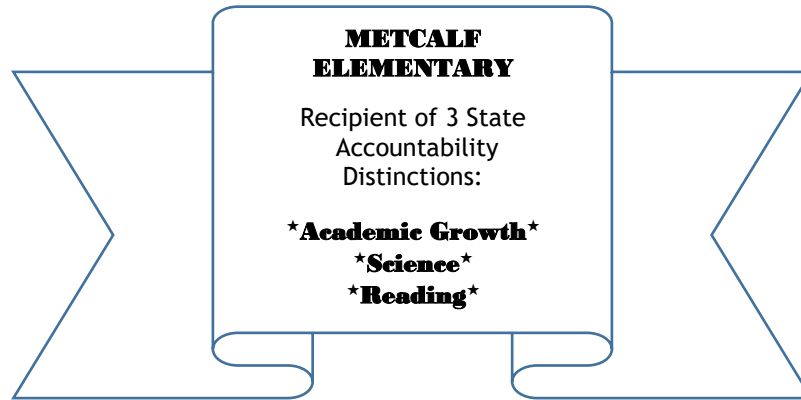


METCALF MESSAGES



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WELCOME TO METCALF ELEMENTARY!!



We are so happy to see all the smiling faces of our Cowboys and Cowgirls!! We hope you had a wonderful summer and are eager to begin the school year. It's going to be **AWESOME!!** Our school hours are 7:40 a.m. – 3:20 p.m. Breakfast begins at 7:40 a.m. Students may enter the building at 7:40 a.m. There is no supervision available for students who arrive on campus before 7:40 a.m. or remain after 3:20 p.m.

Parent Drop Off/Pick Up: Parents must remain in their car and go through the designated area by the front door for afternoon pick-up. Parents will be given a hang tag to place on the rearview mirror for identification purposes. Parents are not permitted to walk up and take a child from the car rider line.

Walkers: A staff member will escort all walkers out of the building to the side gate, on Coventry Park, at 3:20 p.m. There will be no staff assistance to cross the street.

Change of Transportation: If there is a transportation change, the parent/guardian must send a note with the date, necessary changes and parent's/guardian's signature. If a note is not received, the usual method of transportation will be followed. **No changes will be made after 2:30 p.m.**

Early Pick-Up: If a student needs to leave before the end of the day, the parent/guardian should send a signed note to the teacher or call before 2:30 p.m. stating: (1) the student's name; (2) time for early release; (3) who is picking up the student; (4) telephone number where the parent can be reached; and (5) the parent's signature. **Early release students must be picked up by 2:30 p.m.**

Please come to the office with your ID to sign your child out. Students will not be allowed to wait outside the building and will only be released to their parents or persons listed on their emergency card, with parent approval, on that particular day in question.

METCALF MESSAGES



SCHOOL VISITATIONS

We welcome your visits to Metcalf. For the safety and security of our students, you must check in at the Front Office. Your government picture ID will be scanned and you will be given a personalized name tag for your visit, which includes the area in which you are to visit. An ID is required to enter and/or conduct any school business.

Cafeteria Visits

The above procedure will be followed. **Cafeteria visitation is Tuesdays and Fridays and is limited to parents and guardians, only. This year's visitations will begin on Tuesday, October 5th.** You may bring lunch for, and eat with, your child only.

Classroom Visits

Appointments are required and must be set up with the assistant principal. Visits are limited to 20 minutes. Only parents or legal guardians may observe. Any other persons/family members who are asking to observe a student must have approval from the Principal (see District Student Handbook.)



SCHEDULE

<u>Grade</u>	<u>Time</u>
Kindergarten	10:25 a.m. – 10:55 a.m.
1 st	11:00 a.m. – 11:30 a.m.
2 nd	11:35 a.m. – 12:05 p.m.
4 th	11:50 a.m. – 12:20 p.m.
Pre-Kinder (PM)/ and PPCD	12:10 p.m. – 12:40 p.m.
3 rd	12:45 p.m. – 1:15 p.m.
5 th	1:20 p.m. – 1:50 p.m.

Title I/Homework/Curriculum Parent Meeting

Please mark your calendar and plan to attend the Title I/ Homework/Curriculum Parent Meeting. The meeting will take place on **Saturday, September 7th, from 10:00 a.m. to 12:00 noon**. Important information pertaining to Title I will be addressed at this meeting. During the Parent Homework/ Curriculum session, there will be discussions on: (1) how to assist your child at home; and (2) homework information by grade level and content area. Babysitting will be provided!!



Medication Procedures

- Medication must be in the original container, properly labeled with the child's name and directions for the time and dosage.
- A written request to administer drugs must be on file.
- No medication can be sent home with a student.



Metcalf is a **Positive Behavior Intervention and Support (PBIS)** school.

It is the fundamental right of **all** students to have the opportunity to learn in a safe environment without distractions from other students.

Our **HOWDY** matrix is taught:

Honest
Organized
Wise choices
Do my best
Yes I can

In addition, we teach **social skills** such as:

- How to follow instructions
- How to accept "No" for an answer
- How to apologize
- How to disagree appropriately
- How to give a compliment
- How to accept a compliment