

W. G. Rice Elementary School

August 11, 2023

OPENING INFO 2023-2024



Dear Rice Families,

We are just a short time away from the start of the 2023-2024 school year! We are so excited to welcome our students back to school. We are ready to provide a safe, supportive and positive learning environment for your child. Please take the time to read the Elementary Student Handbook that can be found on the W.G Rice Elementary Webpage for important school information. I have provided additional information below to help get the school year started. Please do not hesitate to reach out to me should you have any questions. We look forward to working with you and your children this year

Mr. David Boley, Principal
dab@smsd.us



Please take a few minutes to read through the procedures included in this section. These procedures are in place to ensure that we are doing our best to provide a safe school experience for students and staff.

W. G. Rice Arrival Procedures

Student Arrival Time: 8:45AM

Reserved parking for drop off

1. There will be reserved parking near the crosswalk to the main entrance for parents that choose to park in the parking lot and walk students to the crosswalk. Parents are asked to wait until 8:45AM to walk their child up to the crosswalk coming out of the parking lot. Parents and child will separate at the parking lot crosswalk.
2. Students will be supervised and directed where to enter the building.
3. When exiting the parking lot, please exit the parking lot on the school side and turn left. (See diagram below)

Parent Drop and Ride

1. From the main entrance, parents will be directed by school police into a designated lane and asked to follow traffic flow onto the road that travels between the parking lot and the island area in front of the school. Please stay in that lane. Bus traffic will be in the other lane and it will be one way traffic during entry.
2. School police and staff will be there to help direct you through the line. We ask that you pull all the way up on the sidewalk before stopping.
3. A staff member will be there to assist with exiting the vehicle. All students must get out of the vehicle on the passenger side onto the sidewalk. Please consider this when placing car seats in the vehicle.
4. Once your child is out of the vehicle we will ask that you continue forward and exit the school grounds.
5. Students will be supervised and directed where to enter the school building after exiting your vehicle.

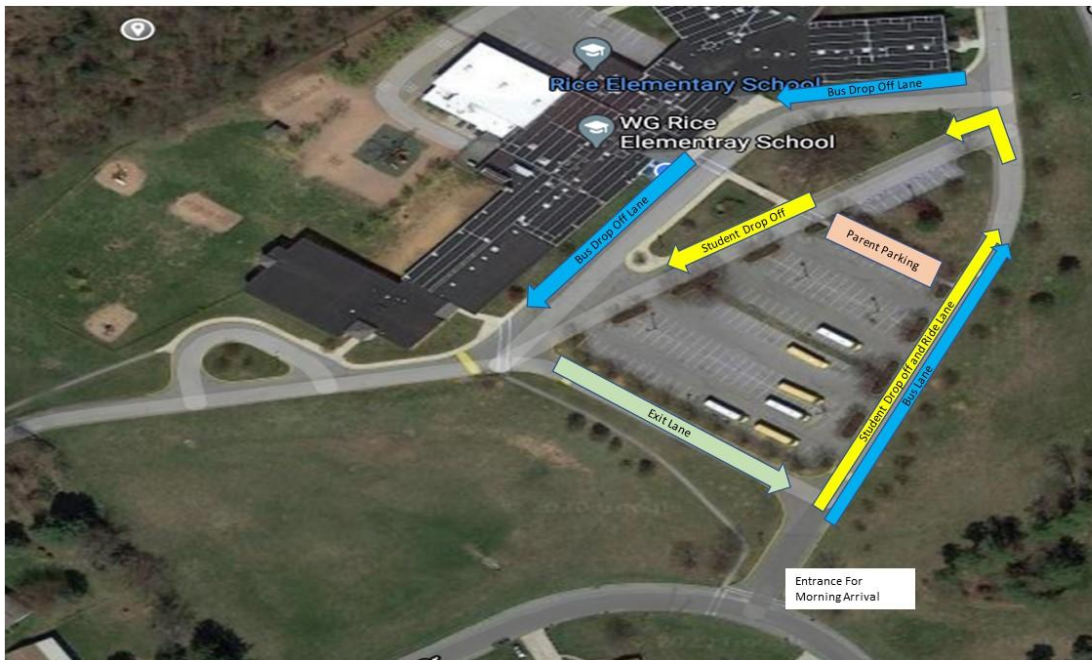
Bus Drop Off

1. Buses will dismiss students one at a time.
2. Each grade level will have an entry plan that is unique to that grade level. This will help with traffic flow into and through the school building.

Support During Arrival

1. Staff will be stationed on the sidewalks to help support student distancing when entering the building.
2. Staff will be stationed at entrances to assist with entering the building.
3. School Police will be assisting with traffic.

Once students have entered the building all doors will be securely closed and locked. The only entrance to the building will be through the main entrance.



W. G. Rice Dismissal Procedures

General Rules for Dismissal

1. Buses and Vans will be dismissed prior to parent pick up.
2. Dismissal will begin at 3:30PM for buses
3. Parent Pick up will begin after buses have been dismissed.

Bus Dismissal

1. Buses will be called three buses at a time.
2. Staff will be present to assist all students with loading the bus.

YMCA after school care

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1. All students going to our after school day care program will be dismissed to the gym.

Van transportation students

1. Students riding the van will have staff members assigned to them and will assist those students onto the van.

Parent Pick up/ Car Riders

Student safety is our most important goal. We will take the time to make sure that students are in the correct vehicle. Please plan for appointments that are not directly after school if picking up. Once our dismissal preparation has begun at 3:15, parents will not be permitted to pick up their child from the office; they will need to go through the parent pick up line like all other parents.

1. Parents will not be entering the building at dismissal.
2. School police will direct you to designated lanes for traffic.
3. Parent car tags and matching book bag tags have been purchased to assist with students that will be picked up on a daily basis. These parents will be considered an everyday pick up. **(Please read the information below to register for a Parent and student tag.)**
4. Parents that are picking up a child on an occasional basis will need to send an email or call requesting that their child be placed on a list to be picked up. Please call 717-258-6484 ext 3400 by 1:00PM to give us time to notify all involved including your child or email sserafin@smsd.us or mshipman@smsd.us .
5. Assigned staff members will be outside collecting information to help prepare students for parent pick up inside the building.
6. If a parent does not have a tag, student name and parent name will be given and checked with the parent pick up list. Driver's licenses will be checked by staff members.
7. If the parent is not the pick up person, then communication must be given indicating who will be picking up the child from the parent. That information will be cross referenced during pick up time. The Driver's license will be checked.
8. If we do not have any communication by parents regarding pick up, we will direct you to the parking lot and someone will attend to that person after all others have been dismissed.
9. Parents will be directed to pull vehicles up and line up in front of the building after buses and vans have left the school grounds.
10. If a student is being picked up by childcare and there are multiple students being picked up, a designated sign will be created by the office and students will be given special backpack tags to match.
11. Staff will be outside making sure that the backpack tag matches the parent car tag, and students are boarding the correct vehicle.

12. Once your child is loaded we will ask that you exit in the same order that you pulled up to the school. The next group will then be directed to pull up to receive children

Support During Dismissal

- a. Staff will be stationed on the sidewalks to help support students when loading buses and parent vehicles.
- b. Staff will be stationed at exits to assist with dismissal.
- c. School Police will be stationed outside directing traffic.

Parent Car Tag and student Backpack Tag

If you are planning to pick up your child on a regular basis please complete the google registration form attached below or contact the Rice office at 717-258-6484 ext 3400 or email at mshipman@smsd.us. We will be distributing parent car tags at Welcome to Kindergarten Night on the 21st, Back To School Night on the 22nd and Meet the Teacher on the 23rd.

[Parent pick-up registration](#)



New Attendance Guidelines

Please reference the student handbook for more detailed information regarding attendance. I have included the updates to the school day and what constitutes a full day, half day, tardy and early dismissal below for you to reference.

DAILY SCHEDULE FOR BOTH ELEMENTARY SCHOOLS

8:45 A.M. Students Report
9:00 A.M. Tardy Bell Rings
3:30 P.M. Dismissal

LATE ARRIVALS

A student who arrives after 9:00 a.m. must be accompanied by an adult and signed in at the office.

1. *Students arriving between 9:01 a.m. and 10:15 a.m. are recorded as tardy.*
2. *Students arriving between 10:16 a.m. and 2:10 p.m. are recorded as ½ day absent.*
3. *Students arriving at school after 2:11 p.m. are recorded as full day absent.*

EARLY DISMISSAL

Parents/guardians, who need to have a student dismissed early or excused from school for a brief period of time must send a note to school. As your child arrives in the morning, a note should be given to the classroom teacher who will forward it to the principal's office for approval. The note should include the child's name, the name of the person picking up the child, the date, and the time the dismissal is required. Requests for change in the dismissal process for your child will not be accepted after 3:00 unless there is an emergency. **A half-day's absence will be charged if students are dismissed before 2:11 p.m.**

Reporting Absences: If your child is experiencing symptoms highlighted in the health screening checklist for students, please email RICEabsence@smsd.us to report your child's absence. Please make sure to have the student name and teacher name with email.

Additional Information

Celebrations: All classroom parties and/or celebrations must be approved by the building principal and classroom teacher. Celebrations are held at the discretion of the individual classroom teacher.

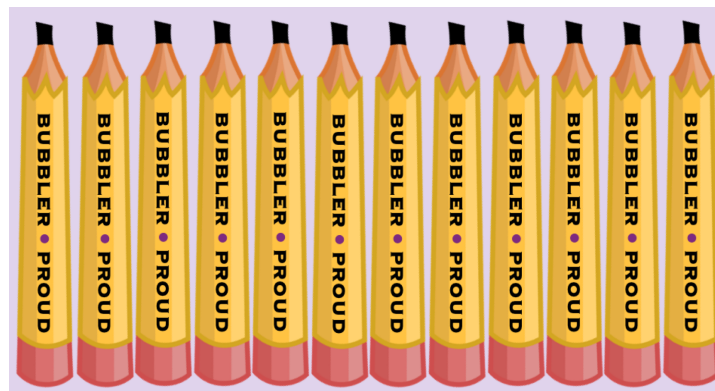
When considering items for student/classroom celebrations, please be mindful of any student dietary allergies that may exist in your student's classroom. Please refer to the Food Allergy Management Policy #209.2 for more information on dietary allergies at http://www.smsd.us/school_board/school_board_policies (search "Food Allergy").

Snacks and Birthday Treats: Students may bring in a daily snack for themselves, but snacks will not be shared with others. We encourage that snacks are individually pre packaged items.

Cafeteria: Information can be found [Here](#)

Technology: While elementary students will not be bringing devices back and forth between home and school while attending Monday-Friday, we must have devices prepared to send home with every student at a moment's notice should we have the need to transition to remote instruction at any time.

Please log in to your Parent Community Portal in Sapphire to complete the Technology Loaner agreement. This device loaner agreement must be completed before we may send a device home with your student.



Important Dates:

August 21st -- Welcome to Kindergarten Night (Scheduled by teacher)

August 22nd -- Back To School Night for 1st grade parents at 6:00PM and 2nd grade parents at 7:00PM

August 23rd -- Meet The Teacher Time for 1st and 2nd grade parents and students from 2:15 -3:30pm.

August 24th -- First Day of School and Staggered Start in Kindergarten

August 25th -- Staggered Start in Kindergarten

