

August, 2018

Dear Families of Elementary Students,

The following procedures have been implemented in the Elementary School for your child's safety. **When your child is going to be absent, you are asked to call the teacher's voicemail before school and leave a message 336-2822.** If your child is absent and we have not received a call or do not know why your child is absent, the school will attempt to call you at home or work to verify the absence. Parental contact information can be maintained by calling the Elementary Office. It is important to keep these records current so we may contact you when needed.

<u>Early Childhood</u>	<u>3rd Grade</u>
Ext. 4535 Dawn Kramer dkramer@spirit-lake.k12.ia.us	Ext. 4470 Jill Tepfer jtepper@spirit-lake.k12.ia.us
Ext. 4120 Nancy Dau ndau@spirit-lake.k12.ia.us	Ext. 4390 Sara Laven slaven@spirit-lake.k12.ia.us
Ext. 4130 Kelli Hagedorn khagedorn@spirit-lake.k12.ia.us	Ext. 4330 Jan Mitchell jmitchell@spirit-lake.k12.ia.us
	Ext. 4240 Kim Aneweer kaneweer@spirit-lake.k12.ia.us
<u>Transitional Kindergarten</u>	<u>4th Grade</u>
Ext. 4255 Michelle Black mblack@spirit-lake.k12.ia.us	Ext. 4750 Doug Stueven dstueven@spirit-lake.k12.ia.us
Ext. 4400 Mona Rosdail mrosdail@spirit-lake.k12.ia.us	Ext. 4270 Angela Sohn asohn@spirit-lake.k12.ia.us
	Ext. 3080 Nancy Kriener nkriener@spirit-lake.k12.ia.us
<u>Kindergarten</u>	<u>Other</u>
Ext. 4720 Lori Bower lbower@spirit-lake.k12.ia.us	Ext. 4760 Sarah DeWild sdewild@spirit-lake.k12.ia.us
Ext. 4150 Emily Bormann ebormann@spirit-lake.k12.ia.us	Ext. 4640 Sara DeVries sdevries@spirit-lake.k12.ia.us
Ext. 4180 Melissa Mensing mmensing@spirit-lake.k12.ia.us	Ext. 2330 Nicholas Meendering nmeendering@spiritleake.k12.us
Ext. 4212 Mallory Munden mmunden@spirit-lake.k12.ia.us	Ext. 4220 Jessica Vancura jvancura@spirit-lake.k12.ia.us
<u>1st Grade</u>	Ext. 4450 Karen Morreim kmorreim@spirit-lake.k12.ia.us
Ext. 4360 Leka DeGroot ldegroot@spirit-lake.k12.ia.us	Ext. 4140 Tim O'Hagan tohagan@spirit-lake.k12.ia.us
Ext. 4350 Karie Heinitz kheinitz@spirit-lake.k12.ia.us	Ext. 4420 Kari Bruinsma kbruinsma@spirit-lake.k12.ia.us
Ext. 4090 Jamie Nebelsick jnebelsick@spirit-lake.k12.ia.us	Ext. 4280 Lindsay Carlson lcarlson@spirit-lake.k12.ia.us
Ext. 4170 Liz Steiner lsteiner@spirit-lake.k12.ia.us	Ext. 4290 Lori Thompson lthompson@spirit-lake.k12.ia.us
<u>2nd Grade</u>	Ext. 4010 Mr. Huebner khuebner@spiritleakecsd.org
Ext. 4340 Lucas Doxtad ldoxtad@spirit-lake.k12.ia.us	Ext. 4010 Dena Blomster dblomster@spirit-lake.k12.ia.us
Ext. 4210 Tera Friederich tfriederich@spirit-lake.k12.ia.us	
Ext. 4570 Ann Maris amaris@spirit-lake.k12.ia.us	
Ext. 4528 Alyssa Naatjes anaatjes@spirit-lake.k12.ia.us	

For the safety of the children, we request that all volunteers and visitors, including parents, sign in at the office and wear "Visitor" identification before going to classrooms. At Spirit Lake Elementary we pride ourselves on parent and community involvement and welcome you to visit our school, have lunch with your child and volunteer. If you have concerns, please call me at 336-2822, Ext. 4010.

Sincerely,

Kasey Huebner

Kasey Huebner
Elementary Principal

**TO PARENTS OF ELEMENTARY (TK-4) STUDENTS:
WHAT TO DO IF...**

YOU HAVE A CONCERN: Call Dena Blomster, Office Manager at 336-2822 Ext. 4010 for assistance.

YOU WANT TO TALK/LEAVE A MESSAGE WITH A TEACHER: Call the elementary school (336-2822) and during the recording, dial the staff member's extension. (See back of this sheet for teachers or refer to the Spirit Lake School website @ www.spirit-lake.k12.ia.us for specific staff member's extension numbers that are not listed.) You will be able to talk directly to the staff member or leave a message on their voicemail.

YOUR CHILD IS ABSENT: Call the school (336-2822) prior to 8:20 A.M. and leave a message on your child's teacher's voicemail. If your child is absent and we have not heard from you or do not know why your child is absent, we will attempt to call you at home or at work. Please make sure we have your current contact information on file. It is extremely important that we are able to contact you as needed, not only for absences, but also in emergency situations. You may also make arrangements for homework by dialing the teacher's extension during the recording.

YOU WANT TO LEAVE A MESSAGE FOR YOUR CHILD: Please call the teacher before 12:00 P.M. to get a message to the teacher directly. You may also call the office before 2:30 P.M. to get a message to your child. We try not to interrupt classes unless it is an emergency, however your message will be delivered before the end of the day. If the message isn't into the office by 2:30, we will do our best to deliver that message but there are no guarantees due to how busy dismissal time can be.

YOU HAVE A CONCERN ABOUT YOUR CHILD'S PHYSICAL, EMOTIONAL, OR EDUCATIONAL DEVELOPMENT: Dial the extension of your child's teacher, school nurse, counselor, or principal.

PARENT VISITS: We are proud of our elementary school and elementary programs. We encourage you to visit our building. We ask that you contact your child's teacher in advance to make arrangements.

PARENT-TEACHER CONFERENCES: Formal parent-teacher conferences are scheduled in November and March each school year. Formal conferences are also scheduled for parents of preschool – TK and KG students at the beginning of the school year. Parents may request a conference with their child's teacher, counselor, nurse, or principal at any time throughout the school year.

TRAFFIC PATTERNS: Parents are able to use two areas to pick up and drop off students at Spirit Lake Elementary. Before school, parents may either use the North or West parking lots. After 8:20 A.M., entry to the building will be limited to the West entrance; all other doors to the building will be locked.

To dismiss or pick up your child, we have a dismissal routine to alleviate traffic jams. The dismissal routine can be viewed by typing <https://goo.gl/fykSZV> (case sensitive) into your internet browser. To ensure there is always a steady flow of traffic, there will be no parking during dismissal time.

The bus lane which is located just south of the Elementary and Middle School will be only for bus loading and unloading.

Dismissal Routine at SLES

After reviewing ALICE procedures, the elementary building is continuing to further implement safety procedures. This includes a buzz in system and a dismissal routine. The following describes the dismissal routine at the end of the day:

- 1) I encourage no parents to enter the building to pick up their children. The buzz in system will prevent anyone from entering the building without office staff's knowledge.
- 2) Students who will be picked up will be hand delivered to the vehicles by classroom teachers. Due to the doors being locked, students will be meeting parents outside in designated pickup areas. In order to accommodate these changes, some dismissal times have been adjusted and designated pickup areas have been assigned. The new procedure is as follows:

Dismissal Times/Pick up Area

Preschool: 3:10 North Lot next to PK playground.

Kindergarten: 3:15 North West Door

1st Grade: 3:15 West Parking Lot

2nd Grade: 3:20 West Parking Lot

3rd Grade: 3:20 West Parking Lot

4th Grade: 3:15 West Parking Lot

*****PK will now be picked up closer to the PK playground*** (11/29/17)**



- 3) Families with multiple students will be asked to pick up in the youngest students designated area. The older siblings will be sent to the classroom of the younger sibling in order to walk out with them to the designated area.
- 4) To pick up, please be cautious due to the amount of children present. On either side of the building, there will be lanes painted to help with the logistics of traffic. There is a drive through lane and a pick up lane. You will drive through, pull into the pick up lane to pick up you child or children. If the class isn't to their designated area by the time you arrive, please do not stop and wait. There will be no parking in either lane, drive through lane or pick up lane. In order for pick up to go smoothly, we need to avoid parked cars outside of designated parking spots.
- 5) If there is a change to who is picking up your child/children, please be sure to notify the office or the classroom teacher.

Thank you in advance for taking the measures to ensure that all students are safe! If you have any questions, please don't hesitate to call the elementary office.

