

CHARLESTON ELEMENTARY SCHOOL

Welcome to Charleston Elementary School!! We are very excited about the 2019-20 school year and look forward to another awesome year! The purpose of this letter is to give you some information and reminders about school schedules and procedures.

Several forms are enclosed in your Back-to-School Packet and some will need to be completed and returned to school as soon as possible. Please return these forms:

- *(white)* **Information Update / Emergency Procedure Card**
- **Handbook / Discipline Acknowledgment Form** (Please sign after reading our Handbook online at <http://tigers.wsc.k12.ar.us/>)
- **Free and Reduced Lunch Application** (return if applicable)
- *(green)* **Volunteer Program - Parent/Guardian Involvement Survey**
- *(blue)* **Permission Slip for the 2019-20 school year for visiting local businesses and locations**

Our school day begins at 8:00 AM and ends at 3:10 PM. Students should not arrive at school any earlier than 7:45 as there is no teacher on duty until that time. Our afternoon dismissal is done in phases:

- 3:10 Bus riders will be dismissed to load on buses and car riders will be dismissed to the loading zone in front of the Elementary School**
- 3:15 Walkers will be dismissed from the East Hall to walk home after the buses have departed**

As stated in our Elementary Handbook, students arriving after the 8:00 AM bell will be documented as “tardy” and must receive a class admission slip from the office. Students who leave before the afternoon dismissal bells will be documented as an “early dismissal” and the parent/guardian will be required to sign the student check-out register.

ALL VISITORS must check into the Elementary Office upon entering the Elementary School. The office is located in the front of the Elementary School building. All other exterior doors will be locked when the 8:00 bell rings. For the safety and protection of our students, no one will be permitted in the hallways unless approved and admitted by office personnel. The safety of our students is very important to us and we thank you in advance for abiding by our procedures.

The cost of a cafeteria lunch is **\$2.00 per day**. Please send lunch money in an envelope that is clearly labeled with the student’s name, grade and teacher’s name. Feel free to “pay ahead” lunches if you would like, payment is loaded on each student’s account and is subtracted daily when the student eats. Free or reduced lunches are available for those that qualify. Please complete and return the Free and Reduced Lunch Application if you would like to apply for the program.

Breakfast is offered for **.75 cents per day** and is served in the cafeteria from **7:30 to 7:55 AM**. Students eating breakfast should go directly to the cafeteria and then walk down to the Elementary School when they finish eating.

Phone calls notifying us of any transportation change must be made **before 2:00 PM** to ensure notification to the student. A student will follow his/her normal after-school routine unless **a note or phone call from the parent/guardian is received** giving permission to do something different.

Homework requests for absent students must be made **before 11:00 AM** in order to give their teacher ample time to gather and organize the student’s make-up work.

Students **will not** be allowed to phone home for forgotten items such as homework, lunches, classroom supplies, etc. If a lunch is forgotten, the student will be served a lunch from the Cafeteria. Consequences for forgotten homework and classroom items will be left up to the student’s teacher. We hope these procedures will help promote student responsibility and accountability.

On Friday mornings at 8:00, CES students participate in a **Rise & Shine** program in our Elementary PE gym. At least once during the school year each classroom teacher, along with their students, will lead and conduct the program. Your child’s teacher will let you know when it is their turn to lead Rise & Shine. Parents and visitors are welcome to attend our Rise & Shine programs! Plan to come and enjoy Friday mornings with us!!

Again, we look forward to seeing your child and to all the new and exciting things this school year holds! Should you have any questions, please feel free to call the school office at 965-2460.

Sincerely,

Bruce Womack
Elementary Principal