

**Parent/Student Handbook
2016-2017**

Monett Elementary School
(Grades PK-2)
601 Learning Lane
Monett, MO 65708
(417) 235-3411 (Phone)
(417) 235-3086 (Fax)

Susie Gasser, Principal

Sarah Garner, Assistant Principal

Leslie Henry, Counselor

Sheena Parrigon, Nurse

Daniela Rodriguez, Secretary

Stephanie Chapman, Secretary

Schedule

7:30 a.m. Students may enter building. (student supervision begins).

8:00 a.m. Warning bell rings for school to begin

8:05 a.m. Tardy bell rings – Second set of interior doors will lock. Students entering the building after

8:05 p.m. will go through the office. *(All students arriving after tardy bell must be signed in by a parent in the office.)*

2:55 p.m. All walkers/bikers dismissed. Parents may wait outside the school entrance closest to their neighborhood to walk with their child if they wish.

3:00 p.m. Dismissal bell for bus and car riders. **All PK-2nd grade car riders in A HALLWAY** will load from the “old” circle drive from Linden Ave. (In front of the “old” office building)

All PK-2nd grade car riders in B and C hallways will load from the “new” circle drive off Learning Lane at the front entrance of the school.

In order to improve the safety of our students and to ensure adequate space on our school buses, parents/guardians will be required to specify **one location** for their child to be transported to at the end of the school day. Knowing that on a rare occasion, emergencies arise, parents are also asked to specify an **“emergency” drop-off location**. **Students will only be allowed to ride school bus transportation to their primary location unless a parent/guardian phone call or note is received which indicates that the child needs to be transported to the specified Emergency Drop-Off Location.** (If a student

has a court-ordered parenting plan that specifies that the student is to spend specific days at each parent's residence, the school district will abide by this parenting plan—for parents residing within the school district.) SEE STUDENT DISCIPLINE HANDBOOK FOR MORE SPECIFIC INFORMATION REGARDING BUS DISCIPLINE

Drop off and Pick up Safety Rules

For every child's safety, please follow the procedures outlined below for directions on how and where to drop your child off at school and pick him/her up after school. There are over 600 students coming to and leaving campus daily and these guidelines are necessary for ensuring the safety of students, parents, and faculty in an efficient manner. When only a few people break the flow of the system, it causes a problem for everyone else following the guidelines. Please be respectful of all students and parents time and safety.

1. Turn off your cell phone. (We cannot give you needed instructions if you are preoccupied or are distracted which causes a safety concern for everyone.)
2. Place your car in park when students are entering/exiting car.
3. Keep the car rider sign (provided by the district)hanging from rear view mirror visible at all times. (Students will NOT be loaded into any car without this sign. The adult picking up the student will be required to go to the office to sign the child out if no sign is present.)
4. Stay in your car. It is safer for us to deliver them to you. (Students

will not be allowed to leave with any person without the school provided car rider tag. This is a safety measure that lets us know that the correct person is taking your child.

5. Notify the school before 2:30 p.m. if you need to make a transportation change and did not send a note with your student. We can not guarantee that calls after 2:30 will be able to be accommodated. Be sure that the person picking up your child has the child's car rider tag in their window if he/she is a car rider.

6. Parents: Please do not arrive to school before 3:00 to pick up your child if he/she is a car rider. This causes congestion for other drivers and may cause difficulties for the buses as they try to enter the pick up area.

Cars will not be allowed to back up on County Street or block driveways on Learning Lane.

Morning Drop Off Procedures

Students should not arrive to school before 7:30 A.M. No supervision for students is provided before 7:30 a.m.

Car riders will drop off in a DOUBLE line in the circle drive of Learning Lane. There will be teachers on duty to help direct traffic. Our number one priority is student safety. We also designed the drop off procedures with time as a factor.

Cars will drive into the designated loading and unloading area. A teacher will hold a stop sign for traffic to stop at both ends of the unloading zone. All cars in the unloading area will unload at the same time. Once all cars in that area have unloaded the teachers will switch the sign to go and the loading area will fill up again. We hope this traffic light system will speed up the drop off and pick up procedures. If you walk your student to school please use the west sidewalk that

is not in the unloading zone.

End of Day dismissal

Car Riders -

Please do not start lining up for dismissal before 3:00. Car rider dismissal does not begin until 3:05. Any car blocking or backing up onto County will have to turn around and go to the end of the line. Please be courteous to our neighbors and not block driveways. This is not only polite, but is a safety issue. In the case of an emergency there must be a way for emergency vehicles to get to both the school and the residences. LOCAL LAW ENFORCEMENT WILL BE PRESENT THE FIRST FEW DAYS OF SCHOOL TO ASSIST SCHOOL PERSONNEL UNTIL EVERYONE HAS HAD AN OPPORTUNITY TO LEARN THE NEW PROCEDURES

ALL **Learning Lane (Halls B & C)** car traffic will enter Learning Lane from County St. and form a SINGLE line until reaching the Monett Elementary sign at the edge of the parking lot. Car tags must be visible in windshield and students will be loaded by school personnel.

ALL **LINDEN AVE. (HALL A)** car traffic will enter the circle drive from Linden Avenue near the old office entrance. This area is accessed from Dunn street off of Eisenhower. All traffic on Dunn and Linden

must form a SINGLE line until reaching the circle drive. Once the line reaches the circle drive, cars may begin forming a double line. Car tags must be visible in windshield and students will be loaded by school personnel.

Teachers will be on duty in both areas. Parents will also be given a car tag at open house. Please have the car tag visible. Teachers will be on duty in the marked loading and unloading zone. Once cars have entered the painted crosswalk area, both lanes will be stopped as a group by a crossing guard and all cars in both lanes in the loading area will be loaded at one time. All cars in the loading area will be released at one time when the loading is complete and the next group of cars will enter and repeat the process.

Bus Riders

Students will receive a bus tag that will be secured to the backpack. This tag will have the child's name, teacher, bus number, and stop. Students will go to the assigned classroom for each bus. Safety is our number one priority during dismissal. A teacher will check their name from that bus list. If they are not on the list and/or do not have a bus tag that indicated that the parents have either called the office or sent a note they will not be allowed to ride that bus.

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asked to specify an **“emergency” drop-off location. Students will only be allowed to ride school bus transportation to their primary location unless a parent/guardian phone call or note is received which indicates that the child needs to be transported to the specified Emergency Drop-Off Location.** (If a student has a court-ordered parenting plan that specifies that the student is to spend specific days at each parent’s residence, the school district will abide by this parenting plan—for parents residing within the school district.)

Walkers/Bikers

Children who ride bicycles or are walking from school are dismissed at 2:55 P.M. Parents walking with their child from school may wait outside the school entrance. Students will be dismissed from either the front doors or the east end of the building depending on the neighborhood they are walking to.

Bus Stop Students

Older students using the elementary campus as a bus stop and waiting with a younger sibling to be picked up in a car will need to proceed to the proper loading area. **It will be the responsibility of the parent to make sure the older sibling knows the proper area to wait in on the first day of school.** Older students riding a bus to MES and walking home will need to walk home as soon as they get off the bus.

SCHOOL MEALS

Hot breakfasts and lunches are served daily at Monett Elementary School. An electronic lunch program is used. Parents deposit money in their child's account, and meals are then deducted from that balance.

Students can purchase breakfast and lunch from their meal account.

A preprinted envelope is provided for parents to provide the necessary information to ensure correct deposit of the lunch money into his/her account. The envelope is to be returned with the amount you wish to deposit. You are asked to send at least one week's worth of breakfast, lunch and/or extra milk money for your child at that time, but you are welcome to send more. If you have more than one student in our District, you may send a deposit for all your children in a single envelope. Write all the children's names on the envelope and how much you want deposited into each child's account.

Overdrawn letters are mailed home on a weekly basis. Families with overdrawn accounts will be notified by a School Reach phone call each week. If a child is overdrawn by \$6.00 or more he/she is given an alternative meal or he/she may bring a lunch from home until the meal account balance is brought up-to-date. Breakfast also will not be served to any student overdrawn by \$6.00 or more.

Any money left in your child's account will be carried

over until the start of the next school year. Meal prices are subject to change before the beginning of the school year.

Meal Prices SY16-17

Campus	Breakfast	Lunch
Monett Elementary	\$1.35	\$1.80
Central Park	\$1.35	\$1.80
Intermediate	\$1.35	\$1.80
Middle School	\$1.35	\$1.90
High School	\$1.45	\$2.05
Reduced Prices (all campuses)	\$0.30	\$0.40
Adults	\$1.65	\$2.30

Free and reduced lunch forms are mailed to parents at the beginning of the school year or are given to parents when a new student enrolls. If a family's circumstances change during the school year, parents may apply or reapply at any time during the year. You may request a form from the office. New forms must be completed each school year.

Parents/guardians are allowed to eat lunch with their child on an occasional basis. Due to the large number of students we feed each day, our cafeteria is not equipped to handle a large number of parents as well.

To eat with your child, we ask that you send a note to your child's teacher the morning of the day you plan on eating. This will allow the teacher to include the parent in the lunch count for the day. Upon arrival, parents will need to pay for the meal and pick up a guest meal card at the office in order to eat lunch at school.

Parents are asked to limit bringing in outside meals for students to special occasions. Parents are not allowed to go to recess with the class or back to the classroom with students after eating lunch.