

New Augusta South  
Important Parent Reminders

**School and Office Hours**

School hours are from **8:50am-3:50pm** each day. **Student drop-off is no earlier than 8:45 a.m.** (unless they have a scheduled appointment with an adult staff member). Students who are not in their classrooms by 9:00am will be considered tardy. Office hours are **8:30am-5:00pm**.

**Absences**

If your child is going to be absent from school for any reason, please call the **24-hour Attendance Line** prior to the start of the school day (or at least by 10:00a.m.) at **388-7882**. This procedure provides for a safety precaution as well as proper record keeping for students.

**Transportation**

All temporary transportation changes must be submitted to the office in writing (email or letter form) before 2:00pm on that day. You may email your requests to [SCCooper@pike.k12.in.us](mailto:SCCooper@pike.k12.in.us). After **3:30pm**, the office will not be open for student pick-up. **All end of the day car riders must be picked up in the car rider line.**

**Visitors**

We welcome the active interest of parents; however, since schools are a place of work and learning and must be secure, certain limits must be set for visits. School doors will be locked during the school day. All visitors must be buzzed in and present their **driver's license in the Lobby Guard** system at the front office. Name tags will be printed and must be worn at all times while in the school building. Parents who wish to observe a classroom, volunteer, or talk to a teacher while school is in session are expected to **arrange such visits in advance with the teacher**. To avoid classroom and learning interruptions, unarranged visits will not be warranted.

**Lunch Visits**

Parents or relatives are welcome to join their students for lunch. Please bring your driver's license and a packed lunch or plan to purchase a lunch from the cafeteria. We ask that you **DO NOT bring in any food items from a restaurant**.

**Background Checks**

**A current background check needs to be completed each school year** for all adults who plan to volunteer in the school or chaperone any field trips. (If you just completed one in June, you will need to complete another one for this school year). The form will need to be submitted with a current and legible copy of your driver's license. It takes about a week to process these, so you will not be allowed to volunteer until that amount of time has passed.

## **Changes In Contact Information**

**Any address or telephone number change needs to be submitted to the school office right away.** It is imperative that contact information is kept up to date. If you are considering a move within Pike Township, you may want to contact the front office ahead of time to be sure that your new address is within New Augusta South's attendance area.