

Welcome Back WB Elementary Families,

We have made a few minor changes and clarified a few bits of information in the Elementary Handbook/Procedures for the 2017/2018 school year. The entire handbook will be posted on the West Burlington Independent School District Website soon.

- 1. Attendance Policy:** The elementary office will continue to do a thorough job of enforcing attendance again this year. **Tardies to school will count as a $\frac{1}{4}$ day of absence. All other attendance will be enforced in $\frac{1}{4}$ day increments as well.** Regular, punctual attendance is so important to the learning process!
- 2. Pick Up/Drop Off Procedures:** Please review the procedures and expectations for pickup and drop off. We really want to stress that students are not to be picked up/let out on any of the painted curbs. And, students are only allowed to cross the street at the crosswalk. Please use the pick up/drop off lane. It is the safest option around the school building.
- 3. Birthday Treats/Class Party Food Items:** In order to keep all of our children safe, we have created guidelines for food/drink treats that are brought into the building for student consumption. **All treats must meet one of the following:**
 - **Prepared at Grocery Store Bakery or Licensed Restaurant** (ex. HyVee, WalMart, Pizza Hut, Little Caesars, etc.) **Baked good items must be in the original containers, sealed with the tag and marked with the item it contains.**
 - **Prepacked and store bought** (Ex. Goldfish Crackers, String Cheese, Little Debbie's Snacks)
 - **In-home/Independent Bakeries will require a certificate stating that the bakery has been inspected by the County Health Department.**

No exceptions will be made. Treats that do not meet one of the above requirements will not be served to the students. If you have a question about a particular bakery, you are welcome to call and see if we have a certificate on file. If we do not, please ask the bakery to fax a copy to the elementary office at 758.6768.

4. Fidget Spinners and Personal Items at school: **Fidget spinners will not be allowed at school at anytime** (before/after school, recess, class time, etc.). If the Student Assistance Team feels it is a necessary tool in order for a student to be successful, a plan will be developed to allow for this. The spinners have primarily been treated as toys and been quite the distraction for a majority of our students. **All personal items and electronics are better off left at home unless special arrangements are made with the teacher/class.**

5. Arrival to School: **Students eating breakfast should not arrive prior to 7:35 a.m.** Doors open to breakfast at 7:35 a.m. **Student not eating breakfast should not arrive prior to 7:45 a.m.** There isn't supervision prior to these times. Many think there is supervision between 7:30 and 7:45 a.m. There is not!

Please make sure to take a quick peek at the handbook online so there are no surprises. Thank you!

~ The West Burlington Elementary Staff

