



Dear Silbernagel Families,

I am excited to welcome you to the 2020-2021 school year! We hope that you had a wonderful summer. I am honored to serve as the principal of Silbernagel Elementary and work with our dedicated staff, amazing students, and supportive parents.

The elementary years are critical times of development for students and families and I look forward to working with all of you to make this school year successful. We appreciate your support as your child enters the classroom, learns and grows through the year. Our teachers have been working hard in preparing their classrooms and instructional plans in order to meet the educational needs of our students both virtually and in person.

As we navigate these uncharted waters due to COVID-19, we are implementing many changes to our procedures and trying to decrease our interaction with the public as much as possible in an effort to keep our students and staff safe. We appreciate your understanding during this time.

Office Hours/Procedures

- **8:00-4:15 Monday – Friday**
- **Visitors will complete a health screener via a QR code prior to entering the building.**
- **We will not allow visitors on campus passed the front office.**
- **A maximum of four people will be allowed in the front lobby at one time maintaining social distancing. Face coverings are REQUIRED in the building.**
- **One person at a time will be allowed to enter the front office.**
- A parent/guardian must accompany their student to the front office when arriving after 8:30.e
- All safety measures outlined in the district's Re-Entry plan will be followed.

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

- 8:00 – Students will enter the building.
- Breakfast will be served in classrooms and temperatures will be checked upon arrival to classroom.
- 8:30 – Morning Announcements
- 8:35 – Instruction begins (Students are considered tardy after 8:30)

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.



Dismissal

- **Students may not be picked up from the front lobby after 3:40.**
- When needing to check out a student, parents will complete the sign out sheet in the front office.
- 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 lobby.
- 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.

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.
- **Due to COVID-19, we can no longer allow parents/visitors to join their student for breakfast/lunch.**



Deliveries of any items will not be accepted during school hours due to COVID-19:

Please make sure your student has all necessary items to have a successful day before leaving home in the morning.

Awards Assemblies:

We will celebrate our students' achievements this year; however, visitors are not allowed.

Student Illness:

Students who exhibit COVID-19 symptoms, will be moved to an isolation room immediately. Parents are expected to make arrangements to pick up their child within 30 minutes of being contacted.

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 website or Facebook page for current information and reminders.

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.

Sincerely,

Leslie Burke
Principal