ambassador Club students serve as a one-to-one escort with our PK and kindergarten students to ensure that they know where they are going.
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- 6:45 - 7:20** All PK and kindergarten students will report to the cafeteria when they arrive in the morning. There are tables specifically for our PK & Kindergarten students, and they will be greeted by Porter Elementary staff as they arrive. Our PK teacher(s) will arrive at 7:00 to monitor their students in the cafeteria and escort them to the classroom. We will also have 3-4 kindergarten teachers on duty in the cafeteria to greet their students.
- 7:20** PK and Kindergarten teachers will lead their line of students to the classroom. We ask that parents say their "goodbyes" in the cafeteria before this time so that students can transition into their school routine quickly. We also ask that parents not stop by the classroom on the way out as teachers will be starting instruction as soon as the class enters the room. If you need to visit with your child's teacher, please notify the front office of your request, and they will get a message to the teacher asking her to contact you to schedule a conference.
- 7:30** Instructional day begins. Student are counted tardy at this time if they are not in the classroom.
- 10:45** Morning PK dismissal begins
Car riders must be picked up at the front of the school at 10:45.
- 10:45 - 11:30** PK Teacher Conference Period

Afternoon PK

11:45 - 12:05 Afternoon PK Lunch and Arrival Time

Please drop students off by the cafeteria doors through the car rider line. We will have a staff member there to greet your child as they enter the building. If you are joining your child for lunch, you may check in at the front office with them and proceed to the cafeteria with your child. Please do not drop students at the doors unattended; they should be escorted into the front office so that we can ensure that they get to the correct location safely.

Lunch is available for afternoon PK students starting at 11:45 until 12:05 for those needing to eat at school. If your child eats lunch at home before this time, they can be brought to school at 11:45.

If your child is going to eat a school lunch, we ask that they arrive at school at 11:45 so that they have time to eat. Students are welcome to bring a lunch from home to eat with their friends. Parents are welcome to eat with their child in our visitors' section after signing in with the front office. If your child eats at home before coming to school, they may join their class in the cafeteria when they arrive at 11:45.

12:05 Teachers will lead their students to the classroom at this time. We ask that parents say their "good-byes" in the cafeteria before this time so that students can transition into their school routine quickly. We also ask that parents not stop by the classroom on the way out as teachers will be starting instruction as soon as the class enters the room. If you need to visit with your child's teacher, please notify the front office of your request, and they will get a message to her asking her to contact you to schedule a conference.

3:00 Afternoon dismissal begins.