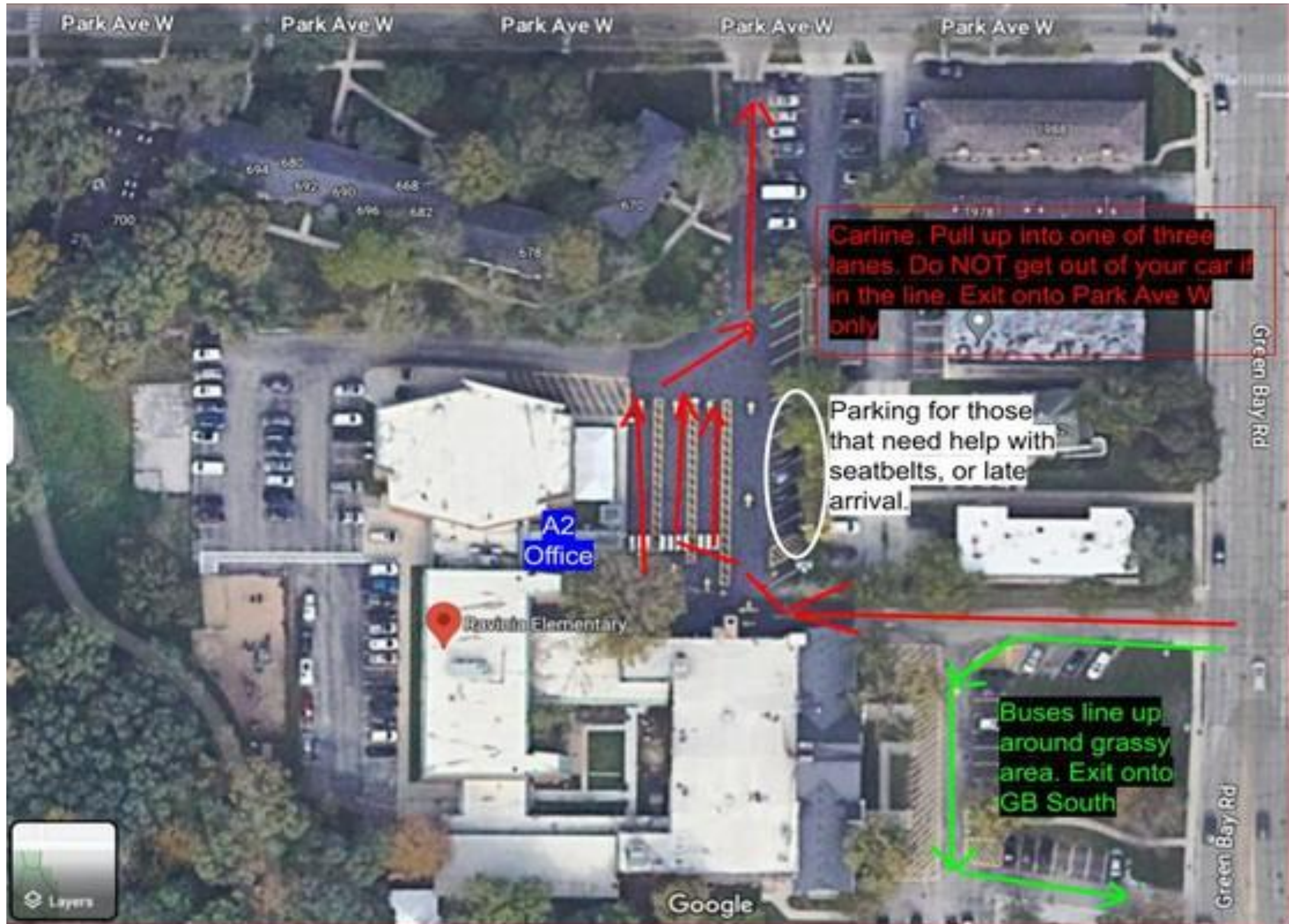




# Ravinia Procedures

## 2023-2024







# Student Arrival



# Arrival



- Supervision begins at 8:30
- Students will remain outside until the first bell rings unless there is inclement weather (temperature and/or windchill below 15 degrees/rain)
- The bell rings at 8:40
  - Students will line up by classroom and be escorted into the building by their teacher

Parents walking their student should remain outside the fence perimeter to give staff a clear view of students.


# Arrival

- Cars drop off at Door A2 (only in access is on Green Bay Road)
  - Once in the drive, stay to the right and drive to the main entrance. There are three lanes. Please pull all the way forward to allow for cars to unload safely
  - Please have your student exit on the left side ONLY. School personnel will help unload cars.
  - For your safety, adults must remain in the car. If your child needs assistance, please park in designated parking spaces to help them and walk them across the lot to door A2.
  - Please be patient, kind, and aware!



# Arrival



- Students arriving after 8:45 are considered tardy and must be escorted into the building by a parent or guardian through the main entrance (A2).
- Tardy students need to be signed in using the Student Sign In Process poster




Welcome to Ravinia!  
Please sign in or out.

Ravinia Elementary School

Student Sign In/Out

 cnordstrom@nssd112.org (not shared) [Switch account](#) 

\* Required

\*  
Date  
mm/dd/yyyy 

# Attendance



# Attendance

- If your student will be absent from school, please contact the school by 9:00 a.m.
- You can report your student absent by:
  - Calling the attendance line: **224-765-3704**
  - Using the **Infinite Campus Parent Portal**
    - The parent portal allows 24/7 absence reporting and can be done in advance if you know of a planned absence such as a doctor's appointment or out of town trip.
- [CLICK HERE](#) for a tutorial for entering an absence in Parent Portal





# Attendance

- If you we do not hear from you, or you forget to report your child absent, you will receive automated communication from the school in the morning and again in the afternoon.
- There are two types of absences: excused and unexcused.
  - Please reference our [Parent Student Handbook](#) for a list of what qualifies as an excused absence.



# Dismissal



# Dismissal

- The school day ends at 3:17 pm
- Students will be escorted out of the building by a staff member, and Ravinia staff will supervise bus and car dismissal
- Buses pick up in front of the school. Children are escorted out per bus number under staff supervision



# Dismissal

- Cars pick up at Door A2 (only in access is on Green Bay Road)
  - Once in the drive, stay to the right and drive to the main entrance. There are three lanes. Please pull all the way forward to allow for cars to load safely
  - Please have your student enter on the DRIVER side only. If not parked on the sidewalk, a staff member will escort your child to the car.
  - For your safety, please do not get out of your vehicle.
  - If your child needs assistance buckling, please park in the designated spots and walk across the carline when everyone is stopped..
- Parents walking their students should remain by the fence near door A2
  - Please be patient, kind, and aware!



# Dismissal

- Students are not permitted to ride on a different bus than the one assigned to them.
- If your student's dismissal plan changes for any reason, please contact your student's teacher and the main office to ensure the information is received and communicated to your student. Teachers may not see emails during the school day, so the office is the best way to communicate.
- If your student needs to depart school prior to 3:17 please enter the main vestibule and sign them out using the Student Sign Out Process.
  - Only authorized parents and guardians will be permitted to pick a student up from school early (individuals listed in Infinite Campus)



# Parent and Guardian Visitors



# Visitors

- We love having parents and guardians in the building and as a part of our school community! We are looking forward to welcoming more visitors this year
- Teaching staff will notify the main office in advance of any arranged visitors. In order to make the most of learning time, if you have not pre-arranged a visit with one of our staff members, we will kindly ask that you postpone your visit until you have made arrangements.
- All visitors must:
  - Enter through the building's main entrance (A2)
  - Bring a valid driver's license to complete the sign in process



# Visitors

- Please leave plenty of time to complete our updated Visitor Sign in Procedures
  - Ms. Moreno or a member of our staff will do our best to work quickly while also thoroughly checking in each visitor. Your patience is appreciated!
- On your visit, please allow each visitor to check in individually using our process (do not open the door for another parent or visitor, even if you know them). This is for everyone's safety and part of our new safety protocol.
- Please wear your assigned visitor badge at all times
- Please return your visitor badge to the office when you exit the building. This will help us keep an up to date list of who is at Ravinia in case of an emergency.

We encourage you to check the lost and found across from the vestibule on your way out!





# Dropping Off Student Materials



# Material Drop Off

- From time to time, you may need to drop something off for your student, like an iPad, lunch, or gym shoes. We are more than happy to assist with getting those materials to your child during non-instructional time!
- Please label the item(s) you are dropping off with your student's first name, last name, and teacher (we keep a supply of post-its and pens in the vestibule).
- We will call your student's classroom to make them aware that the item has arrived. The teacher will send your student down to pick up the item at a time that does not disrupt student learning.

