

Important Information about 5th Grade at Willagillespie (2018-19)

All visitors must sign in and get a "visitor's badge" at the office before going to the classroom or any other part of the building, including the cafeteria.

Children can only be checked out at the office if they need to leave school early. Parents must come into the office to do this. Children cannot be picked up at the church parking lot or at the Willagillespie Street entrance.

All adult volunteers must fill out a volunteer form and turn it into the office. Background checks must be done as well as per school district policy and volunteers will not be permitted until these forms have been cleared. Please take care of this even if you think you've already done it in the past.

ABSENCES

Notify the office if your child will be missing school. Missed work or homework will be made up when the student returns to school.

TARDINESS

Help your child start the day off right by making sure he or she gets to school on time. Our day starts at 8:30, but it is most helpful if your child can get to school by 8:20 when the doors are officially opened. If your child should be late, he or she needs to get a tardy slip from the office.

BIRTHDAYS

Birthday celebrations at school are optional. If you would like to supply a special snack, please keep in mind the 4j Healthy Snack Guidelines as well as checking with your student's teacher prior to bringing in a birthday snack. Snacks such as cupcakes will have to be turned away. As an alternative, it is always great to donate a great book or a fun game to the classroom in acknowledgement of your child's birthday.

VOLUNTEERS

There will be opportunities for volunteers with field trips, celebrations, PTO representatives, 5th grade celebrations, and in class assistance, etc... These volunteers need to have background checks and visitor's badges if you're volunteering will be done in the building.

PERMISSION SLIPS FOR BUS RIDERS/PICK UP/WALKING

Children who don't usually ride the bus, or children who will be getting off at a stop other than their usual stop, need a written permission slip from you. The slip needs to be given to the bus driver after being signed by the office.