

## Silbernagel Elementary Guidelines and Procedures 2019-20

### Student Hours

8:35-3:55

### Office Hours

8:00-4:15

- All parents/visitors must sign in the office for every visit
- A photo ID must be presented at every visit.
- A parent must accompany their student to the office when arriving after 8:35.

### Morning Schedule- Doors open for students to enter at 8:00 am

- 8:00 -8:20 –Students will remain in the cafeteria
- 8:20 – Students are released to classrooms.
- 8:35 – Morning Announcements
- 8:40 – Instruction begins (Students are considered tardy after 8:35)

### Transportation Changes/Emergency Contacts

- **If you need to change your child(ren) mode of transportation:**
- 1. **One time change** – Please send a note to your child’s teacher or a fax sent to the front office. **(Changes may not be done over the phone or email).**
- 2. **Permanent change** - the parent/guardian will need to come to the school and complete paperwork for permanent change of transportation.
- **Students may not be picked up from the front office after 3:40.**
- Only parents/guardians or emergency contacts listed on Skyward can sign students out. A valid photo ID is necessary when checking out your student (no exceptions).
- The office staff will not make phone calls to parents to request permission for another individual to sign your child out.
- Please send a note to your child’s teacher if someone other than the parent/guardian or emergency contact is picking up your student. This person will need a valid photo ID to check out your student. **We will allow this one time.**
- Students will remain in the classroom until the parent is present in the front office.

### Dismissal

- For safety purposes, there is **NOT** a “Walk-up” dismissal option. Students will only be released as bus riders, car riders and walkers. Parents should remain in cars. *(Please note: The car rider line can be long and the wait can be lengthy, we will not be able to make exceptions to the “NO WALK-UP” policy for late appointments or scheduling.)*
- **Car Riders** – Cars must have a car tag (school provided only). If you do not have a car rider tag, you will need to park your car, come into the front office and show a valid ID. The office will issue a temporary car tag at that time. You will need to get back in the car rider line to pick up your student.

- **Walkers** – A staff member will walk students across Kansas Ave. (street located along the back of the building). **Parents/guardians must present a walker sign (school provided only) with their student's name to the staff member every day in order for their student to be released (no exceptions).** If the parent does not have the walker sign, the student will return to school with our staff member. The parent/guardian or emergency contact will need to come to school, present proper identification in order for their student to be released. Students must be documented as a walker in Skyward.
- **Bus Riders** – DISD offers bus transportation to all students in the district. This is a wonderful option to avoid the significant delays of the car rider line.

### **Communication**

Communication between parents and school is important. Any time you have questions or concerns, please do not hesitate to contact your child's teacher or the campus. Our campus number is 281-229-6800. Our front office hours are 8:00-4:15. Calls after 4:15 will need to leave a message. Please feel free to contact any staff member through email. Check our school website for lunch times and events.

### **Food Services**

- Free & Reduced Meal applications are available online. You can use any computer, smartphone or device with internet access to complete the application. Public computers are available at school.
- Lunch Money Now (LMN)-parents can set up a reminder through LMN and receive a text and email to alert you that your student's balance is low or has reached a preset dollar amount.
- District Meal Charge Policy: Parents are responsible for all meal charges for their children. Dickinson ISD will collect on all unpaid meal charges. Parents must pay all charges before the end of the school year or before withdrawing students.
- Parents are welcome to join their student for lunch. Your student **may not** ask other students (including relatives) to join them at the table. You may provide outside food for your student. Please do not distribute outside food to other students (including relatives).

### **Birthday recognition**

Birthday cupcakes, cookies, etc. will be shared in the classroom at the end of the day. Arrangements (day/time) should be made with your child's teacher in advance.

Balloons, flowers, stuffed animals, etc. **are not allowed** at any time and **will not be delivered to students.**

**Procedures are in place to help ensure the safety of our students and staff. Please do not ask us to make exceptions to our procedures. We appreciate your cooperation and support.**