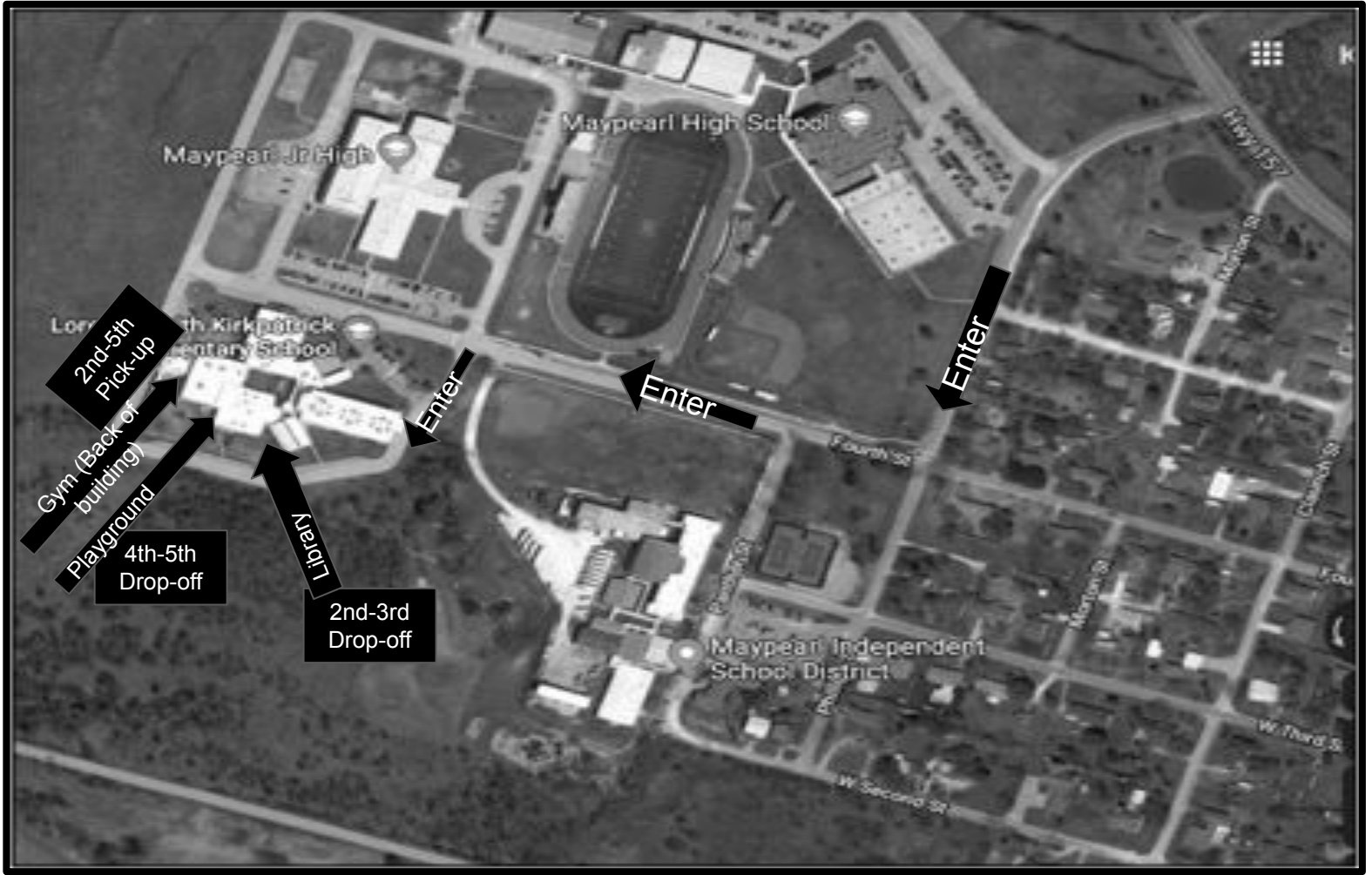




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## LSK Elementary Updates and Reminders for the 2019-2020 School Year

All students must be dropped off and picked up at designated areas. There will be no student drop-off or pick-up in the front of the building. Doors will not open until 7:35. We do not have staff available to provide childcare prior to this time. No students should be dropped off before 7:35 a.m.

To help ensure the safety of our students, all students who are picked up must have a car sign with their name displayed in the window of the car picking the student(s) up. Two car rider signs will be given to students the first week of school. If you know in advance that someone other than the regular person will be picking up your child, please make arrangements to provide them with your sign and also notify the teacher in writing of who will be picking up the student. Student pick up in the office will not be allowed. To replace a lost sign or when requesting additional signs, there will be a \$1.00 charge.

If a change in the way a student gets home becomes necessary, please notify the office. In order for all students to be safely accounted for each day, route changes will need to be made before 1:30.

Release time is 3:25 each day. We do not have staff available in the afternoon to provide childcare. Parents who arrive late to pick up their students will need to sign students out in the office. Repeated failure to pick students up on time will be documented and addressed by district administration as needed.

### **LSK Attendance Policy Reminders:**

The tardy bell rings at 8:00. Students who arrive after this time will need to go to the office to be issued a tardy slip. Any student who leaves prior to 3:25 will be counted absent for the entire day. Students who accumulate more than three tardies and leave-early days will be issued after-school detention(s) to make up the instructional time that is missed.