

# Siersma Elementary School Policies

## Birthday Treats

Birthday treats must be delivered in the morning before lunch (11:00 am) and packaged to be passed out, easily. All treats must be **NUT-FREE** and have a label with nutritional information.

- Good: Cookies
- Better: Prepackaged healthy snacks like Goldfish crackers, pretzels, fruit bars, or prepackaged rice krispy treats
- Best: Pencils, erasers, stickers, etc. (these must be individually packaged for each student because they will be sent home in the students' backpacks at the end of the day)

**Please do not send in the following items as they will be returned to you:** cupcakes with frosting (too messy), drinks, frozen or refrigerated treats, sheet cakes, pizza, or any other treat that needs to be cut

## Absence/Tardy Hotline



Please call the absence hotline (available 24/7) at **586-574-3174, Option 2** to report any absences and tardies greater than 15 minutes. Due to the large volume of calls we receive each day, office staff cannot take attendance calls and **you MUST leave a message on this line.**

## Attendance Procedures

The limit of accumulated absences and tardies - both excused and unexcused - is twenty (20) for the year. Exceeding this limit will result in referral to the County Attendance Officer who will seek further action through the court system. Absences excused by a doctor's note are not counted towards this total. If you have a doctor's note for your student, please send it in their backpack and the teacher will deliver it to the attendance clerk. In extenuating circumstances, the limit can be extended at the principal's discretion.

## Early Arrivals

Parents should be sure that their child does not arrive at school too early each day. Plan to have your child arrive at the time the safety patrol goes on duty, which is approximately 8:40 a.m. ***Students should not be dropped off and left outside the school before this time.*** If it is necessary for your child to arrive at school before 8:40 a.m., **they must be registered to attend Latch Key.** Students having breakfast can be dropped off at door 3 at 8:20 am.

## Early Dismissal

Parents are encouraged to arrange appointments for their child(ren) after school or on half days rather than requesting early dismissal. Students will be marked absent for early dismissals exceeding one hour and tardy for early dismissals less than one hour. It is helpful to send a note to the teacher if early dismissal is necessary.

***If you are picking your child(ren) up early, please allow enough time for our office staff to call your child down after you arrive.*** We understand that you may be in a hurry, but we cannot call students down prior to parents arriving.

## Late Pickups

Students who are not picked up on time at dismissal must be registered for Latch Key. They are not permitted to wait outside, in the lobby, or in the school office. Due to new legislation, students may not go to Latch Key unless they are registered with the required forms completed. Latchkey registration is available online at [www.wcskids.net](http://www.wcskids.net).

## Background Checks

Warren Consolidated Schools policy and Michigan state laws require that anyone visiting our schools or volunteering in any capacity must have a background check on file. One form per school year is required for all volunteers. There are three online videos that also need to be watched with a test at the end. Background check forms are available in the school office or at <https://www.wcskids.net/documentdepot/> under the Human Resources tab. Forms must be submitted at least two weeks prior to volunteering, but may take longer than that to be processed. If you think you may volunteer at any point during the school year, ***we strongly recommend completing a form at the beginning of the school year.***

## Lunch Drop-Offs

Siersma Elementary School provides free breakfast and lunch for all students. If your student forgets their packed lunch at home, we strongly encourage them to grab a free hot lunch in our cafeteria. ***If you must drop off a lunch for your student, please do so before lunches start at 11:00am.*** Lunches dropped off after this time may not make it to students because our office staff is often busy addressing student medical needs during this time. **We STRONGLY DISCOURAGE dropping off fast food for students.**

## From the Kitchen



Please remember, all food allergies/sensitivities must be on record, along with the doctor's verification in our school office. This is vital information because we not only have lunch daily, but classrooms have snack, parties, etc. Certain allergies can be life threatening, so we need to know!

## Lost and Found

Several items are left in the lost and found every year. Please include student's last name on coats, sweaters, gloves, hats, boots, etc. so that misplaced items can be easily returned to your student.