

SIX SUGGESTIONS FOR A SMOOTH YEAR FROM THE SECRETARY

1. **MOST IMPORTANTLY -- Check your child's book bag DAILY and REMOVE ALL** homework, graded papers, and special notes (school calendar, PTO, Brownie/Cub Scouts). Some book bags are so full the student can't find anything!! This is our standard method of communication with parents. Let your child know that it is **their job** to bring home all notes from school, whether they think they're important or not. "I didn't know" is the most common complaint heard by the Secretary--all children have mail boxes or folders in their room--it's their job to get it from there into their book bag.
2. Send cash in envelopes clearly marked with your child's name and purpose. If you send a check, write purpose (lunches, book order, etc.) on memo line. Be sure to include child's last name if different than the name printed on check.
3. Almost everything is sorted by class/teacher (Mrs. Lotz's room is 2L--meaning 2nd Grade-Lotz). That's the reason we often ask who the child's teacher is--it tells us immediately where to start.
4. If your child is absent, please call 547-7696 by 9:00. We have two phone lines, but please be patient when asked to hold as we will most likely be on the other line or helping someone at the counter. If you do not call in, State law requires that we try to contact you. This can mean looking up and calling 15-20 homes if you haven't called in. Occasionally, parents will let the teacher know in advance of the absence and the message does not get to the office. In these instances, we apologize for calling and checking with you on your child. We will also try to ask you about picking up homework--especially for upper, Grades 2-3-4--this includes the daily work they have missed while being absent, in addition to homework. The work does pile up and this keeps them from being behind when returning to school.
5. If you need to pick up your child during the day, please send a note with your child that morning to let the teacher know approximately what time you will pick up your child and if they will be coming back (homework?). The teachers cannot drop everything at the last moment to get homework ready if they do not know the child is leaving early. Please allow a little extra time--we call for the child after you arrive so they miss as little school as possible or they may be outside and have to come in and gather their things!
6. "BUS NOTES" are changes you request when you ask that your child ride home on a different bus. Please help by sending these in writing or calling no later than 2:00 p.m. Be sure to include the full names, not "Grandma's" or "Aunt Sue's", and bus number or bus driver's name if possible. Bus Notes are finalized at approximately 2:45. This is the most hectic part of the day and changes made after this time make it c-h-a-o-t-i-c!

We do our very best loading approximately 275 students onto 12 buses in 15 minutes--everyone works together from the Secretary, to the Aides, to the Teachers, to the Students, to the Bus Drivers. "Bus Notes" **pass through EACH** of these hands. Occasionally, a "Bus Note" gets laid down or stuffed in a book bag--please let us know if there is a problem so we can fix it before the next day.

There are approximately 30-35 bus changes every day. You can help by discussing changes with your child in advance so they know the plans for that evening. We also know "plans change" and we can/will relay those changes to your child.

Mary Wegener (547-7696)

P.S. I get very attached to your kids! Their safety and well-being are very important to me!!