

FROM THE SHAMONA CREEK SCHOOL OFFICE

As we begin a new school year, the office is asking for the cooperation of the parents at Shamona Creek in helping us to operate more efficiently. Your help in the following ways will be very much appreciated.

1. **ABSENCES** - When a child is absent, a parent/guardian should call the *Shamona Creek Attendance Hotline* at **610-458-8703 (#9)** by **9:00 a.m.** to report the child's absence.

Please send the pre-printed 3x5 "Excuse for Absence" card into school promptly when your child returns to school after being absent. Additional cards can be obtained from your child's teacher or from the office.

2. **NOTES FROM HOME** - For your convenience, we have printed a pad of notes "A Note to Shamona Creek" that can be used for communicating with the school for any reason; for example, when your child needs to be dismissed early or picked up rather than riding the bus. This form provides all the information we need in the office. Please try to use these notes, but remember to include the following information whenever sending a note into school: **child's first AND last name, teacher's name, your first AND last name, and a phone number** where you can be reached during the day if clarification is needed. Early dismissal or pick up correspondence should be sent **only** on the day of the request. Requests sent in before that may get lost in the large amount of paperwork that comes to the office daily and not be acknowledged on the correct date.

3. **TARDINESS** - **Please call the Attendance Hotline at 610-458-8703(#9)** to let us know your child will be tardy. Any student arriving at school after **8:55 a.m. must report to the office** and obtain a late pass before proceeding to his/her classroom. **An "Excuse for Absence" card must be returned to school for tardiness as well as for absence.**

4. **PHONE CALLS** - If possible, please try to refrain from calling the office on **non-emergency** matters at the **beginning and end** of the school day. This is when the office is busy with student arrival and dismissal. Please try to make your calls between 9:30 and 2:45.

5. **DISMISSAL** - Parents are discouraged from picking their children up at school at 3:20 unless absolutely necessary, because this interferes with our normal dismissal procedures. If you **must** pick your child up at school on a given day, please send a note into school in the morning. (For your child's safety, if someone other than a parent is picking up your child, we must have a note giving permission and identifying that person.) If something comes up during the day that requires you to pick your child up, rather than interrupting with a phone call or "drop-in", please **come to the office before 3:10**, identify yourself, and sign the dismissal list on the clipboard on the front counter. ***You must either use a note or walk in to sign your child out (please do not call in-we will not add your child to the list for safety reasons).***

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6. **BUS TRANSPORTATION-** DASD Board Policy 810 Section B- RIDING BUSES OTHER THAN ASSIGNED- 1) Changes of buses will be permitted **only** for urgent reasons such as medical and family emergencies. 2) Request for change must be directed to the building principal. Bus passes will **only** be provided for an **emergency** situation. If childcare is necessary, you will need to fill a form out for the transportation department. The forms will be available through school, DASD Website or the transportation department. Childcare **must** be from **Monday through Friday**. ***Bus passes may NOT be obtained for Scouts, Brownies, play dates, etc.***

7. **VISITORS LOG AND BADGE-** **Enter the building using the main entrance at all times.** When coming into the building to volunteer in a classroom, meet with your child's teacher, etc., please stop in the office and **sign in** before proceeding to the classroom. Every visitor will be required to wear a visitor's badge while in the building. At the end of your visit you will then return to the office to **sign out**.

8. **SPECIAL EXCUSE PROCEDURES-** Please refer to the Shamona Creek parent hand book which you may access on line. This should answer any of your questions on vacation and excuse for absences.

9. And last but not least, please **REMIND YOUR CHILDREN** to check before leaving home in the morning to be sure they have their lunch money, homework, library books, instruments, projects, etc. ***This teaches your child responsibility, saves you the inconvenience of making a trip to school to bring the forgotten item, and limits classroom interruptions!***