

Things Parents/Students Need to Know:

1. **Good News Publication:** This is an information guide for you, many upcoming events are listed in the Good News. Please read it as soon as you get it and mark the events on your calendar. This will save you many a frustration in the future.
2. **Meals:** Students, elementary and secondary, may participate in the hot lunch program (\$3.00 a lunch) or they may bring a lunch. Lunch tickets may be purchased in the school office. The snack bar is for secondary students only.

The milk program is \$14 per quarter (9 weeks), \$28 per semester or \$56 for the year, or .35 daily. White or Chocolate milk is available. It is not sold by the week or for a few days.
3. **Tuition payments:** If paying by check, tuition is to be separate from any other item such as Daycare, Lunch Coupons, etc.
4. **Daycare for Kindergarten - 5th grade:** Daycare is available in the mornings, 7:30 - 8:00 am. Please do not bring children to school any earlier than 7:30 am. In the afternoons, daycare is 3:00 - 5:30 pm, Monday - Friday. All children staying for daycare must check in with the daycare person. No children are to be unsupervised after school. Parents will sign their children out of daycare. (At this time, there is no daycare for those children in the half day Kindergarten). Cost: \$1 per half hour.
5. If a student (6-12 Grade) is planning to be absent for several days, they must use the form "Planned Absence" (from the office) fill it out and have it signed by their parents and secondary principal. It must be returned at least 2 days before the absence begins. This does not pertain to sickness, or doctor/dental appointments.
If your child is ill or won't be attending school for any reason, please call the school office to let us know.
If your child is late to school: Parents are to come to the school office and sign them in.
6. A **Weekly Progress Report** for 6-12 grade students. This is used to help parents in the progress of their child in different classes. You may get one from the secondary principal.
7. **Student Emergency Card:** If, during the school year, you move and/or change jobs, please inform the school office to update your child's emergency card.
8. If your child is sick or has a temperature, please do not send them to school.
9. **Medication:** There is a medication form available in the office for any kind of medication that your child is to receive. Please fill it out and return it to the office. We do not accept medication without the directions on the form. Students are not to carry medication with them.
10. **Lost and Found:** Elementary students: Mark all your clothing (coats, caps, sweaters, etc.) with your name. There is a "Lost and Found" for both elementary and secondary campuses. Please check these locations for lost items. After a period of time, lost and found items are given to a charitable organization.
11. **Elective classes for 6-12 grade students** can be changed only during the first weeks of each semester. Students must use an Add/Drop form (from the office or the secondary principal) for this purpose. (Elective being classes such as choir, band, speech/drama, etc.)
12. **Teacher Devotions**, 7:40 - 8:00 am, every morning.
13. **Handicap Parking:** Please do not park in this spot unless you are handicapped.

14. Report Cards are issued every nine weeks, unless there are lunch IOU's, library fines, daycare or tuition that is owed, in which case, the report cards are held in the school office until such monies are paid.

School Hours

School Hours: Students are expected to be in their classes, ready to start the school day. If your child is late arriving to school, parents are to come in to the school office and sign them in.

Kindergarten

AM Class: Monday - Friday: 8:20 - 11:30 am

All Day Class: Monday - Friday: 8:15 am - 2:50 pm

Elementary 1-5: Monday - Friday: 8:20 am - 2:50 pm

Secondary 6-12: Monday, Tuesday, Thursday, Friday: 8:10 am - 3:15 pm
Wednesday: 8:10 am - 3:20 pm (due to chapel schedule)

- A Safety Monitor is on duty during the rush time of bringing and picking up children at the school.
- When dropping off, or picking up your children at the school **PLEASE SLOW DOWN, USE CAUTION**, as there are other children being dropped off or picked up.
- The two inside lanes (closest to the buildings) are waiting lanes. Do not leave your car parked in these lanes. If you need to come in to the buildings, park your car in a parking space.
- The outside lane, (farthest away from the building) is the drive through lane. Do not block this lane by parking and waiting in it.

