

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 2018/2019 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 tracking attendance again this year. **Tardies will continue to be counted. Reminder that students must be in the building by 8:15 a.m. in order to not be counted as tardy. Attendance will be recorded in half day increments.** 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. REMINDER on 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. Parents Attending Recesses:** **Parents will be allowed to attend outdoor recesses only.** Indoor recesses can be very overcrowded and we need to minimize the number of bodies in a classroom.
- 5. School Day Expectations Apply Before and After School Hours:** All students and visitors on school grounds outside of the school day are expected to conduct themselves in a respectful, safe manner. If visitors are behaving in a manner that wouldn't be acceptable during the school day, they will be asked to leave.
- 6. 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

