

PARSONS MEMORIAL SCHOOL INFORMATION



SCHOOL DAY

Full Day	8:55 a.m. - 3:05 p.m.
Delayed Opening	10:55 a.m. - 3:05 p.m.

Arriving to school on time is necessary to receive all the academics necessary to be successful. If on occasion a student should arrive after the start of school they must report to the Main Office to sign in before going to their classrooms.

IMPORTANT PHONE NUMBERS

835-3300	District Automated Number
630-3222/630-3223	Parsons Main Office
630-3234	Parsons Attendance

VISITORS

All visitors **must** enter through the Broadway Entrance and check in at the Main Office.

If you need to speak with a teacher, please send your child in with a note, call the Main Office, or email the teacher in advance. **Visiting during school hours is by appointment only.**

ATTENDANCE POLICY

One of the most important ways to ensure the best educational experience possible is to attend school regularly. According to Board of Education policy 5160: “...*excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.*” Please provide us with verbal or written communication any time your child is tardy or absent.

EARLY ARRIVALS

Students who arrive between 8:00 a.m. and 8:50 a.m. will be supervised and are expected to conduct themselves appropriately. Supervision must be provided at all times in the school. Because there is no supervision before 8:00 a.m., **students may not enter the school until that time** unless arrangements have been made with a teacher for extra help, or an extracurricular activity. If an emergency arises, please contact the Main Office.

ARRIVAL

Upon arrival, all students who do not ride a school bus must enter through the Broadway Entrance.

To ensure a smooth start to the school day, students walk to class **on their own**. Families are requested not to bring their children to their classroom. Families are welcome to park their car in a legal parking area to escort your child to the school door and then let us do the rest!

When using the Broadway Circle to drop off or pick up your child please note that it is meant to be a “rolling” drop-off/pick-up line; this means children should be able to enter and exit the vehicle quickly and with minimal assistance.

Please note that Parsons parking lots are not designated drop-off areas.

EARLY PICK-UP

If a child **must** leave school before dismissal begins, please send a note or call ahead of time to notify the school of the early pick up. If an early pick-up is necessary, please come directly to the main office to sign-out your child. **Please do not go to the classroom;** for the safety and security of all children, teachers are not permitted to release children to anyone directly. Any person other than the parent picking up a child must have written authorization to do so.

We ask that you keep early pick-ups to a minimum. Every minute of classroom instruction is vital to our scholars' academic, social, and emotional success.

DAILY DISMISSAL

Staff members will follow the usual dismissal plan indicated by the parent/guardian at the beginning of the school year on the **Parsons Memorial Dismissal Information** worksheet.

Dismissal Options

- Student will ride an assigned **bus** home
- Student will be a **car rider** picked up in the Broadway Circle
 - Parents/Caregivers **stay in their vehicle** to maintain a “rolling” pick-up; students will come directly to the vehicle
- Student will be picked up by a parent/caregiver at their **Grade Level dismissal** location:
 - Kindergarten and Grade 1 – Broadway Courtyard Doors
 - Grade 2 and Grade 3 – Halstead Avenue Bike Rack Doors
 - Grade 4 and Grade 5 – Halstead Avenue Parking Lot Doors
- Student has permission to **walk home** on their own (Grades 3-5)
- Student will stay at Parsons for the **afterschool** program

Students not picked up on time will wait in the Main Office. Please call ahead if you are delayed.

Any changes in dismissal plans must be communicated by the parent or guardian to the child's teacher in writing with the date for the change clearly indicated, at the start of the school day. We understand emergencies arise, but any changes in dismissal plans must be communicated to the Main Office before 2:30 p.m. to ensure your child's change will be made in a timely manner.

Please note that we cannot take a child's “word” for a change in dismissal plans; without a note from the parent/guardian, we will follow your original instructions.

LMK & HHS SIBLINGS

LMK & HHS dismiss approximately 30 minutes earlier than Parsons. LMK & HHS students are expected to get permission from the Main Office to wait inside the school building for a Parsons sibling.

HCC AFTER SCHOOL PROGRAM

The Harrison Children's Center offers a private child-care program that runs after school and is located in the Parsons Cafeteria. Families pick up their children using the Broadway Entrance. Further information may be obtained in the Parsons Main Office or through the HCC Office at 484-0394. Registration is through the Harrison Children's Center.

SCHOOL GROUNDS

Please help us keep our school grounds looking beautiful, and our students safe, by encouraging everyone not to hang on/climb trees, play in flower beds, play in active parking areas, climb fences, etc.

Please also note that dogs, and other pets are not allowed on school property.