

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 2019/2020 school year. The entire handbook will be posted on the West Burlington Independent School District Website soon.

1. Attendance Policy: Tardies will be counted beginning at 8:15. Attendance will be recorded in half day increments. Regular, punctual attendance is so important to the learning process!

2. Pick Up/Drop Off Procedures: 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. Safety is our #1 priority!

3. Parents Attending Lunch/Recesses/Special Events in the Classes: Pictures cannot be taken of other children. Food and drinks cannot be shared with other children.

- **Food, drinks, treats and other items cannot be given to children other than your own.**
- **Pictures cannot be taken of other children during the lunch/recess period or special activity.** If your child has chosen to invite friends at lunch, ALL pictures must exclude other WB Elementary children.

4. 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.

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

