

CAMBRIDGE ELEMENTARY  
Campus Procedures  
2015 – 2016

“Learning and Serving ~ Hand in Hand”

Monday, August 24<sup>th</sup> will be a great day as we celebrate the beginning of a new school year! The tardy bell will ring at 8:00am, so please plan on arriving early so students can begin the positive habit of being at school on time every day. Parents may walk their child to class the first day, without getting a visitor’s badge in the office. On Tuesday, August 25<sup>th</sup>, students will report to the cafeteria for breakfast or to the auditorium. Staff will be on duty to make sure students get to the right place. Parents wanting to walk their child to class after the 7:50am bell will need to obtain a visitor’s badge in the office. (see Raptor)

Back-to-School Parent Orientations will be held Tuesday, Sept. 1<sup>st</sup> for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade and Thursday, Sept. 3<sup>rd</sup> for grades 1 and 2. Parents will meet in the auditorium at 5:30pm and be released to visit classrooms at 6:00pm. Valuable information will be shared regarding curriculum, routines, procedures, classroom management and other pertinent issues, so please plan to attend. Childcare will be provided for school age students, only.

**Arrival to School**

Students are to arrive at school by 7:50am, and the school day begins with announcements at 8:00am. Students who arrive after 8:00am must stop by the office for a tardy slip.

Students may arrive at school no earlier than 7:30am. Prior to 7:50am students should report to the auditorium, or the cafeteria if they are eating breakfast.

**Dismissal from School**

Car and bus riders are dismissed at 2:50pm. Students who carpool or have siblings at Cambridge report to the pick-up area of the youngest child. Students will be picked up in the following areas:

- 5<sup>th</sup> /4<sup>th</sup> grade – School Arcade area on Cambridge Oval
- 1<sup>st</sup> grade – front of school at the flagpole
- 2<sup>nd</sup> grade – on Townsend midway between flagpole and Ogden
- 3<sup>rd</sup> grade – on Ogden near the 3<sup>rd</sup> grade flag

Remember:

- Cell phone usage is prohibited in school zones
- You must not park and leave your car in the pick-up zones from 2:30 – 3:15

**Only school curbside loading will be allowed – no double lane loading.  
Teachers are prohibited from allowing students to step into the streets.**

**Absences**

If your child is absent, please notify your teacher the morning of the absence. When they return to school, please send a note within 2 days explaining the absence and/or a note from a health care provider. If a note is not received the absence will be considered unexcused.

**Birthdays and Celebrations**

We cannot have birthday parties at school, but parents may send cupcakes, cookies, or muffins on their child's birthday for the class to enjoy in their classroom sometime after lunchtime. We ask that you let the teacher know that you are bringing treats so we avoid more than one sugary treat on any given day and/or that you consider healthier alternatives. Also, party invitations given out should be inclusive of the entire class or not be given out at school. A class count can be obtained from the teacher. We do not deliver flowers, gifts, or balloons to classrooms, and students may not bring them to school.

**Change of Transportation**

If there is a change in the way your child is going home, please send a written note to the teacher or call the office by 2:30pm. We cannot guarantee students will get the information if calls come in after this time.

**Communication**

Communication is very important at Cambridge. We want to know about your child and we want you to be informed about what is happening at school. One way we communicate with parents is through Monday Mail. This newsletter is sent out weekly to inform you of upcoming events and announcements. Another form of communication is through the classroom teachers. They send home newsletters and post important information on their webpages, so make it a point to check their webpage on a regular basis.

Teachers have phones in their classrooms. These phones will not receive calls from outside the campus, so calls to the office can be forwarded to their voicemail. Please check the teachers' websites for their extension. A few things to keep in mind about these phones/extensions:

- Teachers are busy teaching all day and may not be able to return phone calls until school is out for the day.
- If the teacher is absent, he/she may not be able to retrieve the message until they return.

If you have an urgent message that needs to be delivered to your child before the end of the school day, please leave that message with the front office.

**Drills and Procedures**

We have practice drills (fire, lock-down and inclement weather) on a regular basis, so students and staff will know how to respond in an emergency. Parents and visitors on campus during these drills will be expected to participate. We work with students in advance to ensure they know the procedures and are not surprised or scared.

**Early Pick-up**

The office is a busy place at the end of the day, so students needing to leave campus early (dr. appointments, etc.) must be signed out in the office no later than 2:40. After 2:40 students will be released by the regular bell schedule.

**Forgotten Items**

Should your child forget to bring their lunch, you may drop lunch off in the front office. In order to protect instructional time from being interrupted, we do not notify students of a lunch delivery. It is their responsibility to pick up the lunch in the office on their way to the cafeteria.

**Leaving Campus**

Any student needing to leave campus during the school day must be signed out in the office. The office will in turn contact the classroom to have the student dismissed. We do not call students before parents are physically on campus. Parents must check students in and out through the office only to include when students are at recess.

**Pets**

As an added measure of safety and comfort of our students, pets may not be brought on campus and grounds at any time during the school day.

**PTO**

Cambridge is fortunate to have a strong PTO, dedicated to making a difference for our students. Everyone is encouraged to be involved. For more information visit their website.

**Raptor Visitor Management System**

AHISD utilizes the Raptor system to ensure that registered sexual offenders are not entering our buildings. Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Once the entry is approved, a badge will be printed that identifies the visitor, the date and the purpose of the visit.

### **Safety and Security**

The only door to remain unlocked during the school day will be the front right door of the flagpole entrance to Cambridge. Please do not attempt to enter any other doors or ask teachers, staff or students to open a door for you at any time.

### **Sunscreen**

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so. If the student needs assistance with this application, please address this need with the school nurse. If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse.

### **STAR**

STAR is our school wide expectations for behavior. Students and staff are expected to **S**tay safe, **T**ake pride, **A**ct responsibly, and **R**espect others. Teachers review expectations throughout the school year and acknowledge students who meet them.

### **Volunteers**

Volunteers must complete a Criminal Background Check prior to working with children, whether in the classroom or on field trips. Contact your child's teacher if you would like to volunteer. Our teachers need to begin and end each day in a structured manner, so visitors and volunteers are not allowed in classrooms between 8:00am-8:15am and 2:45pm-3:00pm. We will have a volunteer orientation/training at the beginning of each semester.