

# General Information

## Attendance

School doors open at 7:20 a.m. Students should proceed to class or to the cafeteria for breakfast. Once the bell rings at 7:45, students are expected to be in their class. Students entering school between 7:46 and 8:45 a.m. are tardy. Students who arrive after 8:45 are counted absent for the day. Students who arrive late after a doctor's appointment are not counted absent or tardy. (Please obtain a note from the doctor.)

\*By law, students in grades K-5 must attend 90% of the instructional school days during each school year.

## Visiting the School

For the safety of our students, we require visitors to present their photo ID and sign in at the front office. Always bring your photo ID when visiting or picking-up your child early.

## Transportation

If you need to change your child's after school transportation, either send a note or call the office by 2p.m. so that appropriate arrangements can be made. ***For safety reasons, students may not go home in a different manner without a note or phone call.***

## Rainy Day Procedures

On rainy days we will hold students if there is lightning and heavy rain. In that case, car riders will be held in the cafeteria and all walkers will be held in the MPR. Parents may drive in the Parent pick-up lane as usual and teachers will radio for the students. If the rain is light to moderate and there is no lightening, students will be released as usual. Day-care, YMCA, and bus riders will continue as usual regardless of weather.

## Birthdays

We know that birthdays are important to children. If you would like to provide a non-edible treat for the class on your child's birthday, it must be done after lunchtime is completed. Due to different food sensitivities and allergies, please do not bring an edible treat to share. Please contact teacher for more information.

## PE/Fine Arts

Your child will be going to PE one day and one of the fine-arts classes (art, music, theatre arts) on the alternate day. On PE days, make sure that your child is wearing close-toe, rubber soled shoes. Contact your child's teacher for their specials schedule.

## Personal Belongings

Please label your child's jackets, backpacks\*, hats, gloves, lunchboxes and any other personal belongings with their first and last name. Be sure to check the Lost and Found often.

**\*No rolling backpacks please.**

## Volunteering

We encourage parents to volunteer in the classrooms, at PTO functions, by preparing materials at school and by making things at home. If you are interested in helping out at school or chaperoning on field trips, you must be a registered volunteer with the Leander school district. Please visit the LISD website at [www.leanderisd.org](http://www.leanderisd.org) and click on the "Community Involvement" tab and follow the link for volunteers.