

WELCOME



to
South School

Welcome to South School! We look forward to getting to know our new students and their families! Here are some very basic, but important, questions and answers to get you and your child started on your journey here at South School. There will be much more to come---but for now---this will help you through the start of school!! There is a lot of helpful information on our website as well: www.aps1.net

Brenda Lee

Principal

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Olivia Goodrich

Assistant Principal

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Sue Comeau

Administrative Assistant

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Karyn Francis

Administrative Assistant

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School Hours of Operation:

8:15am: School office opens
8:45am: School drop off
9:00am: School day begins
After 9:00am: Children are tardy and must be accompanied by a parent into the office
After 2:00pm: Unless it's an emergency, no dismissal changes
Students must be dismissed prior to 3:00
3:30pm: School ends

Important Phone Numbers:

Main number: (978) 247-9800

Main office fax: (978) 247-9890

Helpful departments:

Food Services – Taylor Pirog, Nutrition Coordinator – 978-247-5527

Transportation – Doris Moreno, Coordinator – 978-623-8510

APS1.net - Andover Public School website

Before/After School Care: Shed Kids Club - 978-684-5055

After School Care: Kids Care – DCS - 978-623-8311
Andover/North Andover YMCA – 978-685-3541

PTO: PTO President - Aneela Rafiq
Contact: southptopresident@gmail.com
Website: <https://southpto.com/>

Facebook Pages: South School: <https://www.facebook.com/southschoolaps>
South School PTO: <https://www.facebook.com/SouthPTOAndover/>

Attendance

What procedures do I follow if my child is ill (will not be in school), will be tardy, needs to be dismissed early, or has a dismissal change?

Please put your child's absences, tardies, early dismissals, or change in dismissals into PickUp Patrol. Please refer to the Andover Schools Handbook for guidelines regarding when to keep your child home from school.

How am I notified when emergency school closings are made?

We have a system called Blackboard Connect that is used to contact all of our families to communicate any school closings or other important information to you. This message will come from Dr. Parvey, Superintendent of Schools. Please update your information on the Aspen Family Portal before the first day of school.

Arrival & Dismissal

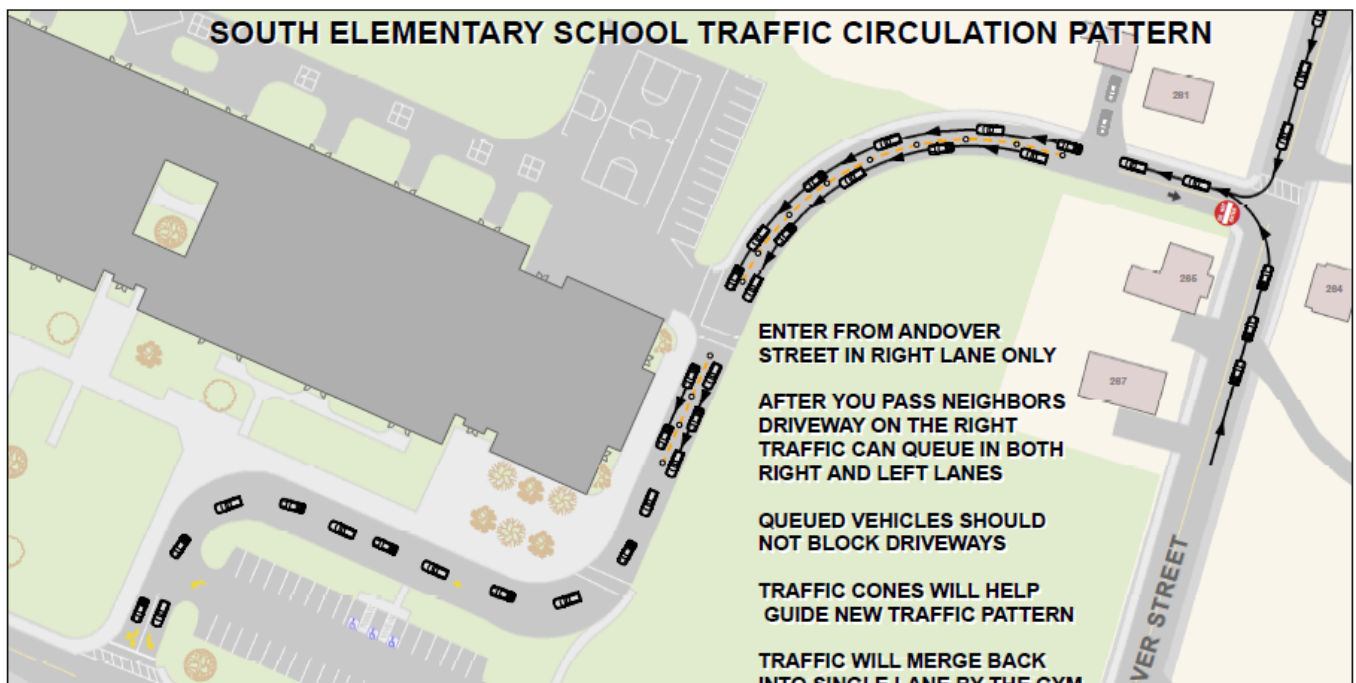
Where do I drop off my child in the morning if we are not choosing the bus that day?

School starts at 9:00am....children can begin arriving at 8:45am (but not before this time). Children are dropped off in the parent drop-off line in front of the gym entrance. Children then walk around the right side of the school to the back and will line up out back. (Students on the bus walk to the left side of the building to the back.)

If a child arrives after 9:00am, they are considered tardy and an adult must walk the child in and sign them in at the office.

If you are picking up your child in the afternoon please place your last name on a large piece of paper on your dashboard. When we see your car, your child will be called to the wall until all children are released to their cars at the same time. Please do not call your child directly to your car before they are released.

Car Pick-up and Drop-off



Who do I communicate with about how my child will be transported home from school?

How your child goes home each day should be indicated in our PickUp Patrol Dismissal Program. You will receive an invitation to this program. Any daily changes or early dismissals go through this program. All changes need to be made by 2:00pm each day. If your child is going to be dismissed early, the pick-up should not occur after 3:00pm (unless it's an emergency).

I am at home and my child's bus is unusually late...who do I call for information?

After the first few weeks of school, our bus schedule is typically established. However, if you think the bus is abnormally late, you may call the school office at 978-247-9800 to get more information about your situation. We will typically already know or we can contact the bus company for more information. We will be contacting you via our Blackboard Connect system if there will be a significant delay.

What if I have a question about my bus time or route?

Please contact Doris Moreno in the transportation office by email, doris.moreno@andoverma.us.

Breakfast, Lunch, & Snack

Where do I get information about my child ordering lunch?

Online ordering of lunches can be done at: [On-line ordering](#)

Lunch menus and more detailed information about ordering lunches can be found at:

<https://www.andoverschoolnutrition.com/>

Lunch must be ordered before the school day begins and can be ordered up to one month at a time. Please make sure your child knows what they have ordered for the day.

Is breakfast served at school?

Breakfast will be served in the cafeteria from 8:45am - 9:00am every morning. Breakfast does not need to be ordered in advance.

Is lunch served on early release days?

Bagged lunches can be ordered for early release days. Students will have the option to eat at school in their classroom or take it with them. **Dismissal is at 12:15pm on early release days.**

Do I pack a snack for my child?

Yes, please pack a healthy snack and a refillable water bottle each day. More information about snack time will be provided by the classroom teacher.

My child has a medical need and/or allergy. How do the special arrangements get carried out each day for my child?

Please contact the school nurse, Mrs. Lemonias (christina.lemonias@andoverma.us). She can meet with you to inform you of our policy/procedures to ensure a safe and productive day for your child.

Classroom

What if I have a question about my child's social interactions or academic progress?

We ask that you always speak with the classroom teacher first on all matters before reaching out to the building leadership.

How do I see my child's Report Card: When parent accounts are originally created, the login information is emailed to your primary email address. When reports are published, an email is sent to the primary email address that the report card has been published. Then you need to log into the portal to see the PDF copy of your child's report card. If you need your Aspen Portal login information or are having difficulty accessing your child's report card, please email:

Infosys@aps1.net.

Report Cards - come out twice a year (beginning of February and end of June).

Parent/Teacher Conferences - We have parent/teacher conferences in November and March.

Weekly Newsletter - Mrs. Lee sends out a weekly newsletter on Sundays informing you of all upcoming events, as well as some of the fun and exciting things that happened the week before.

Can I send home birthday party invites through backpack mail?

No. We prefer that you mail out your invitations to your child's classmates. This avoids any hurt feelings or confusion about the special day in your child's life! When you become a PTO member, you receive a student directory, which could help in this process.

Can I send in treats to celebrate my child's birthday for snack time?

Due to the many food allergies, we cannot have any food items in the classrooms. We do recognize birthdays in the office and often in the classrooms in some way.

When I ask my child "How was school today?" He/she responds with "good." How can I get more information about school happenings?

We publish a weekly school newsletter that is sent out on Sunday evenings. This publication includes current events, links to important resources and more! Your child's teacher will also keep you informed. Please also follow our Facebook page - <https://www.facebook.com/southschoolaps>

How can I get involved with my child's education? How can I volunteer?

The teacher would be able to help answer any questions about volunteering in the classroom. The PTO is always looking for volunteers! Please sign up for the PTO's newsletters:

<https://southpto.com/news/>

All volunteers and field trip chaperones must complete a **CORI** (Criminal Offender Record Inquiry) Form (**each school year**) and wait for the approval prior to volunteering in the school. This requires filling out a form and providing photo identification. We welcome the kindness and support of our families!

If you would like to fill out a CORI Form and submit it to the office (with your license), please click on the following link: [CORI FORM](#) (this form is available in the office).

All volunteers must complete a CORI (Criminal Offender Record Inquiry) Form and wait for the approval prior to volunteering in the school or chaperoning on a field trip (CORIs need to be done each school year). This requires filling out a form and providing your license. The form is on our APS.1 website or we can give you a copy in the office.