

**Alice Ponder Elementary
School Information
2006– 2007**

Dear Parents,

The staff of Alice Ponder Elementary welcomes you and your child to the 2006-2007 school year. We look forward to providing your child an enjoyable educational experience. Below you will find information regarding our Ponder routines and school policies. Please review and contact the school should you have questions:

Daily Schedule:

The school day is from 8:00 AM – 3:15 PM. Any child who is not in his classroom at 8:00 will be considered tardy and must check in at the front office for a tardy pass. The school day ends at 3:15. Please make arrangements to have your child picked up promptly at the dismissal time. Students will not be supervised after 3:30 PM, as our staff members will be off-duty at that time.

Attendance:

Regular attendance in school is required. If your child must be absent from school, please send a note explaining the circumstances when the student returns to school. All absences will be considered unexcused unless a note is sent with the reason for the absence. If requested, you may pick up missed schoolwork at the end of the school day. Please note that Texas law requires student attendance for 90% of the school days in order for students to be promoted to the next grade level.

Proof of Residency:

Mansfield ISD policy requires that all students have a current proof of residency on file. This must be a utility (gas, electric, or water) bill from July or August. This proof must be submitted to the front office each school year or your child will be withdrawn from school.

Breakfast and Lunch:

Our school doors will open at 7:30 AM for breakfast. Any child eating breakfast should report to the cafeteria before going to his classroom. Children may purchase meals on a daily basis or may deposit money into a lunch account for the purchase of multiple meals.

Books:

Students are responsible for library books and textbooks checked out to them. Parents will be required to pay for lost or damaged books.

Medications:

Before any medication may be taken at school, parents must request a medication form from the school nurse. This form must be completed by the parent and returned to the school nurse before the medication may be administered to the child.

Personal Items:

Please mark all clothing, personal items, and school supplies with your child's name. Hats, toys, electronics, and sports equipment should not be brought to school without permission from the staff.

Visitors:

For the safety of your children, all parents and visitors must sign in at the office and get a visitor sticker before going to the classrooms. All entrances, except the front doors, will be locked during the day. You are always welcome to visit your children's classrooms after signing in as a visitor.

Early Release:

If you must pick up your child before dismissal time, you will be required to present a photo ID to the front office staff. We will not release a child to an adult who does not present proper identification. This is for the protection of your child and all children at Alice Ponder.

Personal Information:

Please inform the office of any changes in address or telephone numbers. This is important in case of an emergency. Please try to instruct your child in the morning concerning transportation changes, as to who will pick up your child after school. All persons who are picking up a child from school must be on the student enrollment card.

Parking:

Please follow the flow of traffic indicated by the arrows and signs outside the building. Do not park in any reserved spots or areas marked as "No Parking".

Again, please contact the school should you have questions regarding this information of any issues regarding your child. The Ponder staff looks forward to working with your family in the upcoming year.

Sincerely,

Jennifer Stoecker
Principal