

Metropolitan School District of Washington Township
Crooked Creek Elementary School



2019-2020 School Year Procedures

(Retain for your records)

Welcome, Crooked Creek families!

I hope you are enjoying time with families and friends. Summer is quickly passing us by. It is time to prepare for the new school year!

Please mark your calendars for these upcoming events:

New student (Gr. 1-5) orientation—

Thursday, July 25, 5:30-6 pm

Kindergarten orientation—

Thursday, July 25, 6-7:30 pm

Ice Cream Social (all grades)—

Wednesday, July 31, 5-6:30 pm. Come meet your teacher, drop off your school supplies (in a bag labeled with your name and grade), and enjoy a treat! MSDWT Transportation will be present to answer questions.

Our streamlined back to school process is on-line. Use the links on the MSDWT website to supply key information and to stay informed. Make sure your information is correct by going to www.msdt.k12.in.us/backtoschool/.

Select Crooked Creek and follow the links to

- Update your information in Skyward including emails
- Find your student's bus stop
- Print forms

Be sure all phone numbers are accurate for parents/guardians and emergency contacts.

The school year begins on Thursday, August 1st.

School hours are 8:30 a.m. to 3:30 p.m.

For the first few days of school, KG and Gr. 1 students will gather in the gym with their teachers. They will walk together to class. Volunteers and staff will be stationed in hallways to direct 2nd through 4th grade students to their classrooms. 5th grade students will meet in the cafeteria. If students are unsure of their teachers, an adult will help them.

We will be going through lots of renovations this year. Everyone will need to be flexible. It is going to be an outstanding year!

Keana Parquet
Principal

You're Invited



Please join us for our
Back to School
Ice Cream Social

Wednesday, July 31
5-6:30 p.m.

Grades K-5

Come meet your
teacher and enjoy a
treat courtesy of
Crooked Creek PTO!

Questions?

The school office will be
open 9:00 am – 3 pm
beginning
Wednesday, July 10

Daily Routine

8:10 a.m. to 8:30 a.m. **Arrival**

- Buses arrive and park in the front lot.
- Cars use the entrance off Michigan Road to access the track to drop students off.
- If you arrive at 8:25 a.m. or after, you must park in the front lot and walk the student(s) in to school.

8:30 a.m. to 3:30 p.m. **School Hours/Learning**



3:30 p.m. to 3:45 p.m. **Dismissal**

- Buses will be loaded in the front of school beginning at 3:30 p.m.
- Cars use the entrance off Michigan Road to pick up students.

The first week or so, transportation does not run on time, buses run late and car line is terribly backed-up.

Transportation

Parents, please put your child on the bus if they are assigned to one. Priority is given to buses in the parking lot. **Students riding a bus to school are never tardy!** Our parking lot and car line are extremely congested.

Buses are operated by Washington Township. Information regarding buses (number, arrival time and bus stop) is found in Skyward.

You can also download HERE COMES THE BUS app on your phone to see where your child's bus is and set up alerts. Use code #88550

Buses

- Mr. Bolles and assigned staff will unload buses in the morning.
- **Do not walk between buses.**
- Mr. Bolles will oversee buses while teachers load them in the afternoon.



Car line

Students who are non-resident or limited choice do not have bus assignments and must use car pool.

- **Cars enter the car line off Michigan Road and drive around the track.**
- Drop off begins at 8:10 a.m. once a staff member is on the sidewalk.
 - Students must exit from the passenger side of the car onto the sidewalk near a staff member.
 - Cars may not pass other cars.
 - Students must be dropped off by 8:25 a.m. to get to class on time.
- For dismissal
 - The gate opens about 3:05 p.m.
 - At 3:25 p.m., students are called from the gym and placed into cars by staff.
 - **The car line closes at 3:40 p.m. All students must be picked up by that time.**

In order to change transportation for the day, students must have a written/dated note from a parent or guardian to the teacher. Without a note, the student will be sent home their documented way.

Attendance

Students are expected at school every day. If unexcused and absent, they are considered truant.

Excused Absences and Excused Tardy:

- Illness or injury
- Funeral
- Major religious holiday
- Medical, dental, court or other required appointment

Provide documentation of your appointments.

Absences beyond 10 must have documentation from the doctor or provider.

Notes can also be faxed to 317-259-5453.

Unexcused Absences and Unexcused tardy:

If a student is absent or tardy for any other reason than listed above (e.g. vacation, car broke down, slept late, etc.), it is unexcused.

If your child is absent or tardy for any reason, call the attendance line 317-259-5444. Please do not use email, Dojo or class communications—the office needs to be informed.

**CCES Attendance Line
317.259.5220**



**Please call by 9:00 a.m.
if your child is absent or tardy**

From the Nurse

When to stay home:

- If temperature is above 100 degrees, student needs to be kept home until fever free 24 hours before returning to school.
- When the patient has GI upset or diarrhea, the student needs to stay home until 24 hours symptom free.

Life-Threatening Allergies:

- Must be reported to the nurse prior to student enrollment.
- Medications must be received prior to student attending class.

Medications:

- Parents must bring medications to school. **The nurse cannot accept medications brought in by students.**
- Students may never carry medications, even if over-the-counter.

Skyward

Skyward Family Access allows parents and guardians to access student's grades, attendance, pay fees and much more. It is available from your home computer, smart phone, or anywhere you access the Internet. Visit:

www.msdt.k12.in.us

Click on: For Families

Click on: For Parents

Select: Skyward Family Access

If you forgot your login or password, follow the prompts. If you encounter difficulty, please email skyward@msdt.k12.in.us

Volunteers

To keep our students safe, **anyone volunteering in the classroom or on a field trip must complete a background check.** Volunteers can only be parents or guardians, or listed as emergency contacts in skyward. Volunteer opportunities differ by grade and teacher:

- Limited (General) Background Checks are free of charge and must be complete prior to volunteering.
 - These applications need to be completed yearly.
- Expanded Criminal History Checks are required for any volunteer attending an overnight field trip. Fee \$28.

All first time applicants for background checks must complete training: <http://msdwt-in.safeschools.com/register/84afcb3f>

Volunteer information is on the MSDWT website. www.msdwt.k12.in.us

Click on: For Families

Click on: For Parents

Select: Volunteer Requirements

You may also contact the office for a copy.

Classroom Visitors/Volunteers

We welcome classroom volunteers after the new school year settles in and background checks are complete. If you would like to visit your child's classroom, please schedule a time with the teacher. **Pop-in visits are not allowed due to potential disruptions these visits may cause for all students.**

Dress Code

We want to make sure that all students are dressed appropriately for learning. Absolutely no hats or hoods may be worn in the building.

Girls:

- Shoes with backs—no flip flops/slides
- Sleeves on shirts—wear jacket or sweater to cover arms
- Shorts and skirts as long as the length of their hands on their side

Boys:

- Shoes with backs—no flip flops/slides
- Sleeves on shirts—no jerseys without a shirt underneath
- Shorts and pants that fit at the waist-
- **NO sagging!**

Birthday Celebrations

Due to food allergies and religious beliefs, **birthday celebrations are not allowed.** If you would like to send in a non-food item like a pencil, eraser, or trinket, please check with the classroom teacher. We appreciate your understanding and willingness to help everyone feel safe and cared for.