

2020-2021 Top Ten List

1. DROP-OFF AND PICK-UP

- *School Hours: K-5 8:00-3:10 4K morning 8:00-10:50, 4K afternoon 12:20-3:10*
- *Please watch for information regarding the wearing of face coverings. Students will sanitize their hands as they enter the building.*
- **In an effort to increase independence and keep everyone safe, we are asking that students come into the building (until further notice) when they are dropped off at school. Parents are asked to allow students to enter the building independently.**
- **Drop-off: Students may arrive at school between 7:40-7:55. All students should report to their classrooms when they arrive at school. Breakfast will be served in the classrooms. Please use the parent drop off lane in the front of the school and pull forward. Students should be dropped off from the passenger side of the vehicle.**
- **Pick-up: Please pull up as far as you can in the parent lane or have a designated place to meet your child. Dismissal time is 3:10. At this time we are asking the students not to gather on the playground after school.**
- **If a parent/guardian is entering the school to drop off or pick up, we are asking that you remain in the office.**

2. SUCCESS AT HORICON ELEMENTARY

- Please take time to review the bullying policies on pages 12-14 in the Parent-Student Handbook
- Open, honest, and respectful communication is the key. Please communicate any questions, concerns, or compliments directly to the person involved. We are all working together for the success of your child.
- Please support Horicon's PTO by attending meetings and volunteering.

3. FOR YOUR CHILD'S SAFETY

- All visitors must check-in at the office and wear a visitor's badge. **Visitors will be limited this year and at this time we will not be having guests during lunch.**
- All volunteers/chaperones must complete a background check. This form can be found online or in the school office and must be completed prior to volunteering/chaperoning.
- All electronic devices should be kept in a backpack upon entering school grounds.

4. COMMUNICATION WITH SCHOOL

- If your child needs to leave school for an appointment, please send a note to your child's teacher, prior to the day of the absence.
- If your child is a bus rider, and will not be riding home on a certain day, please send a note to your child's teacher.
- Phone messages during the day should be for emergencies only.

5. STUDENT HEALTH AND ATTENDANCE

- Please remember that if your child has a fever of 100 degrees or higher, or has thrown up, he/she should remain home until symptom-free for 24 hours.
- Please follow specific COVID-19 guidelines.

6. ATTENDANCE

- We know that students learn more grade-level content in school than out of school. The Wisconsin Department of Public Instruction monitors attendance and reports that information on the state school report card. We need our healthy students to be in school!
- As a parent/guardian, you may excuse your child for up to 10 days during a school year. If you obtain a medical note, the state does not require the school to count those days against the 10 excused days. An absence is defined as missing *any* part of a school day.
- If you have attendance questions please contact Cynthia Borgstrom, assistant principal.

7. SCHOOL LUNCH/HEALTHY SNACKS

- Your child's lunch balance can be monitored on Power-School.
- We want to encourage you to only send healthy snacks to school. Proper nutrition is so important to the learning process. Please do not send soda or energy drinks to school.

8. DRESS CODE

- Please take time to review the handbook (p. 70) regarding appropriate dress at school. We want to create a positive learning environment for all students.

9. ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS

- Please be sure that your contact information is updated each year and each time there is a change. Also, please be sure that your child comes to school knowing both your address and primary phone number.

10. FACEBOOK/TWITTER

- If you want frequent updates, access to videos, and pictures from Horicon Elementary School, please "LIKE" us on Facebook. Just search, "Horicon School District" and click the "LIKE" button. You can also follow what is happening on Twitter @GoMarshmen