



Elementary - Junior High
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Principal/Administrator: Mark Spradling

Chartered by the State of Ohio
A Ministry of the Central
Baptist Church

September 23, 2020

Dear Parents and Friends,

CLASS DOJO: All parents please sign up on dojo. This is our way of communication between parents and teachers. If you have questions or need assistance, please call the office.

GRADE REPORTING: Progress Reports will go out September 25th by email for all grades. Please make sure your email is current. Report Cards will be sent out on Friday, October 30, 2020.

DEMERITS: Demerit Reports are going out weekly on Class DoJo for grades 6 – 8.

SCHOOL PICTURES: School pictures will be taken on Tuesday, October 20. Students are to wear school uniforms. Retake Day is scheduled for Wednesday, November 13th for students who were absent.

PARENT-TEACHER CONFERENCES: There will be no school on Friday, October 2nd due to a **Parent-Teacher Conference Day**. Information and a sign-up form for the conferences were sent home on Friday, September 18th and to be returned by September 25th.

AFTER-SCHOOL POLICIES: All students in grades Kindergarten through 8 must go to the After-School Program if they are on the property past 3:00 p.m. This is a prepay program. **Reminder:** *Parents **must write the time on the sign-out sheet when they pick up their student, or they will be charged full price.***

ED CHOICE: The Ed Choice acceptance letters are due by October 5th. If you do not have one, please call the office. We have them available for you.

TARDIES: We encourage students to be on time for all obligations, including school. Parents have a direct, legal responsibility in this area. According to our policies, a student will be excused for no more than eight days tardy during the school year. All instances of tardiness after that are unexcused. All instances of tardiness after sixteen will be handled through the discipline system.

Lunch orders need to be ordered by 8:30. If your student is going to be late and they are buying lunch, please call the office to order.

FEES: All unpaid fees due by October 15. We are now accepting credit cards for payments for anyone interested.

VISITORS: Parents please remember that you must stop by the office when entering the school building rather than going directly to classrooms. We ask that you limit your visits using all precaution necessary and follow state mandate. This is for the safety of all our students and staff; the building could be put on immediate lockdown due to a person entering but not expressing his/her intent. We appreciate your understanding considering the times in which we live where schools cannot be too careful.

WEATHER CLOSINGS: Winter is coming, and with it comes the chance of inclement weather. If we need to cancel school because of weather, you can tune to any local TV station (Channels 5, 9, or 12) or check on the TV station websites. Some sites also offer text message alerts for your convenience.

NEWS FROM MRS. TRAPP, RN – SCHOOL NURSE: If your child is ill at home, please keep him/her at home. Your child may return to school only if fever-free (99 degrees or less) for 24 hours, no vomiting for past 24 hours, and generally feeling better. This also applies when your child gets picked up early from school due to illness. Please be prompt when you are called to pickup your child and keep your contact phone numbers current at school. Thank you for your support!

UNIFORMS: At this point in the school year, all students should have the proper school uniform. At least one uniform top and bottom must have been purchased from Shaheen's. You may purchase additional pieces at the store of your choice as long as they are the same colors and similar in style. Please make sure that your student(s) come to school dressed in the appropriate attire. Any questions may be addressed to the school office.

STUDENT DROP-OFF AND PICKUP: Parents are reminded that if you are dropping off your children in the mornings or picking them up in the afternoons that we have several policies designed to ensure efficient traffic flow and student safety:

1. In the afternoon pickup, remember that when the whistle blows and students load in the cars, there must be time for teachers to check to make sure that everyone is loaded safely before the car line will be released. Parents are to stay in their cars during this time.
2. Cars are not permitted to drive through the parking lot south of the elementary building until the buses are departing.
3. Teachers have been instructed on the procedures and are to enforce them for the safety of our students and staff. We appreciate your cooperation with and respect for our teachers and staff when dealing with loading/unloading issues.

IMPORTANT DATES TO REMEMBER:

Sept. 25. . Progress Reports for all grades will be emailed.
Oct. 2. . . . Parent-Teacher Conference 7:00 a.m. – 3:00 p.m. NO SCHOOL
Oct. 20. . . Picture Day
Oct. 23. . . Teacher In-Service NO SCHOOL
Oct. 30. . . Report Cards for all grades go home

Sincerely,

Mark Spradling
Principal/Administrator