EARLY DISMISSAL AND EARLY/LATE ARRIVALS

If you find it necessary to pick up your child earlier than regular dismissal time, please notify the school office by phone or written note. Please do not e-mail or leave a voicemail for teachers as they may not get the message until after dismissal. Remind your child to bring the note to the main office at the start of the school day.

We know it’s getting colder outside, but please do not arrive at school earlier than 8:55 AM. Students are not supposed to be entering the building before this time. Any student arriving to school after 9:05 AM must be brought in to the office and signed in. This also applies for students who are signed out and return before the end of the school day.

FIELD TRIP NOTICE

In order to make our field trips the best possible educational experience, as well as a special time for you and your child, we ask that siblings do not accompany classes on field trips. Thank you for your understanding in this matter.

EMERGENCY DATA INFORMATION

The office keeps emergency information on file for each student at Sequoyah. It is very important that we are able to contact you in case of an emergency or illness. If there are any changes that need to be made to your child’s information during the year, you can either stop by the office or write a note and send that in to your child’s teacher. Please do not call to make changes to these cards.

CHANGES IN DAILY ROUTINE

If your child is to do something other than what he/she normally does after school, we must have it in writing. Also, please try to make sure your students know what they are supposed to be doing at dismissal (ride the bus, go to childcare, parent picking up). If an emergency arises and you have to call to change these dismissal instructions, please phone the office at 723 – 7000 no later than 3:00 PM. to ensure that your student receives the information and gets to the correct destination.

VACATION HOMEWORK POLICY

During the year, we have requests from parents who wish to take their children out of school due to vacations. We understand that it is not always feasible to schedule trips to coincide with school vacations. However, when your child is absent from school, they do miss valuable instruction that can’t always be made up before or after a trip. Please do not expect that teachers will be able to provide you with assignments to take on vacation. Work will be given to students to make up after their return to school. Generally, for every day of absence, a day is given to make up missed work. Your help in trying to schedule trips during non-school time would be appreciated and more beneficial to your children. Contact your child’s teacher if you have any questions.

STUDENT ABSENCE AND TARDINESS DIAL:

(586) 723-7099

CAFÉ SEQUOYAH NEWS

LUNCH DELIVERY:
Label your child lunch with your child’s name, teacher name and grade. Lunch monitors will pick up/deliver from the office to your child in the café. ALL restaurant food is discouraged.
ABSENCE FROM SCHOOL
If your child will not be in school, PLEASE CALL THE SCHOOL’S 24 HOUR ABSENCE LINE (586) 723 - 7099 BY 9:00 AM so their absence can be excused and verified. Please state the student’s first and last name, grade, teacher, date of absence and reason for absence. It is essential for the welfare of the other children that you do not send your children to school if they are sick.

DRESS AND GROOMING
Student’s dress and grooming are the responsibility of the student and his/her parent. It is our desire that students come dressed in a manner, which would result in an atmosphere conducive to learning. It is our observation that children behave better when they are well dressed. We do not wish to be stern or rigid with our dress code policy. We do, however, want our students to learn what kind of attire is acceptable and in good taste for school. Following are guidelines regarding personal appearance:
- Shoes must be worn at all times. NO FLIP FLOPS are allowed. They are dangerous for outside play, kids stepping on them, or slipping out of them.
- Clothing and grooming should be clean and in keeping with health practices.
- Clothing and grooming should not disrupt the educational process or be distracting.
- Sagging or extremely baggy pants are not acceptable.
- No tops, like halter or tank tops that expose any area of the midriff or hang off the shoulder are allowed.
- No sunglasses, hats, or bandanas are permitted in school.
- All bike riders or roller bladers must wear a helmet.

Shorts may be worn if the temperature is 60˚ or higher. Shorts that are considered “too short” are unacceptable; the same holds true for skirts and skorts (recommended length is mid-thigh or at least fingertip length). We ask that each family exercise good judgment with regard to their child’s dress each day they come to school.

CONTACTING THE STAFF
You can contact the school staff by either calling 723-7000, or if you know their extension you can dial 723 and the extension directly. Another good way to contact staff is by e-mail. You can do this by typing the first initial of the staff member’s first name and their last name coupled with this suffix: @cvs.k12.mi.us. Teachers will return calls when not instructing students.

Example: tzotos@cvs.k12.mi.us

INTERNET SAFETY
Avoid Online Profiles: Usually, it is requested for advertising purposes and predators use them for insight on how to approach children.
Control Chat Room Access: Adults seeking to exploit children, spend countless hours in chat rooms. Consider your child’s age and maturity before letting him or her enter one.
Take Care of Photographs: Children shouldn’t send pictures to anyone, including other children without parental approval.
Keep Screen Names Anonymous: Predators can use them to track down a child.
Access Your Child’s Email: Experts say parents should share an e-mail account with their child, or maintain access to the child’s account and check it frequently. A computer, unlike a diary or a journal, carries information to and from your home.

BUILDING SAFETY
Our goal at Sequoyah is to insure the safety of all students every day. We welcome members of the Sequoyah community to our building; however, we do require visitors to check in with our office staff. This includes the dropping off of class treats, lunches, clothing, etc. We require all volunteers to check in and wear a visitor’s badge at all times.
**MEDICATION**

Only those medications which are necessary to maintain the child in school, and which must be given during the school hours will be administered.

**Medication Guidelines:** Before any prescription medication can be administered in school, a form from the office needs to be filled out by the child’s physician and parent. Before any non-prescription medication can be administered in school, a form from the office needs to be filled out by the child’s parent. Forms are also available on [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org). All medication MUST be brought to the school office by the child’s parent/guardian. **Please do not send any medication to school with your child.** All medication should be in the original bottle or container. Medication not in the original bottle cannot be administered. Containers must be labeled with the child’s name, medication, dose and time. Information on the use and adverse effects of any medication given in school should be provided to the school by the parent, pharmacist or physician.

Parents must notify school personnel if their child has conditions such as allergies, diabetes, or asthma, so that proper precautions/training may be put in place.

Ensuring the children’s safety and health is our primary concern.

**FOOD SERVICE DEBIT PROGRAM**

**ALL SCHOOLS**

How to open an account:

- See CV website for DEBIT FORM: [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org)
- Online debit deposit: [sendmoneytoschool.com](http://sendmoneytoschool.com) (Need student ID number)
- Send check (payable to CV Food Service) or cash to school with student
- Student hands check/cash to cashier in cafeteria – account activated/deposit applied!
- NOTE: If ID card is lost or stolen, it must be reported to cafeteria cashier immediately. Food Service is not responsible for fraudulent usages.

**NEW**-You can now sign up for Low-Balance e-mails (through [sendmoneytoschool.com](http://sendmoneytoschool.com)). Log in to the students account to sign up now.

Yes, it’s that simple! If you need further assistance, please feel free to contact the Food Service Department Hotline at (586) 723-2294.

**Pets**

For the safety of all, **NO PETS** are allowed inside Sequoyah before, during or after school. Please keep leashed pets near or around the flag pole. Please do not bring pets near the main entrance.

**NSF CHECKS**

The school district is charged for each NSF (non sufficient funds) check. The amount of $20.00 will be passed on to the writer of each NSF check that the school receives.
**RELEASE OF CHILDREN DURING THE SCHOOL DAY**

No child will be released from school during school hours to walk home. If it is necessary for a parent to pick-up a child early, you must come to the office to do so. This is in the interest of the safety and welfare of your child. **Please remember to have identification with you when you come to the office to pick up your child.** We will be asking to see this before releasing students. Also, remind anyone else authorized to pick-up your child, who you listed on your emergency data sheet, that they will be required to show identification before your child will be released to them. **We cannot release a student to anyone that is not listed on the student’s emergency data sheet or without a written request from the parents.** Thank you for your cooperation.

**BEGINNING / ENDING OF THE SCHOOL DAY**

We wish to make arrival and dismissal as smooth as possible, with student safety being our primary concern. The driveway in front of the main entrance of the school will no longer be used as a pick-up or drop-off lane for vehicles. **The driveway directly in front of the main entrance will have a barrier of cones blocking traffic flow.** Instead, parents can exit down the center aisle of the parking lot. Parents may also park their car and walk their students across the driveway in front of the school. Also, any children walking across the parking lot need to be accompanied by an adult. Please meet your child outside the door so they do not run between cars. Also, please refrain from using the MISD bus loop located near the basketball courts or the Sequoyah bus loop near the north side of the school. We appreciate your support.

**CHILDCARE BEFORE & AFTER SCHOOL PROGRAM**

SACC – School Age Child Care is available from 6:45am-9:05am and 3:50pm-6:00pm each day that school is in session, including half days. Childcare registrations are now done online with a brand new program that will allow you to register online and submit your child’s schedule online.

The SchoolCare WORKS childcare registration information is now available on the Chippewa Valley Schools district website, under the For Parents tab, then scroll SACC – School Age Child Care on the right hand side. Instructions for registration are there for you to download, a direct link to the registration and separate link to the portal are all available on the webpage.

SACC rates are $4.75 per hour for the first child and $4.25 per hour for the second child. There is a minimum charge of one hour per session (morning and/or afternoon). After the one hour minimum, charges will be in 15 minute increments. Billing statements are provided on Monday for the previous week activity and are due upon receipt, payments received after Friday of that week are considered late and subject to a $5.00 late fee. Registration fees are non-refundable at a rate of $20.00 per family for school year SACC. For questions please call (586)723-7036.

**SEQUOYAH PTO**

A great way to be connected with your child’s education is through participation in the Sequoyah PTO. Childcare is provided for children three years and older during the meetings. Our goal is to increase parent attendance and involvement in the PTO and school events. As always, be sure to check our website: [http://www.cvs.k12.mi.us/sequoyah](http://www.cvs.k12.mi.us/sequoyah) regularly for more important information, updates, calendars, supply lists, etc.