



IMPORTANT INFORMATION FOR ELEMENTARY PARENTS



- The elementary school provides a handbook within an agenda for all students in grades 3rd – 6th. All elementary students will see this on FinalForms as well. This handbook has everything needed as it relates to the elementary school and should be read thoroughly.
- If you are missing important information for your child's file, please see Lori Martin as soon as possible so that we can enroll your child without any difficulty. It is important that they start day 1!
- Emergency Contacts: Please make sure that the office has the most current and correct information (address, home/cell/work phone numbers) just in case we need to contact you during the school day. If any of this information changes during the school year, please log on to **FinalForms** and update it. These are also used for our alerting system (delays, cancellations, events, reminders, etc.).
- When communicating from home to school (this is very important), please include:
 - ✓ Your child's first name, last name, current grade, and teacher name are required.
- Tardy to school: K-2 students are tardy when they show up later than 8:00am. We still want them to come and realize it isn't always their fault; however, they are counted as tardy. Please plan accordingly.
- There is a \$40.00 book fee for each KK-6th grade student. Please pay this today if possible, or pay at open house, or pay the first day of school by sending in a check to our office. On an envelope, please include your child's name, grade, and teacher name (when known). This fee can be paid as soon as possible.
- If your child is absent, please call our office or the attendance line to report the reason for the absence. The attendance line number is 419.485.1700. This number will take calls 24 hours a day so leave a message if no one is there to answer. **Follow up notes with a valid reason are required for an excused absence.**
- Teachers are teaching during the school day so please do not call them in their classrooms. We are doing our MOST IMPORTANT WORK with our students during this time. We thank you in advance for not interrupting. If you have an important message to give to your child, call our office at 419.485.6700 and we will make sure your child gets your message.
- AM Recess: All K-2 students will be going outside **before** school starts from 7:50-8:05 to help their bodies and brains get ready to learn. Please make sure your child has appropriate clothes for the cold weather.
- Lunch Recess: All students will be going outside **after** lunch at different times. Please make sure your child has appropriate clothes for the cold weather.

- School is important: Good attendance is so important for learning. Begin early to teach and show your child that you value a quality education by having him/her at school daily and on time. In addition, we are learning all day long but we understand that occasionally your child may have an appointment. However, please do not pick up your child before school is out unless it is necessary. This will allow us to continue the learning process from the beginning of the day until the end. When possible, try to schedule appointments around school hours.

- First Day Jitters: It is normal for many students to be shy, scared, or nervous about their first couple days at school. There will be some that cry, weep, and latch on when you stop to drop them off. We anticipate this and will help with the separation process. Please have conversations with your child about what to expect and know that they will be fine once they get out to recess and start playing!
 - ✓ Parents are NOT allowed to walk students through the halls without checking in the office first.
 - ✓ After the first week, parents should drop their students off at the front door and various staff members will be there to welcome them into the building and see that they reach their classroom.

- Schoology: This is your one stop shop for everything related to your student/s academics. Also, we send out reminders throughout the year pointing you towards our Elementary Photo Album.

- Immunizations: Your child's immunizations must be current as is stipulated by Ohio law. We will have a short grace period, but your child will be sent home until this is taken care of. Mrs. Caitlyn Freese is our school nurse. These records can be sent into the school, dropped off in the office, or we can make copies for parents in the office. We will make sure Mrs. Freese receives the records.

- Fundraisers: The school collects box tops, empty ink cartridges, and Tyson chicken proofs of purchase. 3rd grade through 6th grade will have a door to door type of fall fundraiser that is optional. Money raised from these goes back into the classrooms so students benefit greatly!

- Next Year's School Calendar: Already available and contains all vacation and grade reporting times.

- School Website: <http://www.Montpelier-K12.org/>. This is a great way to stay informed and find contacts.

- If you have questions, the following people are always eager to help:
 - ✓ Elementary secretaries—Cathy Bowman, Renee Daft, & Lori Martin
 - ✓ All transportation and bussing issues—Nate Siegel
 - ✓ Cafeteria, breakfast, and lunch questions—Diane Willis
 - ✓ Elementary Assistant Principal—Mike Bumb
 - ✓ Elementary Principal—Lance Thorp
 - ✓ Superintendent—Mr. Travis Lichty