**Young Dolphins DIVE Into Learning**

**D**evelop Differentiated & Diverse Learning Experiences

**I**nspire Excellence

**V**alue Community

**E**ngage and Energize Productive Student Learners

8/16/17

Dear Young Families,

Teacher assignments will be available online in the Eschool Home Access Center on August 16 after 4:00 pm. You will need your username and password in order to access eschool. Please check that you can access eschool before 4:00 pm today. The office closes at 4:15 pm each afternoon.

If you do not remember your username and password, you can reset your password. Users can reset their password on the eschool login page. Click the "Forgot My Username or Password" link. You will receive an email at the email address on file in order to create a new password.

Home Access is an important resource for parents. Classroom teacher assignments, student report cards, attendance information, standardized test scores, and cbm test scores are all posted in the Home Access center throughout the school year.

[**https://hacipe.sungardk12saas.com/HomeAccess**](https://hacipe.sungardk12saas.com/HomeAccess)

**Busses:**  **Bus numbers and schedules change from year to year.**  Bus stop information will be available to view in eschool this afternoon at the following link.  <https://hacipe.sungardk12saas.com/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess>

**Please remember that students are only allowed to ride the bus to which they are assigned.  If there is a reason a change needs to occur regarding your child’s bus route, please contact the school office.   If your child does not qualify for a bus, please note they are not allowed to ride a bus to or from school for any reason.**

Please review the information below for additional back to school information.

Thank you,

Ms. Morgan

Principal, Young School

**Office Hours**

Mrs. Lally and Mrs. Vacca are in the office from 7:45 am – 4:15 pm each day. The school nurse, Mrs. DiGiovanni is in the building from 9:00 am – 3:00 pm each day.

**Student Hours**

* **School Hours  (Monday, Tuesday, Thursday, Friday)**

8:50:  1st Bell Rings (students may enter the building)

9:05:  School Begins

3:35:  School Ends

Please remember that students need to be in their seat in the classroom by 9:05 am to be counted as arriving at school on time.

* **Wednesday School Hours**

9:00:  1st Bell Rings (students may enter the building)

9:15    School Begins

3:35    School Ends

**On Wednesdays, Young staff members do provide student supervision at 8:50 am for parents who have the need.  Students are to enter the main office doors if supervision is needed before 9:00 am on Wednesday.  Students will head to the gym to read while waiting for the bell to ring at 9:00.**

* **PD Wednesdays**

On Wednesdays, busses will pick up bus riders 10 minutes later and all children will enter the building at 9:00 am.  The school provides student supervision at 8:50 am for parents who might not have flexibility in their Wednesday morning schedule. If your children are arriving at 8:50 am on PD Wednesday, please have them enter the building through main office doors.

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**ATTENDANCE**

* **Absences**: If your child will be absent or tardy it is necessary for you to contact the 24 Hour Absence Hotline by 9:30 am.  Parents should report absences to the attendance line at 630-375-3800, option 3.  Parents will be called if a child does not report to school and is not called in absent by 9:30 a.m.
* **Late Student Arrival**: Students arriving after the tardy bell (9:05) should enter the building through the main entrance and report to the office for a classroom pass.  **Parents must accompany late arriving students into the building.** Students arriving after 9:05 a.m. will be marked tardy.  The instructional day begins at 9:05 a.m.  Students arriving after 10:30 a.m. and before 12:00 are marked a half day absent.    Please remember that your child is beginning to form life-long habits.  We encourage students to be on time every day.

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**Visiting the School**

Please buzz the doorbell and report to the main office. **Please remember to bring your photo ID with you when visiting the school.** A photo ID is required for everyone visiting and volunteering at the school.  In addition, each year the district requires that parents volunteering in the building complete a Volunteer Information Form. The Volunteer Form is available in the office.

**The office staff uses the Raptor System to scan visitor’s IDs. Parent IDs are kept in the office while parents are in the building**

**Early Dismissals**: We understand that at times it is necessary to pick your child(ren) up before the end of the school day at 3:35 pm.  **We ask that you pick up your child before 3:15 pm.**  The front parking lot is closed to cars at 3:15 pm due to the arrival of busses.  The dismissal process in the building begins at 3:15 which makes it difficult to pull students for leaving early.

**Student Medication, Health Issues and Medical Excusals**

* Please make sure that notes regarding your **student’s health issues or medical excusals** from PE or Recess are addressed to the **Classroom Teacher and Mrs. Jaime DiGiovanni, the school nurse**.
* **If you child needs to have medication at school, please contact the school nurse Mrs. DiGiovanni.**  There are specifics steps that need to be completed that include a doctor’s signature in order for medication to be given at school.  The nurse can be contacted through email or voicemail at Jaime\_digiovanni@ipsd.org or 630-375-3804.