



**Welcome to Open House**

# Office Staff

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**Ronnie Retherford**

**Principal**

**Audrey Windham**

**Assistant Principal**

**Kathryn Connors**

**Counselor**

**Deana Trimm**

**Bookkeeper**

**Adaline Wiedemann**

**Clerical Aide**

**Sheretha Thomas**

**School Nurse**

# Start / End Times & Arrival and Dismissal Times and Procedures

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- Students are counted tardy if not in their classroom by 8:00 a.m.
- Dismissal begins at 3:00 p.m.
- Students should not arrive before 7:30 a.m unless transported by a school bus.
- All car riders are to be dropped off in the front drive. They are picked up in the front drive or side drive according to their grade level. Do not park and walk up to get your child.
- Walkers are to use the sidewalks in the morning and afternoons. Walkers should be walking off campus - not to cars parked on the curb or the parking lot.
- Have your child's pick-up car tag visible in the afternoon - this will help the dismissal process.
- Adults should remain in their vehicles.

# Car Rider Pick Up Time/Location

Grade	Time	Pick Up Location
K, 1	3:00-3:10	Front Drive
2	3:00-3:10	Bus Circle
5	3:10-3:20	Front Drive
3	3:10-3:20	Bus Circle
6	3:20-3:30	Front Drive
4	3:20-3:30	Bus Circle

***\*\*\*Siblings will report to the location of the youngest sibling for pick-up.***

# Check In / Check Out Procedures and Transportation Changes

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- All individuals will need to wear a mask when entering the school.
- Parents must check students in and out through the school foyer. Identification will be required. A complete listing of all persons authorized to check out a student should be completed upon registration on a check out card. No one will be allowed to check out a student unless they are listed on this card.
- When checking out your child, call the school office when you are in the parking lot so we can get your child to you as quickly as possible.
- All transportation changes need to be completed by **2:15** if possible. Please email your child's teacher if a change is to be made.

# Attendance Policy

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- Students will be allowed a maximum of 10 excused absences accompanied by a parent note per school year.
- Any student with seven unexcused absences during the school year may be referred to Early Warning Court.
- Chronic absenteeism is defined by the state as being absent 15 or more days.
- Students who are not in class at 8:00 a.m. will be counted tardy. Checking out early is also considered tardy. On the 10th unexcused tardy, a referral to the Enterprise City Schools System's Attendance Supervisor will be made.

# Student Conduct

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- Students are expected to conduct themselves in an acceptable manner at all times and are required to conform to school and classroom policies and regulations.
- Inappropriate student behavior will result in some form of discipline.
- Corporal Punishment is an option. If you do not approve of corporal punishment, you need to write a letter stating your decision and submit the letter to our office staff.

# Cellular Phones and Other Electronic Devices

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**“Away for the Day”**





# Medications

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- All medications, prescription and over the counter, must be delivered to the school nurse by a guardian. Parents must make an appointment with the nurse by calling the school office. No walk up medication drop offs.
- See the school nurse, Mrs. Thomas, for additional information.



# Visitors/Volunteers

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- As much as we welcome your support and interest there will be no visitors or volunteers allowed in the building without prior permission from the principal.



# Other Information

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- Please keep addresses and phone numbers current.
- If there are custody issues, please provide a copy of custody papers to the counselor.
- The Free/Reduced meal application is on-line. ([enterpriseschools.net](http://enterpriseschools.net))
- Please read the student handbook and sign the forms in the back. Return those forms to school as soon as possible.
- [ECS Plan for Returning to Schools](#)



**WE ARE LOOKING FORWARD TO A GREAT YEAR!**