



County Line Guidelines

2019 - 2020



(Please read and save for future reference)

Dear Parents/Guardians,

The following guidelines can serve as a quick reference of important areas to help keep our school a great place to learn and grow. Please read each section and save for future reference.

Sincerely,
Mr. Eisenbach
Principal

Student Drop Off:

- If you drop your child(ren) off in the morning, use the school's back entrance off Colonial Drive. **Students will be allowed in the building starting at 8:35 a.m.** The back door is unlocked from 8:35 a.m. until 8:50 a.m. Supervision starts at 8:35 a.m. with students going to their classrooms at 8:40 a.m. when the buses dismiss students.
- **Please park on the street in front of school if you come into the building. Sign in and out in the office and wear your badge while signed in.**
- Children should NOT be dropped off in the front of school before the school day begins.
- Children should never cut between the buses, even when with their parents.
- Students riding their bikes to school should also come in the back entrance.

Student Pick Up:

Parent pick up is located on the playground area of school for dismissal at the end of the day.

- Car traffic will enter from Butternut Road using the north entrance of school.
- **Parents are not to enter the playground area before 3:30 p.m.**
- A circle of cars will be formed. You must stay in your car to be in the traffic flow. Once first line is filled please start another line so you are not in the way of incoming busses.
- A student pick-up sign is to be displayed in front window with the student's last name in LARGE letters on plain paper that are legible from a distance.
- A staff member will start tracking parents in the traffic pattern at 3:35 p.m.
- Students will be walked out in the order of the cars in the traffic flow.
- **Students must be picked up by 3:50 p.m.** After buses are dismissed, any students waiting need to be picked up from the school office.
- **Parents should NOT park in front of school to pick up their child.**
- The back parking lot will be closed to all traffic, except buses from 3:30-4:00 p.m.
- During bike season, students will be allowed to leave once the buses have left the parking lots. Bikes must be walked across the school property.

One area of big concern with safety is vehicles that drive behind the school between the back parking lot and the playground. **Vehicles are not allowed in this area.** Any unauthorized vehicles using this area will have their license plate noted and turned over to the Germantown Police Department for a possible ticket.

Student Absence or Tardy: Regular and punctual attendance is critical. Frequent absences are one of the main causes of lack of success in school. Students are required to attend school regularly and punctually. Parents are expected to phone the School Office or submit a written

excuse informing them of any upcoming absence as soon as practical. Doctor/dentist appointments are an excused absence when accompanied by a note from the appointment.

Please call the school office by 9:00 a.m. when your child will be absent. You can leave a message on the attendance mailbox anytime by calling 262-253-3465, option #1. Children enter the school building at 8:40 a.m. with school starting at 8:50 a.m. Please make sure your child arrives at school no later than the 8:40 a.m. bell so that they will be ready for the start of the school day.

Tardiness shall be considered a disruption of class and shall be dealt with by the classroom teacher. Excessive tardiness shall be brought to the attention of the school administration.

Students that arrive at school between 8:50 and 9:15 a.m. will be considered tardy. After 9:15 a.m., students will be marked absent. Students who leave school prior to 3:30 p.m. will be considered absent. Any exclusion from extracurricular activities, assemblies, after-school activities, etc., because of absence or tardiness shall be determined by the Principal.

Changes in Departure: The yellow note pads (given at Open House) should be used for any changes to departure. If your child will be picked up from the Office during the school day, (s)he will be called when the parent (guardian, relative, etc.) arrives. Please make sure anyone picking up your child is listed in Skyward Emergency Contacts with "Allow Pick Up". For changes on a regular basis, please update the gray "End of Day Dismissal" form in the Office which you received at Open House.

Please do not call after 3:00 p.m. to ask for a change in your child's departure schedule. Our office is down to one person at that time and only in emergency situations can a message be guaranteed to be delivered to the teacher before the end of the day.

If you email your teacher of an upcoming absence, please also email the office. Email addresses can be found on the County Line website.

Lunch/Recess Schedules:

Kindergarten, 1st Grade & 2nd Grade: Morning recess 10:15 to 10:30

Kindergarten & 1st Grade: Lunch 11:25 to 11:45 and recess 11:45 to 12:15

2nd Grade & 3rd Grade: Lunch 11:55 to 12:15 and recess 12:15 to 12:45

4th Grade & 5th Grade: Lunch 12:25 to 12:45 and recess 12:45 to 1:15

3rd, 4th & 5th Grade: Afternoon recess 2:30 to 2:45

Recess:

Students go out for recess twice everyday unless it is raining or the temperature/wind chill/real feel is below zero! Please make sure your student has the proper gear to have fun outside. During winter students must have snow pants and boots to leave the blacktop and go out in the field or to the play structures (wood chips area).

Lunch: The Germantown School District follows the federal guidelines of the Healthy Lunch Act. Students who take hot lunch will be required to have ½ cup of a fruit or ½ cup vegetable on their tray. Lunch menus are posted on the District website and there are a few paper copies in the Office. **If there is a snow day** lunch choices will be from the previous day. Carbonated beverages are not allowed in the lunchroom.

Daily Snacks: Snacks will be a part of each classroom. Healthy snacks are encouraged. We encourage fruit, vegetables, pretzels, crackers (graham or goldfish), or snack size applesauce/yogurt. Please be aware if your student is in a nut-free or other allergy classroom. Children should use disposable utensils. Snack time is a short period of time, so please do not send a large snack. Teachers do not provide snacks for children who do have one. Please adhere to any specific classroom guidelines as well.

Visitor/Volunteer Sign In System

Visitors

When coming to visit your student for lunch, a book fair, etc. you will need to sign into our security system. A visitor badge will be printed for you to wear while in the building. Your drivers' license will be required for your first visit and after that we can bring you up in the system by your last name to print a visitor badge. All visitors are required to sign in and wear a badge.

Volunteers

When coming to help in a classroom or chaperoning on a field trip a background check is required and a volunteer badge will be printed for you to wear. To complete a background check please go to the district website: www.germantown.k12.wi.us click on the Parents Tab, Volunteer Info and fill in your information. Background checks will be completed in 3 to 4 days and are valid for 3 years. You will receive an email when your background check needs to be renewed. The first time you come in to volunteer you will also need to bring your driver's license to complete the process. As a volunteer we will be able to bring your name up in the system to print you a volunteer badge for future visits.

Birthday/Child of the Week Treats: Before sending any treats to school, please be aware if you have a Nut- Free or other allergy classroom. Birthday or Child of the Week/Star Student treats must be ready to serve. We do not have a lot of freezer space for treats. Treats must be cut up. Please send **napkins, plates, and forks** if needed. Let your child's teacher know in advance which day a treat will be coming in advance.

Birthday Invitations / Thank You Notes: Party invitations and thank you notes are not allowed to be distributed through student backpacks or student mailboxes **at any time** during the school year. The PTA publishes a directory each year and that should be the source of student contact information. Prior to the directory being published, a parent may call school to get in touch with the Directory chairperson who can provide contact information that has been authorized.

Vacations: Regular vacation days are built into the school calendar. We highly encourage you to use that time as missing school for discretionary vacations impacts your child's education. The calendar can be found on the main page of our District website: www.germantownschoools.org, look for the student calendar link. **Teachers are not required to prepare work in advance of a vacation.** All of our students are involved in a variety of time sensitive assessments that are hard to make up. If you choose to take a discretionary vacation, please note that those days count towards the 10 absences your child is allowed each school year.

Blackboard Connect Messaging System: Our school district uses an automated phone message system. Our principal, and school superintendent use it periodically to give updates on events or other important messages. The system is also used when school is called off due to inclement weather or another reason. The primary phone number listed in Skyward is the one that is called. **Please choose that number carefully as phone messages can come at any time of the day.**

School Newsletter: Our County Line Connection comes out monthly. It is sent via email through our Skyward Messaging System. You will get an email with your child's name in the subject line. This will send you to your Skyward account. It is important to keep up with your Skyward account. If you do not have internet access, please contact the school office to be put on a list of families who need a paper copy of our school newsletter.

Money: If you are sending money to school, please make sure it is the exact amount (we can't make change to deposit in different accounts). Please send individual payments for each account, for example lunch money and a field trip. The money needs to be in an envelope with your child's name, and what the money is for. If it is not in an envelope with the proper amount, it will be sent back home for clarification. Lunch money needs to be turned in right away in the morning to be credited to your student's account for lunch that day.

Pet Visits: Animal visits are not allowed at school. This includes bringing pets onto the playground when picking up your child. Only service animals can be brought into the building.

Toys / Playground equipment: Toys or trinkets should not be brought to school. The exception is for classrooms that have Show and Tell and Child of the Week/Star Student. Show and Tell items or other special items should not be brought on the playground. Sports equipment should not be brought to school. We have playground equipment for students to use with our Peaceful Playground.

If you have any questions about the Elementary Handbook information or the County Line Guidelines, please feel free to contact Mr. Eisenbach via email: aeisenbach@gsdwi.org