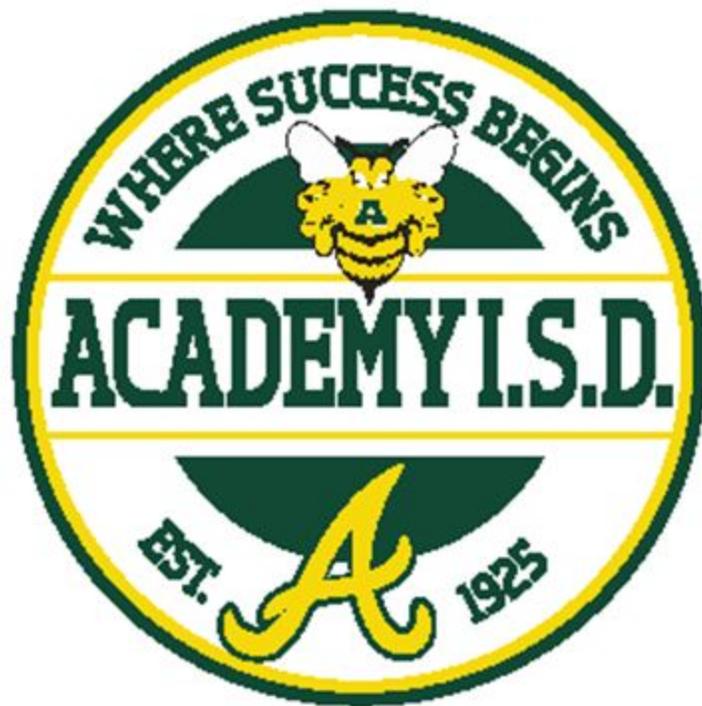


# Academy Intermediate

## *Bumblebee Basics*



**2020–21 School Year**

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# WELCOME

Dear Parents,

As you read this handbook, I hope it answers all your questions. While it doesn't cover everything, I have tried to answer as many procedural questions as possible. However, should you have questions not answered by the handbook, please call us at (254) 982-0150 or email me at [dana.coleman@academyisd.net](mailto:dana.coleman@academyisd.net)

Since we opened Academy Intermediate in 2015, I have tried to have activities that involve all the family members. Our students perform music programs for the family enjoyment. We also have several after-school activities throughout the year giving family members the opportunity to come to school with their children.

COVID has made it difficult to allow as much parent involvement as possible but as soon as we get past this pandemic, I encourage everyone to get as involved as possible. There are some things that you can do in the meantime. Communicate with your teacher on a regular basis, either by phone, email, or in person (we'll let you meet with the teacher in the . Research has shown that successful students have supportive parents. I look forward to working with you and your child.

Our goal remains that we want to create an environment where students will be engaged in meaningful learning. Academic learning, community service, and an acceptance of others' differences will be the cornerstone of our endeavors. Our goal is that every student departs from Academy Intermediate with the skills, knowledge, and self-confidence necessary to be a life-long learner. With your help, that goal can become reality!

Dana Coleman, Principal





## SCHOOL SCHEDULE

7:20	School doors opened, breakfast served
7:45	Instruction begins
3:45	All grades dismissed

### FIRST DAY OF SCHOOL

It's natural for children to experience some anxiety (as well as excitement!) about beginning school. Here are a few things you can do to make it easier for your child.

- On the first day of school students should report to their classrooms.
- Be sure your child knows what to do for LUNCH. He/she must have a sack lunch, lunch money, or money on account. You can put money in the account during Meet the Teacher Night in the cafeteria.
- Be sure your child AND TEACHER understands what to do AFTER SCHOOL. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or a babysitter? Does he/she ride a bus?
- Label all supplies with your child's name. This is also important later in the year when coats, hats, and mittens are brought to school. We have over 100 coats left at school each year by students who never claim their coats (and no names on them). Every personal item that comes to school should be marked. Please note that classes will no longer share supplies. Please do not send fancy or expensive items that need monitoring.

### ACCESS TO PRINCIPAL

Mr. Coleman has an "open-door" policy. If you have praise or concern that you would like to discuss with him, feel free to come by the school and visit with him. Please understand that there are times when he is not on campus or is out of the office, in the school. If that occurs, he'll be happy to get with you as soon as he returns. If you want to make an appointment, you may call Mrs. Vansa at 982-0150. Mr. Coleman values parent communication and wants your involvement in the school.

### ADDRESS, TELEPHONE NUMBER CHANGE, AND STUDENT REGISTRATION CARD

Address & Telephone Number: State law indicates that parents/guardians furnish the school with a current address and current telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, and emergency contacts, babysitter, etc.) and who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Most importantly, parents or guardians must come into the office in person, with a valid ID, in order to add or delete names and make changes including telephone numbers on the student registration card. We will not release your child to anyone whose name is not on the student registration card. Please inform those people you have designated to pick up your child that they will be required to show a picture ID. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

## ATTENDANCE OF STUDENTS

If your child is going to be absent, please call 982-0150 as soon as you know. If you haven't called by 8:30, we will call you to verify the absence. An official record of each student's attendance is required by state law.

The reason for an absence must be stated in writing and signed by the parent or guardian unless you are providing a doctor's note. In your note, please include the following:

- o student's full name
- o date of absence
- o full explanation of absence
- o teacher's name
- o parent's signature.



Notes about absences must be received in the school office within five days of the student's return to school. If a note is NOT received, the absence becomes UNEXCUSED. Attendance is taken each morning at 9:40. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day. EXCEPTION: If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed.

## BEFORE SCHOOL

We ask that students not arrive on campus before 7:20 a.m. Parents should not drop students off earlier than 7:20 as they will be unsupervised. If you get to school prior to 7:20, please stay with your child until the building opens at 7:20.

- All students will report to their classrooms upon entering the building unless you are eating breakfast in the cafeteria.

In addition, from when we open the doors until all the children are in the classroom at 7:45, we ask that no adults other than school personnel be in the hallways. If you have a teacher conference prior to school starting, the teacher will meet you in the office and escort you back to the office.

## DURING SCHOOL

Once students arrive at school, they are not allowed to leave campus unless they have been properly signed out through the office by a parent or guardian. Please note that only those people whose names are listed on the registration card will be allowed to sign a student out of school. If someone else is to pick up a student, the parent should call the school office or send a note. If you need to pick up your child from school during the day, you must come to the office to sign him/her out. If you need to give your child a message or an item that was forgotten at home, please come to the office, and we will be glad to deliver it to your child.

Also, we will have a 100% ID check on all adults entering the building. If you plan to visit a classroom, we will notify the classroom in advance, before you leave the office, to ensure that a visit at

that time will not be disruptive to the class. Please understand that any adult walking the halls will be approached by school personnel to ensure they are going where they are supposed to be going.

Occasionally you will need to change how your child is getting home. The best way is to send a note with your child when he/she comes to school. If during school, you need to change, please CALL BEFORE 2:45 to make the change. **No changes to transportation will be allowed after 2:45.**

**At the end of the day (2:45-3:45)...we will once again go to a “no non-school personnel in the school” policy. If you need to pick up your child and cannot wait until the children come out at 3:45-, please come to the office prior to 2:45 and we will call your child to the office. Beginning at 2:45, we will not release any students until the end of the school day. If you need to pick up your child early for an appointment, please do so prior to 2:45.**

### **SAFETY BEFORE & AFTER SCHOOL**

Your child's safety is a top priority at Academy Intermediate. The following suggestions are things you may want to discuss with your child. Students should walk to/from school in groups or pairs. Students should not go with anyone they do not know no matter what the person says. Children are to leave campus immediately after school is dismissed.

### **BICYCLES**

Bicycles are to be parked in the racks provided at the front or back of the school. All bikes should be locked when not in use. Bicycles are not to be ridden or touched except by owners. Bikes should be walked (not ridden) across school grounds. This includes parking areas and sidewalks.

### **BUSES**

Riding the bus is a privilege that the Academy Independent School District allows its students. Students are expected to behave properly on the bus. Our first concern is the safety of your children. Students who misbehave on the bus will receive a bus referral and visit with the Assistant Principal. Consequences are listed in the Student Code of Conduct and range from lunch detention to bus suspension. Students who consistently abuse this privilege may lose the privilege of riding the bus for the remainder of the year.



If your children would normally ride the bus and you wish them to be picked up by you or someone else, please write a note to the classroom teacher (or call the office before 2:45) informing them of the change. **UNLESS A STUDENT HAS A NOTE FROM PARENTS OR A PHONE CALL HAS BEEN RECEIVED, HE/SHE WILL RIDE THE BUS AS USUAL.**

### **REASONABLE STANDARDS FOR BUS BEHAVIOR**

Violations of bus rules may result in a suspension (loss of riding the bus privileges) from the bus for a period of time deemed necessary by school administration. The Student Code of Conduct may be applicable to bus related disciplinary situations. If your student is having a problem on the bus, he/she should let the bus driver know at the first safe opportunity (when the bus is stopped). If that does not correct the situation, have them contact their principal or email the principal.

1. Remain seated facing the front and keep all limbs within the school bus seat compartment until the bus comes to a complete stop and the driver opens the door.
2. Actions that distract the driver and create an unsafe environment for other students are prohibited on school transportation.
3. Be courteous and respect the rights and property of others.
4. No profanity, lewd talk, obscene gestures, racial or sexual slurs are permitted.
5. No pushing, shoving, hitting or fighting. Putting your hands on others is the quickest way to get in trouble. Bullying (physical or verbal) WILL NOT be tolerated on AISD transportation.
6. Students are expected to throw away trash. Keep your seat area clean.
7. The driver is the authority on the bus and may assign seats as he or she deems necessary.
8. ANY vandalism/destruction of the bus (not limited to writing on, cutting, or tearing of seats, etc.) will result in suspension from the bus AND COST OF REPLACEMENT PARTS.
9. Students riding a bus with seat belts are required by state law to wear the seat belt.

For any transportation questions/concerns, please contact Mr. Nolen, Director of Transportation at 254-982-4304.

### **BUSY BEES**

We want our Busy Bees to be an active part of Academy Intermediate. Parents, grandparents, friends, and relatives of Academy Intermediate students are invited to join. They organize the Box Tops program, service projects, and volunteer in the school.

### **CAFETERIA**

Children enjoy their meals and eat more when the cafeteria is orderly. Students have the following responsibilities while in the cafeteria:

- Follow directions given by adults
- Sit straight and tall at your place
- Talk quietly (we use a code: "0" means no talking; "1" means whisper or talking quietly)
- Raise your hand for help
- Begin eating your food when you sit down---don't play

around



**Please understand the ability to eat lunch at school with your child may be restricted based on guidelines provided to us. The plan is to start the year with a closed campus during lunch time. If conditions warrant, we will open our cafeteria where family members can eat with their children. We will notify parents when this occurs. Thank you for understanding and working with us to provide the safest learning environment possible for our students.**

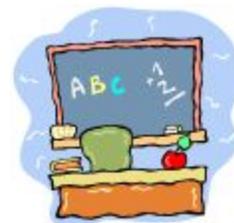
## CAFETERIA SCHEDULES & SPECIAL EVENTS

As you know, we have many times where we need to adjust schedules due to things like field trips, early releases, or assemblies. All of these events are posted on the website or sent by the teachers during their weekly communication with you. Almost all these events will require a change in the lunch schedule. Since most parents don't eat with their children on a daily basis, we won't be sending out revised lunch schedules for these dates.

If you plan to eat lunch with your child on one of these days, feel free to call the office to find out what time your child's class will be eating lunch. Please understand that on state testing days, no non-school personnel will be allowed in the building.

## CHECKING STUDENTS OUT EARLY

For the safety of your children, any parent, guardian, babysitter, emergency contact person (whoever is trying to check your child out from the school) **MUST PROVIDE A PHOTO ID** and their name must appear on the student's enrollment card. This procedure will be used every time a child is picked up. Students will only be released to authorized persons. This includes releasing younger students at the end of the day. Please make sure that the person we are to release your child to at the end of the day is on his/her enrollment card. You may change the information on their card at any time, but it must be done in person. It is because we care about your child's safety that we have this policy.



## CHILD ABUSE

The reporting of suspected child abuse is a state law that teachers and administrators must observe. The health and safety of our children is of utmost importance so we will abide by the state law.

## CLINIC/MEDICAL ISSUES

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

- Fever – Fever is defined as a temperature equal to or greater than 100°F. AISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. Students cannot return to school until they are fever-free for 24 hours without the assistance of fever-reducing medicine such as Motrin or Tylenol.
- Clinic Visits – Students needing to be seen in the clinic will require a clinic pass. The teacher/staff will annotate the chief complaint or reason for sending the student to the clinic. The clinic will document all the care that your child receives and a copy of the clinic pass will be sent home. Parents will receive a call from the nurse only if the student needs the parent's immediate attention.
- Medication – All medications must be administered by a clinic staff member and can only be given with a physician's order on file and proper pharmacy label on the medication. Students are not permitted to carry any prescription medications or over the counter

medications on their person, including cough drops, medicated creams, eye drops, etc. Teachers are not allowed to give any medications to students. For the complete AISD medication policy, see the district website under AISD Health Services.

● Head Lice\_An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. Please see more information on head lice on our AISD website ([www.academyisd.net](http://www.academyisd.net)) under Health Services.

● Immunizations – If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. Students cannot attend school until immunizations are up-to-date.

### **COUNSELING PROGRAM**

Academy Intermediate has a full time counselor, Nancy Sykes. Mrs. Sykes provides a variety of services for both students and parents. The counselors:

- plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature.
- counsel individuals in crisis situations
- assist students in making the transition successfully from one school level to another
- serve as consultant in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students
- design a guidance program based on campus needs assessments

If you need to contact Mrs. Sykes, please call the school office at 982-0150.

### **DELIVERIES**

Parent deliveries, of any nature, should be delivered to the office. For example, cupcakes for birthday celebrations, lunches, water bottles, etc.

### **DISCIPLINE**

AISD's Student Code of Conduct is available on the district website at [www.academyisd.net](http://www.academyisd.net). In addition to the district plan, each campus has its own set of school expectations and each teacher has a classroom discipline management plan. Your child's teacher will send a copy of the classroom discipline plan to you. We believe that our approach to discipline encourages good behavior and improves the learning environment for all our students.

### **OUR SCHOOL RULES**

- Students will walk quietly at all times while moving about the building.
- The following items are not allowed at school:
  - o gum or candy
  - o toys, electronic devices
  - o trading cards

- o knives, guns, or look-alikes
- o laser pointers
- o tobacco, lighters, matches
- o skateboards, rollerblades
- o any item that could be harmful to self or others
- Respectful, polite, and courteous behavior will be expected of all students. No profane, vulgar, or obscene language or gestures will be allowed. Verbal abuse, such as name calling or ethnic or racial slurs, will not be tolerated.
- Students will practice all reasonable safety procedures on all campus facilities at all times. Running in the hall, throwing objects, and pushing other students are considered misbehaviors.
- Fighting on school grounds, buses, and/or at bus stops will not be tolerated.
- Students will show respect for all property (AISD and personal).
- Students will abide by the rules established by the classroom teacher.
- Cellphones are permitted, but must be turned off and kept in the student's backpack. Parents, if you need to contact a student please call the office at 982-0150.

### **SCHOOL EXPECTATIONS**

- Treat others as you would like to be treated.
- Keep hands, feet, and objects to yourself
- Be polite - use good manners
- Follow directions first time
- Maintain appropriate voice levels



### **BEHAVIOR CONSEQUENCES**

Daily consequences of behavior problems may include, but are not limited to:

- Warning from teacher and opportunity to correct behavior
- Sign the conduct book with loss of recess time
- Sign the conduct book, loss of recess, and parent contact
- Office referral
- Serious misconduct may result in automatic office referral. These include but are not limited to fighting, hitting another student, spitting on someone, cursing, inappropriate touching, kicking, or injury to another student or adult.

Other consequences may include:

- Parent conference
- Detention or time out
- In school suspension
- Suspension
- Hearing for placement in District Alternative Education Program

### **PLAYGROUND RULES**

- Do not throw dirt, rocks or wood chips.
- Only one person on the ladder to the slide at a time.
- Tackle football is not allowed.

- PE equipment is for PE classes only.
- Remember to slide down the slide, one person at a time, not crawl up it.
- Use swings appropriately: no running through, standing behind, or twisting the swings. Swings go back and forth only. The red swing is reserved for Mrs. Montalbo's students only.

## DRESS CODE

Our students deserve to look like the winners they are! We ask your help in being sure that your child is dressed appropriately. The complete dress code is in the district portion of the handbook.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn and will be subject to the campus administrator's judgment.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given a chance to comply (call the parents to bring a change of clothing). Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action.

Girls wearing dresses should wear shorts underneath. If they wear leggings, they must wear a dress that meets the dress code (within 4 inches of the knee).

**All students MUST wear tennis shoes to PE.** The shoes need to tie, have a back, and have a rubber sole (no open-toe). Other reminders about PE: Dress shoes, sandals, boots, shoes with high heels or buckles and "Croc" style shoes are not appropriate and pose safety issues for your child.

If a student does not follow these guidelines, he/she may have to sit out from physical activity during PE. This will be determined by the PE teacher and is based on the safety of all the students.

## EMAIL

All students are given an email address to communicate through google classroom as well as through email with their teachers. Students will also use their email address to check their grades on the parent portal. Students will be expected to follow the acceptable use policy as outlined in the student handbook.



## GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish



the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to retake a test that was failed and procedures for make-up work after an absence.

Grades for students in grades 1 - 5: A: 90-100 B: 80-89 C: 79-70 F: below 70

Grades for all courses will be determined by:

1. For grades 3 - 5 , a minimum of 8 daily grades and a test of 2 major grades for each core subject will be taken in each grading period.
2. Grades for students in grades 3 - 5 will be weighted as follows: daily grades will count as 70% and test grades will count as 30% of the report card grade.
3. No participation grades will be given.
4. There is no minimum grade that can be posted each six weeks.
5. Grades will reflect a student's relative mastery of an assignment.

Retesting Guidelines for Grades 2-4:

1. Students who score below a 70 on any test may retake the test at a time determined by the teacher. This will not include weekly assessments such as Spelling tests, Phonics assessments, quizzes, etc.
2. The teacher will use the higher of the 2 test grades, with 70 being the highest grade a student can earn on the test.

Makeup/late Work:

1. Students' work will be accepted after the student returns. Work will be accepted in the following manner:
  - a. 1 day absence allows 1 day after returning to school to makeup work.
  - b. 2 days absence allows 2 days to makeup work.
  - c. Any absence over 2 days will only have 3 days to return makeup work.
  - d. Late work will only be accepted for three days after the teacher's assigned due date with 11 points taken off.
  - e. Any work turned in over one week late will receive a zero.

## **HOMEWORK/UNFINISHED CLASSWORK**

Homework and classwork is considered late when it is not turned in at the time and place designated by the teacher. Teachers will communicate their policy regarding late work. Grading guidelines are outlined in the district portion of the student handbook.

## **LIBRARY**

Our wonderful library is full of great books and exciting opportunities to learn and to love reading! We support our school by providing a collection of print and digital materials that are available to all students, teachers, and administrators.

We have an open and inviting library available to everyone! Students may check out 2 books. We will recheck books for students who need more reading time. Our students enjoy a combined flexible and fixed library schedule, which includes library lessons, reading celebration activities and other motivational reading programs.

## **LOST AND FOUND**

We have an area in the main hallway where we place all the students' belongings that are left at school. Those items that have names in them can be returned to the classroom teachers. We encourage parents to label all of your child's belongings with his/her full name. If your child loses his/her jackets, feel free to come search through the jackets. We also spread them out in the hallways fairly often so that the students can see their jacket. Each summer unclaimed items will be donated to a local charity.

## **PARENT CONFERENCES & REPORT CARDS**

At Academy Intermediate, we want to be sure your child gets the most from his/her educational experience. Good communication between home and school is a vital part of that process.

At least twice each year, a parent/guardian conference will be scheduled for each student. Other conferences may be scheduled on an individual basis, as needed, throughout the year.

## **PARENT PORTAL**

Parent portal is used to view student progress reports, report cards, absences, update information, and enroll your child each school year. The email used for the parent portal must be the same email given to the school during registration. The email is what connects our systems. If you need support with your parent portal account please contact the school at 254-982-4620 and ask to speak to the PEIMS specialist.

## **PARTIES**

While under COVID restrictions, there will not be any parties held on campus. Once restrictions are eased, this will be addressed.

## **PETS**

For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal.

## **PROMOTION**

Promotion status of our students at Academy Intermediate is based upon state law and AISD Board policy.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021(a)

AISD Board Policy EIE (Local) states: In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading and mathematics.

### **SPECIAL INFORMATION REGARDING FIFTH GRADE STUDENTS:**

Fifth grade students must pass the reading and math portions of STAAR to be considered for promotion to sixth grade.

For full details regarding this policy, please go to the AISD website at: [www.academyisd.net](http://www.academyisd.net), then click on School Board, then Policy Online. The policies regarding promotion and retention are EIE-Legal and EIE-Local.

## RECOGNITION PROGRAMS

At Academy Intermediate we believe that it is important to recognize student achievement in a variety of ways.

- Academic Awards: Awards are given in May. Selection criteria: All students having a semester average of 90 or higher in each of the following subjects are eligible: language arts, math, science, and social studies. Equivalent grades of students transferring from other districts will be allowed provided the student meets the attendance requirements.
- A Honor Roll: The purpose of the Academy Intermediate Honor Roll is to recognize students who have demonstrated outstanding academic achievements each nine weeks. Selection Criteria: A Honor Roll: Students in grade 3-5 who make a 90 or higher in language arts, math, science and social studies qualify.
- A-B Honor Roll: Students in grades 3-5 who make an 80 or higher in language arts, math, science and social studies qualify. A grade of "U" makes the student ineligible for this honor. At least one academic grade needs to be an "A" to qualify for this in addition to the criteria
- Perfect Attendance: Students who have perfect attendance for the year will receive a certificate and recognition at the awards assemblies.



## REMOTE LEARNING GENERAL INFORMATION

For those parents choosing remote learning for their children, there are some on campus assessments that will be required. Beginning or year, middle of year, and end of year reading assessments, unit assessments, benchmark assessments and other assessments will be provided in a secure location separate from the general population. Appointments will need to be made with the school where assessments will be administered.

## RESPONSE TO INTERVENTION (RTI) TEAM

The Rtl team is principally made up of administrators, classroom teachers and other special teachers, as needed. Our team may also include the dyslexia teacher, and school nurse (as needed). Rtl meets as needed to discuss any problems or concerns that a student may be having. The main purpose of Rtl is to help teachers determine accommodations and intervention strategies that might be put in place to help students succeed in their learning.

## TARDIES

The beginning of the day is an important part of school. It sets the tone for the remainder of the school day. Parents should make every effort to see that their child arrives at school by 7:55 a.m. Students are tardy after the 8:00 bell. If a student arrives on campus after 8:00, parents need to accompany their child into the school and sign him/her in. A tardy slip will be given to the student which allows the student to enter the classroom. Generally, the only acceptable excuse for a tardy is a doctor's appointment.

## **VISITORS**

Due to COVID restrictions, visitors will not be allowed past the office in the campus. ARDs, 504 meetings, teacher conferences will be held in the office complex.

## **VOLUNTEERS**

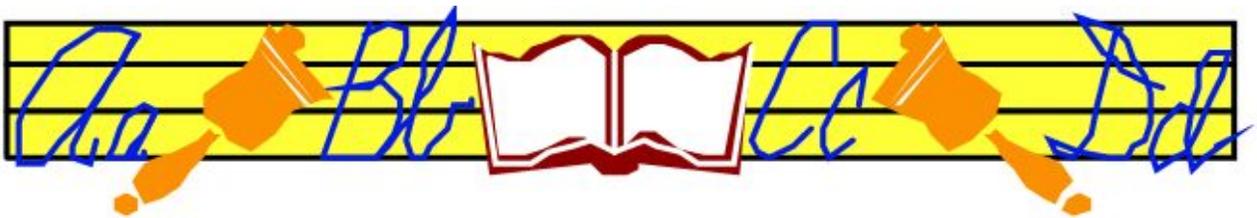
There are many ways that you can be helpful in your child's school. Listening to children read, tutoring children, recording books, making manipulatives, helping with bulletin boards, shelving books in the library, and helping with picture day are just a few of the areas in which volunteer help is needed. Your interest and involvement are always appreciated.

When volunteering on campus during the day, we need you to leave younger siblings with someone off-campus. For those who can't make this arrangement, we have plenty of volunteering opportunities where work can be brought home to work on at your convenience.

If you would like to serve as a volunteer, please contact the school at 982-0150 and speak with Mrs. Vansa. After completing the volunteer information sheet and background check form, Mrs. Vansa will contact you and give you opportunities to help at Academy Intermediate.

## **WITHDRAWING YOUR CHILD FROM SCHOOL**

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Academy Intermediate. If you wish to carry records with you, a minimum of three days' notice is requested in order to process records. Parents may send a note or call the office and give the child's name, teacher, last day of attendance, and destination.



## **MORNING DROP-OFF PROCEDURES**

All students may be dropped off in front of the school off of Pondalily beginning at 7:20 each morning. The parking lot in front of the cafeteria is reserved for buses and teacher parking.

## **AFTERNOON DISMISSAL PROCEDURES**

There are several ways for your child to get home after school:

- Bus rider – students who are eligible may ride the bus home each afternoon.
- Walker – Students who live close to school may walk home. If you live in the subdivision right next to the school, your child will exit out the front door. If you live in the Arbors, River Springs,

or 1st and 2nd street, your child will exit through the cafeteria and cross 436 at the cross walk before proceeding home down the walking trail.

- Car Rider – If you drive your car to campus to pick up your child, we will issue you a car placard with your child’s last name on it. Please place the placard on the dashboard of your car. When you pull into the driveway, our staff will bring your child to one of 3 adults. Drive to that adult and pick up your child. While this takes a few minutes to dismiss (most days we are finished by 4:00), this is a safe way to dismiss our students.

Please be patient as you wait in line. Driver courtesy or lack of it will determine how successful your experience will be with this process. If everyone works together and drives friendly, this will be a smooth operation! If you don’t feel like waiting in line, come to school about 3:45 and you should be able to drive right up to the front.

**For safety purposes**, please stay in line as all students will be dismissed from the curb. If you do not want to stay in line, park, get out of your car, cross the crosswalk and an adult will deliver your child to you. Otherwise, please stay in line. Please do not get out of line and try to pass other cars. This is not safe and will only slow down dismissal. If you attempt to have a student cross the drive, you will be asked to pull around and get at the end of the line. We will not allow students to cross the drive to get into a car. Thank you for your cooperation!

THANK YOU for taking the time out of your busy schedule to read our handbook. We hope that you know Academy Intermediate and our programs a little better now. If at any time during the school year you have questions or would like to visit us, please feel free to drop by or give us a call. We're looking forward to a great year with you and your child!