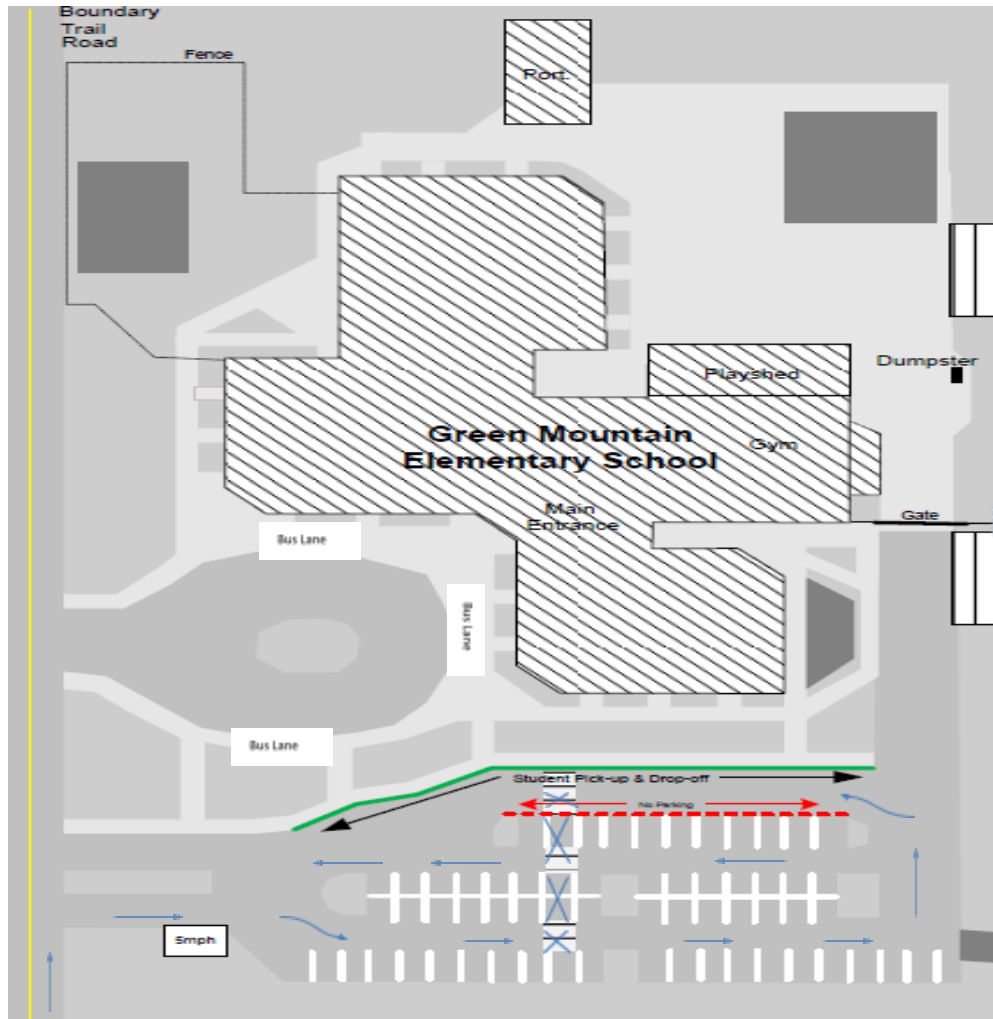


Safe Student Drop-off and Pick-up

Your child's safety is our top priority!!

Drop-off

- Drop off **NO EARLIER** than **8:50 am**
- **The speed limit is 5 MPH** – *drivers are expected to adhere to this limit for the safety of ALL students and staff.*
- Follow the arrows to the drop-off area (located along the RED curb).
- Please **pull forward** along the curb to allow other vehicles space for dropping off students.
- If you need to come into the building, please park in a designated parking space.
- **NO PARKING ALONG RED CURBS.** These are fire lanes and must be kept clear.
- Handicap spaces are blue. Please do not block these spaces or the crosswalk next to them.



Pick-Up

- **The speed limit is 5 MPH** – *drivers are expected to adhere to this limit for the safety of ALL students and staff.*
- Follow the arrows to the pick-up area (located along the RED curb).
- Students will be lined up on the sidewalk waiting for your arrival.
- Please **keep pulling forward** along the curb to allow other vehicles space.
- Once you reach the pick-up area your student will be allowed to load.
- If you reach the pick-up area and your child is **not** present, **please circle around again** to allow other parents to pick up their children.
- If you must leave your car, please park in a **designated parking space**.

- Please do not ask your child to cross the parking lot to meet you. They are not allowed to do so.
- Once buses leave, all unclaimed students will be escorted to the office.

Parent - General Information

Regular School Hours

9:00-3:25

(Breakfast 8:50-9:15)

Thursday Early Release (90 Minutes)

9:00-1:55

Half-Day Release

9:00-11:45

STUDENT

RECESS

LUNCH

First lunch (K, 1)	11:10-11:30	11:30-11:55
Second lunch (2, 3)	11:40-12:00	12:00-12:25
Third lunch (4, 5)	12:15-12:35	12:35-1:00

Attendance

Regular attendance is very important for your child's learning and we value their contributions at school. We would like to help ensure that your student attends regularly and is successful in school. If your child is going to be absent, please notify our office as soon as possible. You can report absences through our website anytime at ckschools.org/greenmountain or by calling the office at 360-662-8700. You can also respond to an absence notification in Parent Square. If your child will be running late, please notify our office and let **us know if they will need a school lunch ordered**.

If your student is absent due to an appointment, **please obtain a note from the provider** and send that with your student when they return to school.

Extended Leave Request

If you are planning a trip that will require your child to miss more than 3 days of school, please notify your child's teacher and submit an Extended Leave Request form (located on our school website) to the office at least 2 weeks prior to the planned absence. The principal is responsible for reviewing all extended leave requests. (CKSD School Board Policy 3122, RCW 28A.225).

Changes in transportation home

Please make every effort to make childcare and transportation arrangements before your child leaves for school. A phone call to the office before 3pm or a note must be sent with your child if routine transportation arrangements have been changed such as riding a different bus, or going home with a friend. Please sign and date your note. Students are NOT ALLOWED to call from the office to make social arrangements.

GM Homework Policy:

As a school, each teacher will communicate homework expectations. Any assigned homework will be up to the discretion of your child's teacher. If you have any questions or concerns, please talk with your child's teacher. We encourage parents/guardians to dialogue with students about classroom learning and school activities.

Communication Methods:

Green Mountain's Enews is a Weekly Happenings email sent through **Parent Square** to parents that have provided an email. Teachers may also communicate with you via email or ParentSquare.

We encourage you to join our online community by following us on **Facebook.com/GreenMountainElementary**! Also keep an eye out for emails from **Peachjar**, you'll receive fliers for events and activities from our school, PTSA, and local non-profits.