



## FOX HILL ELEMENTARY SCHOOL 2018-2019 IMPORTANT SCHOOL INFORMATION

**SCHOOL HOURS** –School hours are 8:20 a.m. to 3:30 p.m. Parents can begin dropping off students at 8:10 a.m. once a staff member is out front to monitor car drop-off students. If a student **arrives at or after 8:30 AM**, a parent must sign the student into school and obtain a tardy pass from the office. If students arrive on a late bus, they will not be considered tardy. We encourage students to ride the bus.

To keep our school secure and maximize instruction, some important expectations have been established regarding visits to school:

- **Visitors** - Upon entering the building, all visitors must report to the office to sign in at the computer and get a visitor's badge. A valid picture ID will be requested.
- **Classroom Visits** – Please pre-arrange a visit with your child's teacher to observe the classroom environment. Visits to the classroom without teacher notification and approval are prohibited.
- Please deliver forgotten lunches, books, homework, house keys, etc. to the office, rather than the classroom.
- **Volunteer** – We appreciate our volunteers! All individuals who volunteer in classrooms or chaperone field trips have to complete and pass a criminal background check and view a bullying presentation prior to serving. <http://www.msdt.k12.in.us/volunteer-requirements/>

**ABSENCE POLICY** –Should your student be absent for any reason, please call the attendance line at **317-259-5230** by 9:00 a.m. to report the absence.

- Please do not leave absence reports on teachers' voice mail or email. If you do not call the attendance line by 9:00 a.m., the absence will be marked unexcused.
- If a student arrives at school after the school day has begun, or must leave early for a medical appointment or other reason, he/she must be signed in and out by a parent/guardian at the front office. **As per district policy and in order to ensure the safety of our students, every parent/guardian must present a valid picture ID when picking up a child from school.**
- If your child has a doctor/dentist appointment, your student must have a note from the physician to present to the front office upon return in order for the absence to be excused. The student will be marked unexcused until such time that we receive a doctor/dentist note.
- **The State of Indiana requires that we send letters of notification to the families of children with excessive tardies (6 or more) and/or absences (4 or more unexcused).** These letters will be sent on a regular basis.

### **TRANSPORTATION**



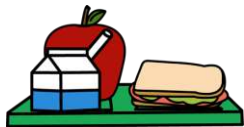
- **Arrival** - Please plan to have your child in the building at 8:20 a.m. Students arriving after 8:30 a.m. are tardy. Fox Hill staff will be in the west parking lot for student drop-off in the morning from 8:15-8:25 a.m. to greet students. Families of students who arrive by car are encouraged to use the drop-off area on the west side of the building. We ask that cars use a "U" formation in the lot. **If your family arrives after 8:25 a.m., you will need to park in the south parking lot and walk your child(ren) into the building. If you are tardy, please walk your child into the building and pay careful attention to crossing the bus lane. The bus lane is for buses only at all times so we appreciate your cooperation as we work to ensure a safe start and finish to the school day!**
- **Dismissal** – School is dismissed at 3:30 pm each day. Students riding the school bus will be escorted by their teacher to their appropriate bus.
- **Dismissal for Car Riders** - If your child does not ride the bus, teachers will walk the students to the Parent Pick-up Area located inside of Door 4 West. Parents can park, enter the building, and

sign students out from the supervisor in the pod area. All students should be picked up by 3:45 p.m. or arrangements need to be made for after school care.

- **Change in Dismissal Plans-** If your child is not riding the bus home, please be sure his/her teacher knows what the transportation arrangements are via a written note. Without a detailed written note regarding the change, students will be put on their regularly assigned bus. Changes in “permanent” bus arrangements, such as going to day care instead of home, take more than one day to arrange with the transportation department.
- **Early Dismissal** - If your child will be picked up at school before the regular dismissal time of 3:30 p.m., please send a note to the teacher so your child can be prepared to leave at the requested time and understand that early dismissal counts as a tardy for the afternoon. Please note that students will not be called to the office until a parent is present. This ensures that our children do not miss important learning time. Please come to the school office, sign your child out, and the office will call to the classroom for your student. **Please avoid notifying office of emergency changes after 2:30 p.m. due to safety the challenges with communication at the end of the day. There is no dismissal from the office after 3:15 p.m.**

**BEGINNING YEAR BUS INFO**—All families will access bus stop location and pick up/drop off times via our Skyward information system. (All students should board/exit their bus at the assigned stop each day.) When the 2018-19 busing information is available, you will receive a phone call from transportation letting you know that you are able to check that information on SKYWARD Family Access. If you have questions about bus transportation, please call our Transportation Department, 317-254-5510.

**AYS** —AYS (At Your School) provides childcare at Fox Hill Elementary 6:30 a.m. – 8:30 a.m. before school and 3:30 p.m. to 6:00 p.m. after school, every school day and all day during some holiday recesses. Parents pay for these services. You may register or obtain more information by calling 317-283-3817, or you may visit the website: <https://www.ayskids.org/>



### **BREAKFAST and LUNCH –**

- a. Fox Hill serves both breakfast and lunch. Lunch is **\$2.35/day**. Milk is \$.50. Families may deposit money into an individual debit account for each student. You may deposit money into your child's account online by accessing through the MSDWT website: <https://www.mypaymentsplus.com/>. Please know the State Board of Accounts does not allow for the charging of meals. All meals must be paid in advance.
- b. Parents can join their students for lunch. Adult meals are \$3.00. **If you come for lunch, please sign in at the front office, present your ID to be checked, and then join your child at his/her lunch table.**
- c. Healthy Habits - We encourage students to drink milk, water, or juice while at school so please do not send your child with soda beverages like Pepsi or Coke products. If students want to bring chips/snacks from home, please do so in small, individual servings. Students are not permitted to share food. Bringing large bags of chips to share can cause disruptions at lunch. Students, who buy school lunch, do not need to bring extra snacks. Soda cans and large snack bags will be taken and disposed of.
- d. **Meal assistance applications must be filled out every year.** Ways to complete an application include:
  1. On-line for quick processing. Go to <http://cafe.msdt.k12.in.us>. Approval in 1-2 business days.
  2. Print a paper application – Go on-line to [www.msdt.k12.in.us](http://www.msdt.k12.in.us), Quick Links, Child Nutrition Info & Menus and print the application and instructions to complete.

3. Pick up a paper application at any school or the H. Dean Evans Community and Education Center
  4. Call the Child Nutrition Office at 317/205-3332 Extension 77211 and ask us to mail one.
- e. **Birthday Celebrations** – We encourage families to keep birthday celebrations very simple. All treats must be store bought, individually wrapped, and provided for the entire class. We suggest single treats like a cookie, bag of chips, or pencil. The location and time of birthday celebrations will be at the discretion of the teacher and should be arranged with the teacher prior to the celebration. In general, we prefer to have birthdays celebrated during lunch time.
  - f. **Allergies** – Parents of students with food allergies should inform our school health assistant and our cafeteria manager of the allergy via a written doctor's note so that proper accommodations can be made.

### **CHANGE OF ADDRESS/PHONE NUMBER –**

- a. If you have moved or your lease expired during the summer, you will need to provide a new proof of residency (lease or mortgage statement and a utility bill) before the first day of school, August 1. Students must reside in the Fox Hill Elementary attendance area to attend Fox Hill Elementary. Your child will not be placed in a classroom until the office has a current proof of residency.
- b. In like manner, if you move during the school year, please notify the office. You will need to provide a new proof of residency (lease or mortgage statement and a utility bill) in order for the office to update your address in our system. Students must reside in the Fox Hill Elementary attendance area to attend Fox Hill Elementary
- c. Let us know if your home or work telephone numbers change, **so we can update our emergency contact records**. You can also update contact numbers through Skyward Family Access.
- d. We also need two **current** numbers for emergency contact purposes.



### **CODE OF CONDUCT –**

- a. **ELECTRONIC DEVICES** – Students do **not** need electronic devices (video games, cell phones, Ipods) in the school building. If the device is in use without permission, the electronic device will be locked in the office safe until the child's parent can come in and get it. Fox Hill is not liable should these materials get damaged, lost, or stolen.
- b. **DRESS CODE** - Students should wear belts and not sag. T-shirts that advertise alcohol, drugs, violence, sexual innuendos, and/or inappropriate behavior are not permitted. Students should wear sleeved shirts. In addition to athletic shoes, students may wear tie or buckle shoes. Sandals and flip-flops are discouraged.
- c. **RESPECT** – Respect for self, others, and property is a must in order to be successful in life. Please teach or remind your child(ren) that they need to follow the directions of all adults, keep their hands and feet to themselves, and use safe and appropriate language while at school. Students who struggle to be safe and respectful on multiple occasions will receive discipline consequences negatively impacting their educational record.
- d. **BUS** – Parents should note that riding the school bus is a privilege – not a right. Bus privileges may be revoked if students fail to demonstrate a willingness to be safe and respectful.
- e. **Bullying** –Please visit our district website for more information regarding bullying reporting and procedures. <http://www.msdt.k12.in.us/bullying-prevention/>

## **FROM THE NURSE:**



**Medication** – A parent or guardian must fill out a permission form for prescription (blue) and/or non-prescription (yellow) medication to be administered at school. All medication must be stored in the clinic and children **may not transport** medicine to and from school. It must be brought into the school by an adult.

**Life-Threatening Allergies** – If your child has a life-threatening allergy or serious medical condition, you **MUST** report this to the nurse prior to student enrollment. A meeting to review your child's needs will be scheduled at your school.

**TEXTBOOK FEES** – Book Rental and Instructional Fees will be mailed to you during the first quarter of school. Once fees have been posted, you can either pay online or we will accept payment (cash/check/money order) in the office. Please write a separate check for each student and put his/her name on the memo line. Applications for textbook assistance are available at the school office and online at [www.msdt.k12.in.us](http://www.msdt.k12.in.us)

**PTO/Dad's Club** – Fox Hill has an active PTO and Dad's Club. All parents are encouraged to join and participate in many volunteer opportunities. It takes a "village" to create a positive school community.

- Membership dues are collected at the Back to School Social and you may fill out a ***Count On Me*** form to offer your services as a volunteer.

**PTO ENRICHMENT** – The FH PTO offers a wide variety of enrichment classes both first and second semester. Many classes are offered on Tuesday and Thursday afternoons when a late bus is available. There is a fee for the classes and they include classes in art, chess, music, sports clinics, cheerleading, battlefield, and much more.

**MSDWT Parent Council** - Fox Hill needs representatives for the MSDWT Parent Council. The Council meets monthly at the CEC, and acts as an advisory group to the Superintendent and the Board of Education. Parent Council is the voice of the parents in MSDWT. If this opportunity for involvement is of interest to you, please call and speak with the principal.

**The school office will be open:** Monday – Friday from 9am – 12pm AND 1 pm – 3 pm beginning July 16, 2017.  
Fox Hill Elementary, 802 Fox Hill Drive, Indianapolis, IN 46228 - 317-259-5371



### **Mark Your Calendars!**

- Thursday, July 26<sup>th</sup> : Kindergarten Orientation from 5:00 – 6:30 PM – Kindergarten students and parents are asked to join us to learn new information about Fox Hill Kindergarten.
- Monday, July 30<sup>th</sup> : Back to School Social from 6:00 -7:00 PM – Students and families may come to school to find out their teacher and join the PTO for an ice cream treat.