

## MONTROSE GENERAL POLICIES –Please read in full – updated 8/2016

Please Read & Save for Reference

- **Absences**

Parents are expected to call the school office by 9:30 a.m. anytime a student is to be absent either for part of a day or the entire day. It is important to use the attendance line **338-2098 ext 420** so that our main line is free for other necessary calls. **If the teacher has been notified, parents are still obligated to contact the office for all absences.**

If the parent does not call by 9:30 a.m., a designated employee will call the parent's home, cell, place of work and all emergency contacts. Should all attempts to reach the parent receive no response, a designated employee will notify the Bexley Police, and send a written notice to the parents' home.

- **Appointments/Late Arrival/Early Departure**

Anytime a child is arriving at school or leaving school and the crossing guards are no longer on patrol, a parent will need to sign the child in or out of the office using the Front/Main St. entrance. A note in advance helps the teacher plan. Please arrive early with time to locate your student. Students are called to the office upon parent arrival to avoid loss of instruction time.

- **Illnesses**

School policy states that students are fever free for 24 hours prior to returning to school.

Vomiting and diarrhea from an illness must have ceased for 24 hours prior to returning as well.

- **Recess**

Weather permitting, we continue to go outside for recess all year unless it is raining, icy or the wind chill is below 20 degrees. Please send your children with the appropriate clothing coats, hats, gloves/mittens and boots.

- **Afterschool**

We encourage students to have a standard plan in place for after school pick up/walk home. When dismissed at the close of the school day, children should go home immediately. **All unattended children should be off school grounds by 3:30 when patrol goes in.** Only in important cases will children be permitted to use the school telephone to make arrangements for after school activities. If a change of plans is known in advance we encourage students to bring a note from the parent. Please limit calls to the office for only when unforeseen circumstances arrive during the day. Students are not allowed to use school phones to get parental permission for play dates.

- **Birthdays**

Parents may send in a small treat/snack for their child's birthday. **Please send it at the start of the day when dropping off your student.** Classroom teachers will decide a convenient time to celebrate when classroom instruction is not interrupted. **Please avoid snacks that require refrigeration or freezing as we do not always have space available.**

- **Classroom Parties**

Room Parents coordinate the Halloween & Valentine's Day and are the source of communication between the teacher and parent volunteers. Sign up for Room Parent through the PTO form in August. The Room Parent(s) is/are responsible for getting volunteers needed for the party. Room Parent(s) will share that list of volunteers with the classroom teacher & office prior to the party for sign in procedures the day of the party. Volunteers, please refrain from bringing siblings to classroom parties. Please refrain from coming for classroom parties unless you are part of the planning & working committee.

- **Security (No deliveries to school)**

For security reasons we cannot accept food, flower or gift deliveries to students or classrooms. Please have any special deliveries from parents or relatives delivered to your home. Deliveries will be turned away at the door.

FOR MORE DETAIL, SEE THE ELEMENTARY PROGRAM AND HANDBOOK