

Lisbon Elementary Families,

I hope this email finds everyone enjoying their last few weeks of summer break with your family! Speaking of family - We enjoyed some time together as a family this summer. The highlight of our summer was attending a Chicago Cubs vs. Minnesota Twins game in July. Will is starting first grade this year and will be turning 7, time flies. Everlee is almost 18 months old, running all over the house and chatting with everyone!

My purpose for reaching out today is all information relevant as we return to school on August 25th! Some of the logistical items that I will be discussing are: Registration, Back to School Night, Arrival, Dismissal and General Information. Admittedly, it is difficult to squeeze everything into a single communication. I will do my best to encompass all information into this email - As always, ask any questions you have. I will follow up with anything missed or changes that occur between now and August 25th.

The biggest logistical change from the previous school year is that we are officially finished with construction on campus and will be able to use the Elementary Entrance for arrival and dismissal. I have drawn a detailed map with a written description in this email of our procedure for arrival and dismissal. Thank you for your attention to this!

Registration

- Student registration opened today - Please get this completed as soon as possible! We rely on this information in case of emergency situations and to best serve families. If you are not fully registered Mrs. Hendricks will be reaching out at the beginning of the school year to make contact. Registration instructions are [here](#). Please fill out tabs A-F. Contact the Elementary Office with any issues regarding registration.
- If you are riding the bus as a new rider this school year, please make sure to fill out a transportation form linked [HERE](#) by Monday, August 18th. Routes will be posted at Open House Night in multiple locations around our campus - Please review the route list to make sure that you find your name listed. If you have ridden the bus in the past and have no changes, you will already be included in the route list. If you believe you were missed, please let someone in the office, Rod Kelley or Me know.

Back to School Night

- Wednesday, August 20th from 4:30-6:30.
- Bring your school supplies, see your classroom, check transportation routes, and meet your teacher!
- If you ordered your school supplies online through our store - It will already be in your classroom when you arrive! If for some reason there is a mistake with your online order, please let Mr. Brown or Julie Hendricks in the office know.

- Look for an invitation from your teacher early during the week of August 18th. We look forward to seeing you!

Arrival

- Arrival doors for parent drop off and walkers will be our Elementary Entrance on the North side of campus - This is a change from last school year.
 - The Champions Parking Lot will serve as our drop off lot for parents - In addition to School Street. I have drawn a map listed [HERE](#) and attached to this email to assist with traffic and general guidance on navigating this.
 - When dropping your child off - If you plan on getting out of your car or have business to conduct within the school, I ask that you park outside of the Champions Lot on School Street, Pride Street or Walnut Street. I have labeled all of these options as “Long Term Parking” on the drawn map. If you park further away or further east on School Street, that will also work. The main point of this is please do not get out of your vehicle if you are in the Champions Lot due to the fire lane needing to be cleared quickly in case of emergency. I also ask that you park east of the Champions Lot on School Street to avoid cross traffic as cars are trying to enter the lot.
 - When dropping your child off - If you are staying in your car, you may pull into the Champions Lot and park alongside the sidewalk to drop off or wait for your student. The goal of the Champions Lot is to get people out as quickly as possible to clear space. **You may pull into the fire lane to park as long as you do not leave your vehicle.**
 - If you have any questions in regard to my illustration - Please let me know. I am definitely not an art teacher.
- Buses will drop off at the District Doors in the district lot. Please do not drop your student off in this lot - There is not enough room to drive past a parked bus in this lot - Our drivers appreciate your cooperation with this!
- Doors unlock at 7:45 to enter the building for breakfast. School begins at 8:10. If your student is eating breakfast please arrive the earliest that you can to assure they make it to class on time.
- I understand that dropping off can be an emotional/anxious time for students and parents. If you need to enter the building, please be sure to sign in at the elementary office. We do ask that you have an academic purpose or special circumstance with prior communication to the teacher and/or office to enter the building beyond the office. We want parents to be a partner in their child’s education and feel welcome at Lisbon Elementary while balancing the safety of all students and staff - So thank you for your cooperation with this!
- For our younger students being dropped off - We will have staff to assist you if they are nervous about coming in with us. Your child **will not** get lost in the building, we will guide all students for the first week of school to either breakfast or the playground. They will then line up, per adult direction at 8:10, to go to their classroom.
- Students' two choices when they arrive in the morning prior to 8:10 will be to play on the playground or eat breakfast in the cafeteria. If they are playing on the playground,

please be sure to still drop your student off at the Elementary Entrance on the North side of campus to walk to the playground through the Elementary Doors. Thank you for reading this! All areas for arrival will be supervised until 8:10.

- Staff will supervise and assist students getting off of the bus to make sure they are ushered to the cafeteria for breakfast or the playground prior to 8:10.

Preschool Arrival and Dismissal

- Preschool arrival and dismissal will be done in the Champions Parking Lot. Please follow the arrival procedure listed above. If you plan to wait with your preschool student until they are picked up by their teacher, please be sure not to park in the fire lane. You will enter through the Elementary doors. Your teachers will pick you up at the Elementary Doors at 8:10 and 12:10.
- If you prefer your preschooler to walk with their school age sibling for the AM session, that is absolutely fine!
- If your preschooler is riding the bus with an older sibling, they will follow the bus procedure noted above, the same as our K-6 students.
- **Reminder, preschool does not begin until Tuesday, September 2nd.**

Dismissal

- Parent pick-up is outside of our Elementary Doors on the north side of campus.
 - We do ask that parents wait outside due to the high volume of students that leave during dismissal time. The vestibule can become very congested. Teachers will need to make visual contact with a parent/student to make sure they know who they are leaving with to ensure student safety.
 - The Champions Parking Lot will serve as our pick up lot for parents - In addition to School Street. I have drawn a map linked above and attached to this email to assist with traffic and general guidance on navigating this.
 - When picking your child up - If you plan on getting out of your car or have business to conduct within the school, I ask that you park outside of the Champions Lot on School Street, Pride Street or Walnut Street. I have labeled all of these options as "Long Term Parking" on the drawn map. If you park further away or further east on School Street, that will also work. The main point of this is please do not get out of your vehicle if you are in the Champions Lot due to the fire lane needing to be cleared quickly in case of emergency. I also ask that you park east of the Champions Lot on School Street to avoid cross traffic as cars are trying to enter the lot.
 - When picking your child up - If you are staying in your car, you may pull into the Champions Lot and park alongside the sidewalk to drop off or wait for your student. The goal of the Champions Lot is to get people out as quickly as possible to clear space. **You may pull into the fire lane to park as long as you do not leave your vehicle.**

- Please communicate your dismissal plan with your teacher so they are aware of where your child is going. Email or open house are a great time for this communication.
- Staff will assist students riding the bus home to assure they are safely on the correct bus.
- Champions will assure students that are attending their program after school arrive safely at the correct location.
- If there is any change to your normally scheduled dismissal plan please make sure to communicate with the elementary office and classroom teacher.

General Information

- This year's District Calendar is linked [HERE](#).
- Dismissal time is officially back to 3:10 on a regular day, 1:10 on an early dismissal day.
- Last year's [elementary student handbook](#) and [preschool handbook](#) are linked into this document and posted on our website. There are only three proposed changes to our handbook that still need to be approved by the school board. If those three changes are approved - I will post an updated version of the handbook online and send a link to families in my monthly update starting in September. I have listed the proposed changes below:
 - Water as the only approved beverage in classrooms for students unless provided a reason for an alternative.
 - Changing language to reflect current attendance guidelines by the IDOE.
 - Changing language to reflect current open enrollment guidelines by the IDOE.
- Please use the following [LINK](#) to put money in your student account. If you are unsure of your login information, you need to email Michele McCoy @ mmccoy@lisbon.k12.ia.us - Please use email due to the high volume of people that will be requesting information.
- Supply list links are located [HERE](#) and on the school website in multiple places.
- For weather alerts, announcements, emergencies, etc. Please sign up for Lisbon Alerts at the following [LINK](#)
- Our Facebook page gets heavy traffic and we will try to post daily the happenings in our building! Thanks for following the link —> [Facebook](#) - If you request no photos during registration, your child will not be posted.
- Being respectful/responsible/safe/caring is an expectation of all students and staff in the building. Please be sure to review this with your students prior to their arrival on the first day. We want all students/staff to feel comfortable and safe while at school, these expectations ensure that for everyone. Thank you! Feel free to access this information on our website [here](#).
- **The first day of school, August 25th is an EARLY DISMISSAL** - We will dismiss elementary students at 1:10, please plan accordingly.
- The regular school day begins at 8:10 and ends at 3:10.
- Early dismissal days will begin at 8:10 and end at 1:10.

- As stated above - Preschool does not begin until Tuesday, September 2nd. We are a half day program with the AM session running from 8:10-11:10 and the PM session from 12:10-3:10.
- Please continue to watch your email for all district updates via the PRIDE email list.

As I start my 6th year here in Lisbon I am full of gratitude for the experiences that I've had and relationships that have been built with our students, families and staff. Thank you for the opportunity to serve in our community for another school year - I assure you, this is a responsibility that I do not take lightly. Thank you for trusting us with your children for another great year! Please reach out with any positives, concerns or feedback to improve your family's experience in our school community. As a reminder, our staff collectively commits to communication, being driven, having a family mindset, having a growth mindset and teamwork. School is a partnership between the staff and families and we look forward to working with you! Here's to a great year!