

## Roswell North Elementary School 2010/2011: Front Office Q & A

- **In the rare occasion that you need to change the way your child goes home from school due to an appointment, etc., what should you do?** On the morning of the requested change, your child should give the teacher a note with the transportation change request information.

Please include the following information on the teacher's note:

Date of the change (please send notes the morning of the requested change)

Teacher's Name and Grade

Student's first and last name

How child will be going home from school. If someone other than yourself will be picking up your child from school, please provide their first and last name and phone number.

Parent/guardian signature and phone number to contact if there are any questions.

*To insure the safety of our students, no verbal transportation changes will be accepted.*

*All requests must be in writing and received by the teacher*

*on the morning of the requested change.*

- **Can my child ride another bus home with a friend for a play date?** Sorry, no. Due to liability issues, Fulton County does not allow children to ride a bus other than their assigned bus to another student's home for play dates, birthday parties, etc.
- **How does Carpool work?** Register for a carpool number at Open House. The carpool circle driveway is located on the right side of the building, in front of the gym. Morning carpool is open 7:20 – 7:40 a.m. The afternoon carpool lane is open 2:25 – 2:45 p.m. Students who have not been picked up in the afternoon by the close of carpool will be brought back inside the school and will wait for you in the lobby/front office area. (If you miss Open House, you may come by the front office between the hours of 8:15 a.m. and 1:45 p.m. to get a carpool number).
- **After what time will my child be counted tardy to school?** The morning school bell rings at 7:45 a.m. Students are counted tardy when they come in the classroom after the bell rings. We ask that all students arrive in their classrooms by 7:40 a.m. so that they can start their school day off smoothly. And remember, students who ride the bus to school are never counted tardy.
- **My child is sick, what do I do?** You do not have to call the school if your child is sick. Upon your child's return to school, your child needs to give the homeroom teacher a note stating the reason for the absence. If your child had a doctor's visit, the doctor's note should be turned in to the teacher. (Notes with the parent/guardian signature are required by the state for documentation. For this reason email messages and telephone messages are not accepted as excuse notes. Teachers need to receive excuse notes no later than 3 days after the absence).
- **If I must make an afternoon appointment, what is the latest time that I can pick up my child from school?** Early pick-ups from school must be made before 2:00 p.m. in the front office. The front office is locked from 2:15 p.m. – 3:00 p.m. during the dismissal process. (*Please don't forget* to send a note to your child's teacher the morning of the early pick-up. We have been instructed by Mrs. Smith that we will continue to enforce the "No note, no early pick-up" rule. Also, please remember to bring your picture I.D. when you come to check out your child.

- **Can I eat lunch with my child?** The cafeteria manager, Lisa Glass, asks that you wait until the third week of school to eat lunch with your child. After that, you are welcome any day. Sign in at the front office about 5 minutes before your child's lunch time. Your child will meet you in the lobby by the cafeteria when the class comes to lunch. (The Fulton County Food and Nutrition Office request that no outside vendor food products be brought in to the cafeteria).
- **Do I need to check in with someone when I visit or volunteer?** When you enter the school, use the main entry in the front of the school. All other doors will be locked during the school day. We ask that all visitors and volunteers sign-in at the front office. Volunteers also need to log your hours in the notebook at the PTA desk. Visitation is not allowed in the classroom during the school day unless previously approved and arranged with the teacher.
- **How can I meet with my child's teacher?** Email or call your child's teacher to set up a time/day for a conference. There is a designated Parent Conference day in October. Check the calendar in the first day packet for the date. Sorry, visitation is not allowed in the classroom during the school day, unless previously approved and arranged with the teacher. Appointments and conferences are set before or after school hours.
- **My child left her/his lunch at home. What do I do?** Come to the front office and fill out the "Forgotten Lunch" form. Parents take the lunch to the cafeteria to be placed on the "Forgotten Lunch" shelf. Front office will notify the teacher. Your child will pick it up at his/her lunch time.
- **My child forgot to bring home a book/homework assignment. Can we come back to school to get in the classroom?** Sorry, once school has been dismissed and all students have left the building, students may not re-enter the classrooms.
- **My child left homework/project at home. What do I do?** Put your child's name on the homework folder or project. Bring the item to the front office. The office staff will notify the teacher by putting a note in their mailbox. (Classroom instructional time cannot be disturbed by intercom notification of forgotten homework or projects).