

Siersma Elementary School Policies

Birthday Treats

Birthday treats must be delivered in the morning before lunch 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 - both excused and unexcused - is twenty (20) for the year. Tardies and leaving early count as absences. Exceeding these limits will result in referral to the County Attendance Officer who will seek further action through the court system. 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 8:15 a.m.

Dismissal

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.

There will be NO early dismissal after 3:30pm on full days and 11:30am on half days. If it is necessary for your child to leave after these times, the office must be notified in the morning. Parents are encouraged to arrange appointments for their child(ren) after school rather than requesting early dismissal. Students will be marked absent for early dismissals. It is helpful to send a note to the teacher if early dismissal is necessary.

Background Checks

Warren Consolidated Schools policy requires that anyone visiting our schools or volunteering in any capacity must have a background check on file. This is mandated by Michigan state laws for all public school employees and volunteers. 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. If you think you may want to volunteer at any point during the school year, *we strongly recommend completing a form at the beginning of the school year.*

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.