

# Southwest Elementary School

## Things Every Family Needs to Know

- ★ We are thrilled to have you in our learning community! Your child's growth and development means everything to us!
- ★ **SAFETY IS A TOP PRIORITY AT SOUTHWEST!** Visitors must enter our school at the front office entrance during school, and all visitors will need to sign in and sign out next to the window outside the front office. Visitors should place their visitor sticker in clear view. If staff cannot see your visitor sticker and you are not wearing a staff lanyard, you will be asked to return to the office. This is just to keep our students and staff safe!
  - All Visitors must have I.D.
  - Anyone picking up a child must be prepared to show a picture I.D.
  - We do not allow visitors to the building until after Labor Day. We teach and practice safety procedures, expectations, and drills with our students before we allow visitors. We will announce when we are ready for visitors.

**\*\*We do not allow parents in the building to walk students to class on the first day. Starting the year with the routine you intend to follow is the BEST way to transition your child to school.**

- ★ **TRANSPORTATION:** We appreciate your patience as we work through our arrival and dismissal procedures. These are two of the busiest times of the day and safety is a top concern. For car riders: Please teach your child to stay on the curb until your car is stopped. Teach your child to open the car door on his/her own. Teach your child to buckle their own seatbelt. Please stay off your cell phone in our car line.
- ★ **TRANSPORTATION CHANGES:** Please contact the Southwest Elementary School Office at 889-4090 by 2:00 PM the day of the change to inform us of an early pick-up or a change in transportation. This gives us time to communicate the change to our dismissal team and the classroom teacher.
- ★ **BEFORE/AFTER SCHOOL CARE:** On-site day care is available at Southwest for a fee. A terrific staff from the Baxter YMCA will run our before school care starting at 6:30 AM and after school care until 6:00 PM. Drop off and pick up for the YMCA is at Door 2E. There is a doorbell you can use to alert staff you are there to pick your student up.
- ★ **WE TEACH ROUTINES AND PROCEDURES TO OUR STUDENTS.** At every school, everything takes a little longer in the beginning because we are learning new routines

together. Our transportation department has worked hard to create the best bus routes for our children. We appreciate your patience and understanding as routes, timing, and routines get perfected.

- ★ **LUNCH and BREAKFAST**: We serve both lunch and breakfast. We will practice so that the children are comfortable with our lunch accounting system and we will give children the time they need to eat. Our cafeteria is our school restaurant. We will not be allowing visitors at lunch due to space and adhering to Covid reentry plans. **PLEASE NOTE: No fast food is allowed in the cafeteria.** While breakfast and lunch will be free for all children this year, extras and/or snacks from the cafeteria come with a charge. Money can be sent in with your child as often as you'd like. You can also put money into a student's lunch account through EZ School Pay, which can be found on the SW Website.
  
- ★ **RECESS**: We have scheduled recess times at Southwest. Grade level teachers monitor our students during recess play. **PLEASE NOTE: FOR SAFETY REASONS, WE DO NOT ALLOW ANY VISITORS ON OUR SCHOOL PLAYGROUND DURING SCHOOL HOURS.**
  
- ★ **HONORING YOUR CHILD'S SCHOOL DAY**:  
**School Hours Monday, Tuesday, Thursday, Friday:**
  - 8:25-8:45 Arrival (after 8:45 your student is tardy)
  - 3:25-3:45 Dismissal (car riders begin dismissal at 3:25, bus riders at 3:30)**School Hours Wednesday:**
  - 8:25-8:45 Arrival (after 8:45 your student is tardy)
  - 2:55-3:10 Dismissal (car riders begin dismissal at 2:55, bus riders at 3:00)

Please do everything you can to make sure your child is at school for the full school day. Our corporation partners with the Johnson County Family Resource Program to help address attendance issues. Familiarize yourself with our corporation attendance policy. We want to encourage you to do all you can to eliminate tardiness, doctor appointments, and early pick-ups as much as possible. Always get a doctor's excuse if your child is absent and goes to the doctor. Students miss a lot when they are not here because our curriculum and instructional delivery is very child-centered and hands-on.

In the event that your child is sick and is not going to be in attendance at school, please call the school's attendance line (317) 889-4090 by 9:00 AM to report the absence. This will verify the absence, but NOT excuse it.

- ★ **MEDICATION ADMINISTRATION**: If you have medications you want us to administer to your child in our health clinic, you must bring in the medication in the original bottle with the proper dosage labeled on it. Do not send medications with your child to school.

- ★ **SNACKS/WATER:** Classrooms will allow time for a snack during the day. Students are also permitted to have access to water during the day. Your classroom teacher will provide his/her guidelines for this. All snacks must be **STORE BOUGHT** and in the **original containers**. For health and safety concerns, no homemade treats will be distributed to students. **We ask that families avoid sugary snacks if possible. We have many students with allergies. Please consider easy, healthy foods for snacks and celebrations!!** Bulk snack donations are always needed and appreciated!!
  
- ★ **Southwest is a LATEX FREE school and a PEANUT ALLERGY AWARE school.** Latex balloons are not permitted on school grounds. Please contact the school nurse and your child's teacher if there is an allergy we should be aware of.
  
- ★ **GREENWOOD ELEMENTARY SCHOOLS HAVE A DRESS CODE.** The full explanation of the dress code can be found in the Elementary School Parent Handbook. Some of the basics include: shirts must cover the shoulder, skirts and shorts must be at least fingertip length, safe and appropriate footwear should be worn at all times (specifically tennis shoes when students have PE), and clothing must have appropriate pictures and/or messages. We will have some days during the school year when children may choose to wear spirit clothes (PJ Day, Hat Day, Backwards Day, Colts Day).
  
- ★ **DISCIPLINE:** Southwest operates under a school-wide positive behavior system. Our goal is to support our students' social, emotional and behavioral learning needs along with their academic needs. We work hard to provide a safe and structured learning environment where ALL students can be successful. Our motto is: At Southwest we treat others right, make smart decisions, and maximize our potential by working hard every day! We help our students live this motto by teaching them how to stick together, have no hurts (inside or out), and have fun!
  - **Please do not allow your child to bring toys or electronics to school unless directed by the teacher.**
  
  - **Students who have a cell phone at school must keep it in their backpack on SILENT.** Parents: **PLEASE** monitor your child if they have a cell phone!!
  
- ★ **CURRICULUM:** **All of our students participate in rigorous instructional opportunities throughout core instruction in math, reading, writing, science, and social studies.** We use the same instructional calendar corporation wide for core instruction. We track student data closely, meet monthly in grade level teams to analyze student performance, and respond

to student needs with additional time and support during a 30 minute grade level block of time called Response to Instruction time or (RTI).

★ **ASSESSMENTS:**

- **Kindergarten**-DIBELS and MCLASS Math 3 times per year
- **First Grade**-DIBELS and MCLASS Math 3 times per year
- **Second Grade**-DIBELS and MCLASS Math and IREADY 3 times per year. Corporation math benchmarks 4 times per year.
- **Third, Fourth, and Fifth Grade**-IREADY Math and ELA 3 times per year. Corporation math benchmarks 4 times per year.

★ **LEADERSHIP: We strive to promote strong LEADERSHIP skills at our school.** Students take ownership of their own learning by keeping a Data Notebook where they set goals and track their own progress. Students can apply for school jobs (announcer, greeter, tour guide). We practice leadership skills with all students throughout the year.

★ **FEES: Don't forget to pay your book fees!** If you think your family might qualify for reduced textbook assistance, please complete a textbook assistance form, which can be accessed on the SW Website.

★ **There is NO SMOKING on school grounds.**

★ **STAY IN TOUCH: Please keep our front office informed of any address or phone number changes and/or changes in who is permitted to pick your child up from school.**

★ **VOLUNTEERS:** Please join our Parent Teacher Organization! This is a great way to stay connected to your child's school! Also, please connect with your child's teacher to ask about volunteer opportunities throughout the year. All volunteers must go through a limited background check, which occasionally requires fingerprinting. You can obtain a background check form in the front office.

★ **STAYING CONNECTED:** We have a weekly school newsletter that is sent by email. You can request a paper copy if needed. Stay informed by reading the newsletter.

We are looking forward to a GREAT year!!