

CHARLESTON ELEMENTARY SCHOOL

Welcome Back to School!

The purpose of this letter is to give you some important information 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** (Complete fully, front & back)
- *(white)* **Student Handbook / Discipline Acknowledgment Form** (See Handbook online at <http://tigers.wsc.k12.ar.us>)
- **Free and Reduced Lunch Application**
- *(blue)* **Permission Slip for the 2023-24 school year for visiting local businesses and locations**
- *(purple)* **Volunteer Program & Parent/Guardian Involvement Survey**

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 teachers are not 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

Visitors will only be allowed in the front foyer and Elementary office. Access to hallways and other areas of the building will be restricted unless admitted and approved by office personnel. The student check-in/check-out Chromebook register will be set up in the front foyer for your use to check-in or check-out a student. Tables will also be set up to drop-off and pick-up items. For the safety and security of our students and staff, **All** exterior doors and classroom doors will be locked when the 8:00 bell rings and will remain locked the remainder of the school day.

Students who are tardy must be signed-in by a parent/guardian by using the Chromebook sign-in register located in the front foyer. Students leaving school early must also be signed-out by a parent/guardian using the same method. Please note that “Tardies” & “Early Dismissals” are documented in the student’s attendance record. If a student is absent, a parent/guardian is asked to **call the Elementary Office at 965-2460 by 9:00 AM to report their absence.**

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.

Lunch and Breakfast will be available for students to purchase if they choose. Breakfast will be served each morning **before school** from approximately 7:45 until 8:00 AM. The Lunch price is \$2.25 per day, breakfast is \$1.00 per day. Meal payment can be made on-line or by sending it to school with your child (place payment in an envelope marked clearly with Name, Teacher’s name and amount of payment). At the beginning of each month, a copy of the menu will be sent home with each student. Visitor’s may purchase a lunch from the Cafeteria and may sit with a student at an assigned table. **Visitors must sign in for a Visitor’s Pass in the Elementary office before entering the Cafeteria.**

Our **After School Care Program** will again be available for working parents! This program is designed to assist working parents who cannot pick up their child at the end of the school day due to their work schedule. There will be a \$50.00 charge per child, per semester (\$100.00 total for school year per student). Please note the following guidelines:

- Kindergarten through 4th grades only
- Program hours are: Monday - Thursday, 3:10 – 5:30, Friday, 3:10 – 5:15
- The program is only available for parents whose work schedule does not allow them to pick up their child at the end of the school day or be home when the school bus would deliver their child/children.

Should you have any questions, please feel free to call the school office at 965-2460.

**We look forward to a FUN, EXCITING AND
EDUCATIONAL SCHOOL YEAR!!**