

In this handbook you will find a great deal of important information on a variety of subjects. We urge you to read it carefully and save it for future reference.

ARRIVAL, DISMISSAL AND ATTENDANCE

School Day: 8:20-3:20

Students arriving at school before 8:10 a.m. need to enter the school through the front or back doors and go directly to their hallway and sit quietly by their classroom door. Please note: the doors are not opened until 7:50. If your child arrives after 8:10 a.m. they may go directly to the classroom. Please allow your child to walk to the classroom independently. We will be there to assist the students. This is one way to help your child develop independence. If you need to communicate with the teacher, the best way is to put a note in your child's folder. The teacher's primary responsibility at the beginning of the day is to greet all the children and get the morning routine started as smoothly as possible.

At 3:20 p.m. the kindergarten students will walk through the front doors of the school and take their place in front of the building. The students have been instructed to tell their teacher good-bye before they leave so that we know they are leaving, and whom they are leaving with. On bad weather days, the children will remain in their classrooms until you come for them. If there will be a change in transportation, or if a different person is picking up the child, please send a note to explain this to the teacher. We will send your child home the agreed way unless your child gives us a note stating otherwise. Having your child just tell us creates communication gaps and an upset child at the closing of the day. We can release a child only to a person who has written permission from you to pick up the child and whose name is on the white enrollment card in the office. Also, if your child needs to leave school early, please go to the office to check out your child (even if you have notified the teacher ahead of time). We are not allowed to let a child leave without permission from the office.

If your child is absent, please call the school office at 682-867-0100. Unless the office gets a phone call from you, your child will receive an unexcused absence. All children are considered tardy after 8:20 a.m. Three unexcused tardies equal one absence. Your child will need to go to the office first to obtain a tardy slip if s/he arrives after 8:20. The office staff will ask the reason for the tardy. Kindergartners are included in the AISD attendance policy, and attendance is compulsory after the child has been enrolled. Your child will receive unexcused absences for vacations while school is in session. Please plan trips during our school vacations. It is difficult to make up the work missed by your child when s/he is absent.

WHEN TO KEEP YOUR CHILD AT HOME

If your child has a fever of 100 degrees or above, has thrown up within the last 24 hours, has an undiagnosed rash, or has lice, they may not attend school. If any of these occur while in school, you will be contacted to come pick up your child. **PLEASE MAKE SURE THE OFFICE HAS YOUR CURRENT EMERGENCY CONTACT NUMBERS.**