

## A,B,C's and 1,2,3's of Old Mill Elementary

**1st-5th GRADE BACK TO SCHOOL NIGHT:** I hope you'll join us for the special opportunity to meet your teacher and visit the classroom. Due to new Covid restrictions we will be limiting the number of people we have visiting. Therefore, Back To School Visits will be done in shifts that families can sign up for (first come first serve) Session 1: Thursday August 13<sup>th</sup> 11:00-12:00, Session 2: Thursday August 13<sup>th</sup> 2:00-3:00, Session 3: Thursday August 13<sup>th</sup> 5:30-6:30, Session 4 Friday August 14<sup>th</sup> 11:00-12:00, Session 5: Friday August 14<sup>th</sup> 2:00-3:00 We will email a sign up scheduler Friday August 7<sup>th</sup>. Anyone entering the school will be screened and required to wear masks.

**FIRST DAY for Students in Grades 1-5: Monday August 17th**

**KINDERGARTEN AND PREK PTA BOO HOO - YAHOO WELCOME TO SCHOOL EVENT:** *Monday August 24<sup>th</sup> 5:00-7:00 (Last names beginning with A- M should come at 5:00 and last names beginning with N-Z should come at 6:00)* Please come and visit your new classrooms and meet your teacher. Also for safety concerns, please do not bring siblings that are not attending OME.

**FIRST DAY for PreK and Kindergarten Students: Tuesday, August 25<sup>th</sup>** (PreK and Kindergarten students do not attend school the first week) Kinder ½ day students attend from 8:20-11:120 each day.

### SCHEDULE :

- First Bell rings at 8:40 and 2<sup>nd</sup> Bell rings at 8:45.
- Monday Early Out at 2:20 (bussers/bikers) and 2:25 (all others)
- Tuesday-Friday at 3:20 (bussers/bikers) and 3:25 (all others)
- *All Students enter through the doors on the East side by the Gym.* Students should plan on arriving around 8:30 am unless they come early for breakfast (breakfast is served beginning at 8:20 am). Supervision will not be provided until 8:20. Students may go outside to play or sit and read/chat with others in the gym or hallways between 8:20 and 8:40. At 8:40 a bell rings and students will be released to their classrooms. Students need to be in class by 8:45am. Please make "after-school" arrangements with your child **before they leave home**. The school receives an overabundance of calls just prior to dismissal time to take messages to children. The secretary is not always available to accommodate those requests.

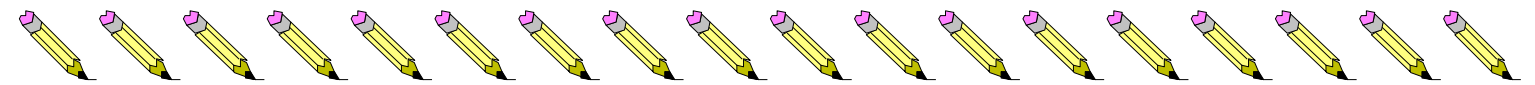
**TRAVELING TO AND FROM SCHOOL:- (Carefully Look Over Included OME Traffic Flow Map)** Perhaps the biggest challenge of the new school year is developing before and after school routines. We have over 800+ students and they all leave around the same time. It is absolutely essential that we all are patient, courteous and rule followers in this process in order to keep our children safe.


- If your child **RIDES THE BUS HOME**, It is **VITAL** that your child knows his/her bus number **BEFORE** they come the first day of school. **You can get this information by calling the school and we will connect you.** This will prevent a lot of tears at the end of the day. Students should know their bus number and where to get off the bus. Please note that bus drivers let students off at the bus stop even if an adult is not present so students should know which bus stop to get off at and how to get home from that bus stop. Kindergarten parents should plan to meet their student at the bus stop for the first few weeks at least.
- If your student will **WALK** home from school, summer is a good time to practice the safest route to and from school. We have crossing guards on 980 South/ Old Mill Rd., 6<sup>th</sup> South/Old Mill Rd, and Cobblestone Intersection.
- If your child will be **PICKED UP BY PARENT OR DAYCARE**, students will wait near the school on the sidewalk (**not down the main road a ways, Deputy Baeza will help monitor this**). Parents should pull in the loop in front of the school and always keep moving forward when you can. Do not let your child get in your car when there is a ton of room for you to pull forward...this keeps the process efficient for everyone.
- PreK and Kinder parents can use the small loop by the PreK doors to drop off and pick up your child. Please no **PARKING** in the loop. If you would like to park and come in, please use a designated parking area to do so.

**ATTENDANCE POLICY** - Children should attend school every day and on time except in the cases of illness or family emergencies. *Due to new Covid Safety Requirements, we understand this will be a work in progress and school and families will collaborate as needed to do what is in the best interest of the child and other's safety.* Please try to schedule vacations around the school calendar and appointments outside of school hours. If your child is going to be absent, please call the office. If you have not called the office to excuse your student, you can expect a phone call from the automated attendance system.

**CHECK-OUT** - If it becomes necessary to take your child from school during the day, your child needs to be checked out through the office. Students cannot be released to anyone but their parent, legal guardian, or those individuals listed on their student information sheet.

**VISITING THE SCHOOL** - Adult visitors are welcome and encouraged at OME, but for safety reasons, all doors will be locked during school hours. All visitors will have to be buzzed in by office staff and also take their temperature and monitor symptoms. If temperature is less than 100 and no symptoms, visitors will be permitted into the school. If visitors are staying for volunteer work, they will need to complete a health survey prior to volunteering in the school.





**CITIZENSHIP AND DISCIPLINE:** Old Mill Elementary addresses citizenship from a positive aspect. We will teach the students the Essential Behaviors that they will need in order to be the successful leaders of tomorrow. Students will also be given opportunities to practice these skills. When they do well they will be rewarded and when they choose poorly they will be given more time to practice. We look at mistakes as opportunities to learn and do better next time. In the case of serious infractions, the principal and parents will be contacted and school district policy will be followed.

**BICYCLES:** Students riding bicycles to school will be responsible for them. Bicycles should be placed in racks provided and as far away from the road as possible. Parents should instruct children in bicycle safety coming and leaving school.

**TEXTBOOKS, EQUIPMENT, TECHNOLOGY AND SUPPLIES:** Textbooks, Equipment, Technology and supplies are furnished, but students are responsible for their care. If items are lost or damaged due to neglect, the student will be required to pay for replacement or repair.

**STUDENT LED CONFERENCES:** Parent, student, and teacher will meet three times during the school year to celebrate student achievement and set individual student goals for each student to strive toward.

**EMERGENCIES:** Students who become ill or injured during the school day will be brought to the sick room to receive immediate attention. Each student is required to have parent's home and work number and another person who may be notified in case of an emergency. If your child needs more than simple first aid, you will be notified and asked to take them home. The school is not permitted to give your child any kind of medication without a prescription and the appropriate paperwork completed. If you are aware of health conditions that should be brought to the attention of the school nurse or teacher, please come to the office and complete a care plan. Please contact the school secretary if any change in address, phone number, or contact person occurs.

The school holds regular emergency drills. Should a real emergency arise, our plans will be initiated to provide safety for each child. Children will be kept under the care of their teacher until parents can pick them up. In the event of a school closure, parents will be notified before students are sent home. Parents should have numbers listed with the school where they may be reached at any time.

**TOYS AND GAMES:** We ask that children please do not bring toys and electronic devices, including cell phones to school. These items are most often a significant distraction in class and they often become broken or lost. The exception is when these items are brought for "Show and Tell". If students choose to bring these items to school, it will be at their own risk. They will not be allowed to be used during the school day and will be kept in their back pack because we cannot control what students watch on personal devices.

**SCHOOL LUNCH PROGRAM:** Lunches may be purchased any time during the school year, preferably before school. Lunch menus are included in the PTA newsletter each month.

- Student lunch..... \$2.25 Breakfast.....\$1.50
- Reduced lunch.....\$ .40 Reduced Breakfast.... \$ .30
- Extra milk.....\$ .25
- There will be no charging for lunches except in the case of an emergency, as determined by the office. This charge must be paid within the week. Students who prefer to bring their own lunch will eat at the same tables as their classmates. Those who qualify for free or reduced lunch should return the application form as soon as possible. All information will be kept confidential. A new application must be submitted each year to qualify.

**ADDITIONAL COVID SAFETY INFORMATION:** (FYI, Safety is of the utmost importance, but so is the mental health of our staff and students. Therefore, safety will be taught, reinforced and redirected through teachable moments...not "gotcha's")

- Staff and Students will wear face coverings at all times within the building (masks, shields, gators) and social distance when possible.
- Students can wear face masks, shields or gators. (mask exemptions are recess, PE, and/or IEP/504/Health designations)
- Materials, surfaces and supplies that are shared, will be disinfected between uses. Other surfaces and supplies will be cleaned daily.
- Staff and students will sanitize or wash hands each time they enter and exit a classroom.
- Students will sanitize or wash hands when entering the lunch room, pre-loaded lunch trays will be handed to students, students will sit with their class and grade level on only one side of the table, tables will be sanitized in between each class, students will sanitize or wash their hands when they leave the lunch room.
- Students will be outside for recess and lunch in staggered times to lessen the number of students on playground
- Students will exit for lunch recess through the lunchroom rear doors and enter through center rear doors.
- Playground equipment and classrooms will be sanitized daily.
- Bathrooms will be sanitized twice a day
- If a child reports symptoms during school, school/district nurse will monitor and contact parents. Student will be isolated until parents can pick them up. If positive Covid test is reported, student is quarantined for 10 days and 24 hours without symptoms to return. We will work with district nurse and health department for contact tracing. If everyone was wearing masks, further quarantining of others may not be necessary.