

## **SCHOOL HOURS**

8:55 Line up Bell  
9:00 Class Begins  
11:00 Lunch & Recess 2<sup>nd</sup> & 3<sup>rd</sup>  
11:30 Lunch & Recess K & 1st  
12:00 Lunch & Recess 4<sup>th</sup> & 5<sup>th</sup>  
12:30 Recess & Lunch 6<sup>th</sup>  
2:00 PM Recess 1<sup>st</sup>  
3:00 Dismissal

## **EARLY RELEASE**

### **WEDNESDAYS**

1<sup>st</sup> - 6<sup>th</sup> 2:15 dismissal  
AM Kinder 8:55 - 11 am  
PM Kinder 12:15 - 2:15

## **KINDERGARTEN SESSIONS**

### **Typical Days:**

AM Session 8:55 - 11:30  
PM Session 12:30 - 3:00

## **DEVELOPMENTAL PK**

Mon, Tues, Thurs, Fri  
8:55 - 11:30 AM session  
12:30 - 3:00 PM session

## **STRATEGIES PREK/K**

Monday - Thursday 8:55 - 1:30  
Friday 8:55 - 12:30

## **EARLY ARRIVAL**

Supervision of the playground begins at **8:40 AM**. Please do not send your child to school any earlier as there will be **no adult supervision on the playground prior to 8:40 AM**. We do offer a Latch Key Program in the morning and afternoon for your convenience.

**SIERRA KIDS 334-2262**

## **EARLY DEPARTURE**

If it becomes necessary for your child to leave school for any reason during the school day, **parents or guardians must check the student out through the office**. Any adult may be required to provide current identification. **We cannot release students to individuals not listed on the enrollment form or for whom prior arrangements have been made with office staff.**

## **DELAYED START PROCEDURE**

In the event of a bad storm or dangerous road conditions, the local TV and Radio stations will begin announcing the **DELAYED START** of school at **6:00 AM**. The announcement will indicate whether it is a **one or two hour delay**. Buses will run on the same amount delay. There are **NO BREAKFAST PROGRAM**  
**AM LATCHKEY PROGRAMS**  
**CLASSROOM ACCESS**

when there is a delayed start. Students should arrive at school at either  
**9:40 (one hour delay) or**  
**10:40 (two hour delay)**

There will be PM Latch Key programs on Delayed Start Days.

### **AM Kindergarten:**

(1 hr delay) 10:00 - 11:30  
(2 hr delay) cancelled

### **PM Kindergarten:**

Typical schedule 12:30 - 3:00

### **EMERGENCY INFORMATION**

must be kept current for your child's safety. Please notify the Office of any change in phone numbers, work locations, and home addresses. Always keep the school informed if any changes occur in this vital information.

### **HEALTH**

Should your child become ill or hurt at school, we have a clinical aide who will attend to the child's immediate needs and a school nurse who oversees the clinic. However, sick children belong at home. A fever or vomiting are 2 reasons we may contact you to take your child home. **If your child needs to take any form of medication at school**, please contact the School Nurse for the specific forms necessary to administer the medication. Medication will be kept in and dispensed through the clinic.

### **VISITORS/VOLUNTEERS**

Are encouraged to be involved at SWE. If you would like to volunteer, please make specific arrangements for days and times with your child's teacher.

However, **ALL VISITORS AND VOLUNTEERS MUST FIRST SIGN IN AT THE OFFICE, WHERE THEY WILL BE ASKED TO COMPLETE THE WCSD VOLUNTEER REGISTRATION FORM.**

Visitor Badges must be worn at all times you are on school grounds and may be obtained only through the School Office. Chaperones for field trips and class activities must also complete the Volunteer Registration form.

**BE A  
Volunteer**

### **TARDINESS**

**The first bell rings at 8:55.**

Promptness to class is extremely important; students are to be in their classrooms ready to learn when the bell rings at 9AM.

Students who arrive after 9:15 must first report to the office for a tardy slip. Repeated tardies will affect a student's ability to learn and feel prepared and confident about their day.

### **MISSED INSTRUCTION**

We understand that occasional medical and family appointments must be scheduled during school hours. If your student will be missing instruction, please notify the Office prior to the appointment and bring the student to the Office upon your return to school. If you pick your child up early for an appointment, you must check them out through the Office.

### **BREAKFAST & LUNCH**

Breakfast (\$1.75) and Lunch (\$2.50) are served daily.

Students may bring a sack lunch and may purchase milk for \$.75.

**We encourage meals be purchased on a weekly or monthly basis**, as this makes it less likely that change will be lost from pockets and backpacks.

### **PERSONAL BELONGINGS**

WCSD and SWE are not responsible for any loss, theft, or damage to any items when in the student's possession or are stored/left on campus.

Therefore, **please leave valuable items such as Walkmen, CD players, remote control toys and Game Boys at home**. If used on campus, these items will be stored with the teacher for safekeeping. Students are responsible for instructional items in their care.

### **SCOOTERS, BICYCLES, ROLLER BLADES, ROLLER SHOES**

Scooters, bicycles, roller blades and roller shoes **are not to be ridden or used on school grounds**. Any student riding a scooter or bicycle to school must supply a lock and store it in the bike enclosure. The school is not responsible for any loss, damage, or theft. If students come to school wearing roller blades, appropriate footwear should be changed into as soon as the children arrive on campus. **NO roller blades or roller shoes may ever be worn inside the school building**.

### **LOST & FOUND**

Larger items (coats, lunch boxes) are kept in the purple LOST & FOUND box in the Quad; smaller items (glasses, keys) are kept in the Office.

### **TELEPHONES**

School telephones are limited to school business and emergencies. Plans for after school activities must be made at home PRIOR to the school day. **Cell phones and pagers are to be off and stored in backpacks during the school day**. If these items are in public view or use, they will be held by the teacher or principal for the day.

### **DRESS CODE**

Students must dress in accordance with WCSD Regulation (Full policy in policy packet). Due to the playground surfaces we recommend closed-toed shoes. Inappropriate clothing includes shorts that are too short, spaghetti straps, body-building t-shirts, revealing or torn clothing, or T-shirts with inappropriate pictures or slogans.