**Tardy Procedure**

Families can help ensure their children’s success by seeing that the children arrive to school on time and ready to learn. It is crucial that students learn the importance of arriving on time because so much learning happens in the first few minutes that sets the tone and schedule for the day. The morning meeting begins promptly at 8:15 a.m. Morning Meeting includes news, morning announcements, introduction of new skills, and TNReady skills review. Students entering class late disrupt the teaching and learning in progress. It is the parent’s or caregiver’s responsibility to ensure that students arrive at school by 8:15 a.m. **Students are marked tardy at 8:16 a.m.** (Please refer to SCS Student Code of Conduct for disciplinary measures).

### DISMISSAL

For attendance purposes, children are expected to be in school from 8:15 a.m. – 3:15 p.m. If you must check a child out for an appointment, please be sure this is done before 2:30 p.m. **Students will not be allowed to be dismissed after 2:30 p.m., because it disrupts the end of the day instructional review and intervention; unless there is an emergency or doctor’s appointment. Please bring documentation to verify emergency/doctor’s appointment.**  **Early releases will be treated in the same manner as tardiness.**

**Students will not be allowed to be dismissed after 2:30 p.m.; unless there is an emergency or doctor’s appointment. Please bring documentation to verify emergency/doctor’s appointment. Early releases will be treated in the same manner as tardiness. Please remember that if your child is on Choice (10) /Optional Transfer (15) early dismissals will prevent them from being a part of the Choice or Optional Program at Peabody Elementary the upcoming schoolyear.**

**The principal will request a conference with parents who develop a pattern of excessive Early Releases and/or picking up students late. Late pick-ups will be taken into consideration for students returning on Choice/Optional Transfer as well.**

**Early Dismissal**

**If it becomes necessary to check your child out of school for a medical appointment or other reasons that can be ruled an immediate emergency, please do so before 2:30 p.m. Otherwise, students will not be released after 2:30 p.m. Early releases will be treated in the same manner as tardies.**

If a student must be dismissed early from school, the parent must send a note explaining “why” and stating the “time to leave”. Students should give these notes to the teacher when they arrive in their classroom.

**Only adults (18 years of age or older) who are listed on their child’s Dismissal/Registration form may pick up Peabody students; unless the parent or guardian has notified the school and they are listed on the Dismissal/Registration form. For your child’s safety, people not listed on your Dismissal form will NOT be allowed to pick up your child.**

Parents should complete a Dismissal Form which is sent home in your child’s Tuesday Folder the first Tuesday during the start of school. The Dismissal Form on the following page will be used when verifying your child’s mode of transportation. If your child’s mode of transportation changes, you must complete a new form in the office in-person before the change of transportation takes place. Telephone requests will not be accepted. **Only the persons listed on the Dismissal Form will be allowed to pick up your child- no exceptions. Therefore, list any person who may pick-up your child in case of emergencies.**

***COMPLETE FORM AND RETURN TO SCHOOL THE FIRST DAY OF SCHOOL!!!***

**NOTE: CHANGES WITH ANY TYPE OF TRANSPORTATION FOR YOUR CHILD MUST MADE IN THE OFFICE OR EMAILED TO SECRETARY AT larklr@scsk12.org, EVEN IF THE CHANGE IS ONLY FOR ONE DAY. NO EXCEPTIONS WILL BE MADE.**

**Peabody Elementary School**

**Parent Contact Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name(s)

Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home#\_\_\_\_\_\_\_\_\_\_\_\_ Cell#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name#2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any allergies?

Does your child take any medications? \_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

**How will your child get home each day? If a parent** **chooses to change their mode of transportation after submitting this form, you *MUST* complete a new form in person. *Parents WILL NOT* be allowed to call or send a message by the student to change their mode of transportation.**

Car Rider\_\_\_\_\_\_\_\_ Car Rider #\_\_\_\_\_\_\_\_\_ Day Care\_\_\_\_\_\_\_ SCS School Bus\_\_\_\_\_\_\_\_ Walker\_\_\_\_\_\_\_\_

Does your child have siblings at Peabody? If so, list their name, grade and teacher

**Sibling#1** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sibling #2** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List **ALL** people who may have to pick up your child. If they are not listed, they will not be allowed to pick them up. **Please remind all people picking up your child that they must have their ID when coming to the school.**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you in advance for helping with following procedures to keep our students safe.

**School Procedures**

**School Arrival Procedures**

1. Students will be allowed to enter the cafeteria from 7:45 a.m.-7:59 a.m.
2. Students will enter through the front door entrance of the building at 8:00 a.m.
3. All students leaving the cafeteria must use the East stairway.
4. Students entering the front door should use the West stairway.
5. Students must walk on the right side of the hallways and stairs. Students should go to the classroom without making stops. There will be no students in teacher’s rooms prior to 8:00 a.m. unless authorized by the classroom teacher.
6. Students who arrive after 8:30 a.m. must be accompanied by their parent and retrieve a tardy slip from the office before entering the classroom. **Please remember that students are considered late at 8:16 a.m.**
7. No electronic devices such as MP3 players, cell phones, games, etc.
8. Food should be eaten only in the cafeteria. Any food remaining must be thrown in the trash.
9. No chewing gum.
10. No child should use the vending machine in the teacher’s lounge.
11. Students/parents are not allowed to open outside doors for staff, parents, or guests.

**School Dismissal Procedures**

1. Day Care/Bus Rider students should be dismissed to the first floor, exiting to the west at 3:05 p.m.
2. After-Care students should be dismissed to the cafeteria at 3:10 p.m.
3. At 3:15 p.m., teachers will come outside with their class and stay with them in their designated areas.
4. Students remaining for clubs after 3:15 p.m. will come to the steps and wait for their Club sponsor.
5. During days of inclement weather (rain) students should adhere to the “rainy day” policy.

See the Inclement Weather Policy below.

1. All students must be check-out from the office; not the classroom.

INCLEMENT WEATHER POLICY

Student health and safety is a priority at Peabody Elementary. Decisions are made with the students’ best interest at heart. During inclement weather or rainy days, the children will wait inside the building. Parents must come into the school to pick up the children. Parents must remain in the foyer area designated behind the ropes. School personnel will call for your child on the walkie talkie to report to the foyer.

All car riders and walkers in grades KK, 1, 2, 3, and 4 will be dismissed through the front of the school. Students will stand with their teachers outside in designated areas waiting for parents during dismissal. All car riders and walkers in grades Pre-K and 5 will be dismissed downstairs through the east side doors. We ask all parents to enter through the front or the east side of the building to pick up their children during inclement weather. Pre-K parents must come into the Pre-K classroom to sign-out students.

Daycare riders will be dismissed through the west door. Daycare vans/bus are expected to pull up, heading north on Tanglewood Street. Only daycare vans and bus are allowed to park on Tanglewood Street.

**School Parking/Crossing Street**

 **Parents are not allowed to park in the Faculty Parking Lot or drop-off/pick-up students on the lot. Cars found on the Faculty Parking Lot will be asked to move immediately.**

**Parents, please do not park on Tanglewood Street in between Young and Oliver on any given day. Tanglewood Street is RESERVED FOR DAYCARE ONLY!!!**

**When crossing the street, always cross with the Crossing Guard at the Crossing Walkway for safety.**