

# Welcome Back!

## Pardee Elementary School

**Mark Brenton**  
Principal

**Sarah Witte**  
Administrative Assistant

### September 2018

**Student Attendance**—You must notify the school office whenever your child is absent. If you call after school hours, please leave your name, number and the reason for your child's absence. Our attendance line phone number is 313-203-1466.

**Parent Volunteers**—If you are planning on coming in to volunteer in your child's classroom, an Online Criminal Record Check must be filled out. Please stop by the office anytime to complete this form.

**School Visits**—We enjoy having families visit us

at school. For the safety of our children, you **MUST** sign in at the office and enter through the front doors. All visits must be arranged ahead of time with the teacher to avoid disruption of classes.

**Safe School Procedures**—As a security measure, all doors will be locked during the school day. If your child arrives late, or you need to pick up your child early, you must come in through the main office doors. Parents or other individuals picking up students at the end of the day must remain outside the school. Teachers will meet the

students at the door in the morning, and walk students to the doors at the end of the day. Your cooperation is vital for the safety of our children.



**Student Release**—Each student needs to have two emergency cards returned to the school. It is absolutely essential to have at least two contacts listed on the card in case of an emergency when parents cannot be reached. Please make sure that cards are completely filled out (front and back) before turning them in. No staff mem-

ber will excuse any student from school prior to the end of the day or into any person's custody, unless authorized to do so by the principal. Students shall be excused to leave the building with a parent or with a designated adult only through the main office.

As many of you are aware, past events have called

for emergency and strict safety precautions to be followed in schools for your child's safety. We hope that we never have to evacuate school for any reason. But if it does become necessary, Pardee students will be evacuated to O.W. Best Middle School, on the corner of Pardee and Powers.

### Special Points Of Interest

- September 5—Half Day—students dismissed at 11:30 a.m.
- September 6—Full day of school
- September 12—Open House—6:00-7:00 p.m.
- September 21—School Picture
- October 3—Student Count Day

#### Lunch Schedules:

- First lunch—11:00 a.m.—11:30 a.m.
- Second lunch—11:30 a.m.—12:00 p.m.
- Third lunch—12:00 p.m.—12:30 p.m.

## PTO Involvement

Get involved! Join the PTO! Watch for more information about the first PTO Meeting of the year coming home soon!

We're on the web!  
[www.district7.net](http://www.district7.net)

**Bad Weather Procedures—** During the school year, if it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by an automated phone call that is made from the Board of Education.

**Parking Lot—**As the school year begins, please be mindful of others in the parking lot. Please make room for the busses when they are passing through. Also, please do not block cars that are parked. We appreciate your help in making our parking area safe for our students.

## Bell Schedule

The following is a breakdown of the daily bell schedule. Please emphasize with your child that they should not arrive to school before 8:00 a.m.

Entry Bell—8:15 a.m.

Tardy Bell—8:20 a.m.

Half Day Dismissal—11:30 a.m.

Full Day Dismissal—3:17 p.m.

School Office Hours

7:30 p.m.-3:30 p.m.

**Parent Connect—**Parent Connect is a way for parents to become informed of your child's homework and grades, as well as have access to their child's cafeteria accounts. Parents of new students will be receiving passwords and ID numbers at a later date.

pardee Pandas

