



Dear Silbernagel Families,

I am excited to welcome you to the 2023-2024 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 learns and grows throughout 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.

Office Hours/Procedures

- **8:00-4:15 Monday – Friday**
- A parent/guardian must accompany their student to the lobby when arriving after 8:30.

Morning Schedule- Doors open for students to enter at 8:00 am. Please do not drop off your student before 8:00. No one is on duty until 8:00 to monitor students.

- 8:00 – Students enter the building.
- Breakfast will be served in the cafeteria and **free for all students.**
- 8:30 – Car rider doors close. Students are considered tardy after 8:30.
- **Please do not park in the back parking lot and walk your student to the front.**

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.
- 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.
- Emergency situations will be handled on a case-by-case basis.
- 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.
- 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.
- **Visitors are not allowed for breakfast.**
- **Reservations will continue this year for lunch. We will begin taking reservations on September 11, 2023.**
 - Reservations for the week will open each Monday morning. Reservations will be first come, first served, and no more than two people per family will be permitted
 - Any parent/visitor during lunch must be registered as an authorized contact for the student. If the visitor is not listed in Skyward Family Access as a contact or authorized lunch visitor, he or she will not be allowed to enter the campus.



- Parents will have the opportunity to sign up for lunch once per week.
- Parents may bring outside food for their student. **Please do not bring outside food items for friends and/or relatives.**
- **While on campus, parents/visitors may only interact with their own child at the designated table.** Parents/visitors must leave campus at the conclusion of their child's lunch period.

Deliveries of the following items will be accepted during school hours:

- Lunch items by parent/guardian
- Birthday cupcakes, cookies, brownies, cakes, donuts, etc. All food items must be purchased from a store/bakery. **Homemade food items will not be accepted.**
- Backpacks, folders, school supplies, etc.

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

The following items will not be accepted during school hours:

- Balloons, flowers, stuffed animals, party bags of candy and/or toys.

Student Illness:

Students are expected to self-screen at home for symptoms prior to arriving at school. A student feeling ill or with a fever of 100 degrees or higher must stay at home. Please do not give student(s) medication and send them to school.

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

Leslie Burke
Principal