

## ARRIVAL & DISMISSAL PROCEDURES:

Please take a moment to review the drop-off and pick-up procedures that are in place for Winfield Elementary School. These procedures were developed to provide the safest possible environment for all of the children at our school. It is important that we all follow these guidelines so that our children can arrive to and leave from school safely.

### ·NO STUDENT SHOULD ARRIVE AT SCHOOL

**BEFORE 9:00 A.M.** Parents are reminded that there is no supervision for children who arrive at school before 9:00 a.m. Students are to arrive at school only between 9:00 and 9:15 in the morning. The late bell rings at 9:30. Students arriving after this time will be marked late.

•All students are to enter and exit the building only through the front doors. During the first week of school, parents are welcome to walk their children to his/her lockers. In order to assist in the process of developing independent students we ask that parents/guardians do not walk their children after the first week of school.

•In order to ensure the safety of all students, when dropping off and picking up students in the morning and afternoon, there is **absolutely no parking in the driveway in front of the school.** No cars will be permitted into the driveway area between the times of 8:45-9:30 and 3:30-4:15 p.m. (all busses must be cleared from the driveway before parents are allowed to enter).

•Staff members have been assigned to supervise students during arrival and dismissal times. **PLEASE FOLLOW THE DIRECTIONS OF THESE STAFF PERSONS AND OBEY ALL TRAFFIC SIGNS.**



## ATTENDANCE:

It is critical that your child attend school on a regular basis. Our hope is that whenever possible doctor's appointments are scheduled before or after the school day. However, if it is necessary for a child to be absent from school, we request that a note be forwarded to the teacher the day the child returns to school indicating the date of absence and the reason. Baltimore County's policy states that if a student is absent less than 1 hour he/she will be marked as tardy, but present for the full day. If he/she is present for less than 1 hour he/she is marked absent for the full day. **IF A STUDENT NEEDS TO BE DISMISSED EARLY FOR ANY REASON, WE REQUEST THAT A NOTE ADDRESSED TO THE TEACHER AND SIGNED BY A LEGAL GUARDIAN BE SENT WITH THE CHILD ON THAT DAY. IF SOMEONE OTHER THAN THE LEGAL GUARDIAN IS PICKING UP THE CHILD, PLEASE INDICATE THIS IN THE NOTE.** **ALL CHILDREN WILL BE DISMISSED FROM THE OFFICE. PLEASE DO NOT GO TO THE CHILD'S ROOM TO PICK UP A STUDENT.** The person coming for the student will be asked to show photo ID

and sign the record book kept in the office. This policy is in place to insure the safety and protection of your child. We thank you in advance for your compliance with this regulation.



**EFFORT AND ACADEMIC HONOR ROLL AT WINFIELD:**

We are pleased to inform our parents and guardians that beginning with the first marking period of the 2008-2009 school year. Winfield Elementary School will continue to initiate an honor roll system. We are always pleased to be able to recognize our students for their excellent achievement and look forward to many of our students working hard to earn membership on the honor rolls.

**Academic Honor Roll:**

Students must earn all **A**'s or **B**'s with no more than 1 **C** balanced by an **A**. This award will be given quarterly and is for students in grades 3 through 5.

[Grades for "Health" will be considered when determining academic honor roll status for the 2<sup>nd</sup> and 4<sup>th</sup> marking periods.]

**Effort Honor Roll:**

Students must earn all 1's or 2's in the effort category of the report card. This award will be given quarterly and is for students in grades 1 through 5.

**PLEASE NOTE:**

The "self development" categories are not to be considered when determining either academic or effort honor roll status.