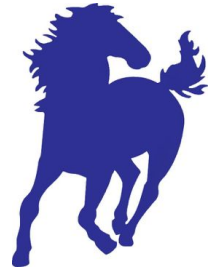


# Romona School Parent Handbook Addendum



Class begins at 8:35 AM and goes to 3:15 PM. Students may enter the building as early as 8:20 AM. All students will wait in the auditorium or outside until the 8:30 AM bell. They will be dismissed to class from there. There will not be early entrance to the classrooms unless a teacher has approved it.

Lunch/recess is from 11:20 AM to 12:10 PM. Monthly menus are available online. The district will issue a lunch number for each child to make lunch purchases. Each purchase will be charged against the deposited amount in an individual account. One can also deposit funds online with a credit card or bring a check to the office. An email will be sent to parents when an account runs below \$10.00. Additional notification may occur for accounts in deficit. No cash is accepted in the cafeteria.

The kindergarten AM class begins at 8:35 AM and ends at 11:10 AM. The PM kindergarten class begins at 12:40 PM and ends at 3:15 PM.

When students exit the building at the end of the day, their teachers will walk them down to the lobby. They will go out the main doors to the busses and to meet their parents. This will take place outside, not in the lobby. If parents want to wait indoors, they will be waiting in the office entrance area rather than inside the lobby area. This will greatly help our traffic flow. Students are able to meet parents picking them up at the new entrance area or outside.

If you have a friend or relative picking up your child instead of you, you must send a note to the teacher. The teacher cannot release students to unauthorized parties.

## Mustang Madness Day

Each Friday we hold Mustang Madness Spirit Day. Staff and students enjoy wearing jeans, blue & white (school colors), or our mustang sportswear. Mustang sportswear is available through the PTA.

## Snacks

Fruits and vegetables are the only items allowed as snacks in the classroom.

## Birthdays

Please talk with your child's classroom teacher about birthday celebrations. Birthday treats are not allowed.

## Severe Weather Procedures

If we should have severe weather at *dismissal time*, we will do the following:

- Students will be held in classrooms or other safe area of the school. ☒
- A call and email indicating children are being held will go out to parents. ☒
- Crossing guards and PM duty staff will not be sent outside. This will be another signal to parents that we are holding students inside. ☒
- Large signs will be posted on the front doors indicating a delayed dismissal. ☒
- If severe weather warning/tornado warning (not watch) take severe weather locations in building-parents are welcomed to take cover in building. ☒
- If extreme weather, a call will go out prior to 3:00 indicating that walkers will be held and that parents need to pick up their children in the lobby. ☒

- We do NOT want parents to exit cars to get their child(ren) from the building. If parents do enter the building, they will be held in the front lobby until dismissal. ☒
- When the weather lifts, dismissal bell will ring will at 3:30 and then on ten-minute intervals: 3:40, 3:50, 4:00. ☒
- Teachers will quietly walk their walker and parent pick-up students outside and will stay with their class until all children are accounted for by a parent. ☒
- Teachers without classrooms will assist outside. ☒
- When weather improves, students will exit via their typical route, walkers and parent pick up through the front door and students taking the bus to the auditorium. ☒
- Students will NOT go to a sibling's classroom or home with anyone else unless previously arranged by a parent. ☒

### **Cold Weather Evacuation Procedures**

Our school building is warm, safe, and an ideal place for students to be during cold weather. However, in the event that we need to evacuate the building during extremely cold weather the following procedures will occur:

- Students will be led out of the building by their teacher using their evacuation route.
- IF POSSIBLE, students will bring warm clothing items.
- Staff and students will relocate to the off-site emergency location.
- Parents will be contacted via phone or email or text.

### **Extreme Heat Procedures**

During the early fall and late spring there are always days that are hot. In the event that there is extreme heat and/or humidity, the following procedures will occur:

- "Cooling centers" are located throughout the building and all classes have access.
- Frequent water intake will be highly encouraged.
- Lights will be turned off or lessened in large areas and classrooms.
- Students will be encouraged to run less during outside recess and PE.
- Students will be monitored for signs of heat-related illness.