



**WYOMING AREA CATHOLIC SCHOOL
2022-2023**

ARRIVAL PROCEDURES

The following procedures have been set up with the safety of the children in mind:

BUS RIDERS: Will be dropped off in the morning at the main entrance.

CAR RIDERS: All students are to enter the school through the main front door **no earlier than 7:30 am (9:30 am on two hour delays)**. The Parents have an option to either park in the lot and walk their children to the front door or pull up and drop children off. We will continue to have someone to help children exit cars and, again, **we ask parents not to get out of cars** so as to keep traffic moving. It is important that traffic does not back up onto Wyoming Avenue. Also, all vehicles must stay to the right of the driveway near the curb – do not pass cars on the left.

Parents are asked not to walk children into the building. School personnel will be available to supervise children.

The school opens at 7:30 a.m. Students must be in the building **no later than 7:45 a.m.** Students will be marked Tardy if they are not in their homerooms by 7:45 am.

Per the Diocese of Scranton Student-Parent Handbook:

Students who are not present for the beginning of the school day and morning prayers will be marked tardy. A note must explain tardiness for any reason other than Bus Delays from the parents/guardians. All students must report to the School Office upon late arrival to obtain a late slip for entry into the classroom.

Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.

A student who is late to school three (3) times without proper documentation (i.e., a note from doctor/dentist, etc. verifying an appointment) is liable to detention. Except for extraordinary circumstances, a student should not accumulate more than three excused tardies per marking period.

Excessive absenteeism will be dealt with through the student's home school district truancy department.

DISMISSAL PROCEDURES

Dismissal will go back to the Pre-pandemic procedure. Bus Riders will be dismissed first beginning at 2:10 pm. Pre-K students will be dismissed at 2:10 pm from the “Sports Entrance” at top of ramp. Parents are asked to walk up to door to get their child. As soon as all buses are gone, car-rider students in Grades K through 3 will be dismissed from the Sports Entrance. 4th through 8th Grade car-riders will be dismissed through the “upper elementary” hall door facing the parking lot.

ABSENCE PROCEDURES

If a student is ill and cannot come to school, **a parent must call the school office by 8:30 am** to report the student absent. **It is not enough to text or email the teacher** – the school office must be notified as the office staff inputs information into our SIS (Student Information System). This must be done **every day** that the student will not be in school. In addition, if a student will be late for school the parent must call to report the reason the child will be late. For the safety of our students, these procedures must be adhered to.

A written excuse from the parent for the absence must be sent in to the homeroom teacher upon return to school. If the **absence is for three or more consecutive days**, a doctor’s excuse must **accompany** the written excuse from the parent.

If your family is going on vacation, a note should be sent to the teacher **and** the school office advising them of the dates of absence. If a written note is provided to the school prior to the vacation, it will not be necessary to call in every day to report the absence.

EARLY DISMISSAL

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments or any other reason. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours. If the student returns to school after the appointment, he/she should give the office a medical excuse provided by the doctor’s office.

Notes sent to Teacher/Office

When sending a note into school – Transportation Changes, After School Care, Questions – please put **date, students full name & grade and your signature** on the note. We are including in this packet an “Excuse for Student Absence” form to use when your child returns to school. A written excuse must be handed in to the Homeroom Teacher upon return after illness, vacation, etc.

Transportation Changes/After School Care

In the event that you need to change your child's transportation from school (i.e., usually rides the bus but will be picked up as a car rider), please send a note to the homeroom teacher in the morning with the student. If your child is going home with another student, a note needs to be sent by both parents notifying the school of the arrangement.

If your child is to go to After School Care on a day that he/she was not scheduled to attend or if your child will not be attending After School Care on a day he/she was scheduled to go to After School Care, **a note needs to be sent to the homeroom teacher in the morning with the student.**

Only in cases of emergency or change in plans after school begins is a phone call to communicate transportation changes appropriate. It would be appreciated if notes could be sent in the morning so that all school personnel are aware of any changes regarding a student's after school arrangements. No changes to transportation can be made after 1:30 pm except in an extreme emergency situation. **Parents may not come to the door to get a student "a little early" just because the parent is in the vicinity and does not want to wait for dismissal time.**

LUNCH PROGRAM

A lunch program is available for students five days a week. The menu and cost are published on the monthly calendar. Lunches for the month are ordered and paid for on your FACTS Family Portal. You will need put the entire month's payment in for that menu only. It will be under Prepay Accounts. Only deposit the money for the month you are ordering. **WE WILL NOT BE PUTTING THE MILK MONEY NOR ICE CREAM OR SNACK MONEY IN THIS PREPAY ACCOUNT at this time.** All milk money and snack/ice cream money can be sent in daily with your child's lunch. Ice cream is \$1.25 and is only sold on Fridays. It has been decided that young children need guidance and limitations set by their parents for the snacks and milk which is the reason we are doing it this way. It also is easier for us to manage it this way as well. Milk and drinks can be purchased daily by the students. Milk is \$.10 per carton (subject to change). An application for free milk is given to each family at the beginning of the school year.

Any student who brings Peanut Butter to school must inform the homeroom teacher first thing in the morning that they have peanut butter in their lunch. These students will be seated at the "Peanut" table in the Cafeteria during lunch to ensure that any student with an allergy to peanuts is kept safe from exposure in accordance with Federal and State Regulations.

Sunbutter & Jelly Sandwiches available every day for \$2.25 for students who forget their lunch & have not ordered the Cafeteria Lunch. Due to an increase in costs, students can no longer be given the lunch on the menu if they forget to pack a lunch. Parents will be asked to send the cost of the Sunbutter and Jelly Sandwich (\$2.25) into the school office the next school day if their child was given a lunch.

(Due to allergies, we use Sunbutter in place of Peanut Butter.)

****If a child forgets their lunch, parents may drop the lunch off at the office before 11:00 am.**

These lunches shall not be from “fast food” restaurants (i.e., McDonalds, Burger King, Subway, etc.).

Also, soda is not permitted at lunchtime.

The practice of dropping off a student’s lunch may not become habitual.**

BIRTHDAY TREATS

Birthday treats are not permitted to be sent in by parents for their child’s birthday – this rule is in place due to peanut/food allergies of our students and also to limit the number of sugary treats in the school.