

**ELMWOOD ELEMENTARY SCHOOL**  
**501 N. Morgan, Elmwood, IL 61529**  
**742-4261**  
**www.elmwood322.com**

Attention Parents and Students:

A priority for all of us at Elmwood Elementary School is to keep our students as safe and comfortable as possible during their time with us. It is only by following some basic rules that we can do so. We have great students and great parents and we appreciate the opportunity to work with you. Following is a list of reminders that we hope will serve to create a positive, healthy environment at EES. A complete listing of all rules and regulations for EES is included in the student handbook, available on the school's website. Please review this information with your child.

- Please call **742-4261 by 8:30 a.m.** to report absences and to request homework for your child. Feel free to leave a message if necessary. If your child would need to leave the building during the day for any reason, a note should be given to the classroom teacher at the start of the day. Any student leaving the building at any time is expected to sign in and sign out in the Main Office.
- **Arrival Time:** Students dismissed to classes—8:00 a.m. Tardy Bell—8:10 a.m.
- **Dismissal Time:** Bus Students at 3:05 p.m. and Town Students at 3:15 p.m. **Wednesday Early-Out Dismissal Times have changed. Bus Students will be dismissed at 2:15 and Town Students at 2:25.**
- **Cell phones cannot be used during the school day.** The office phones are available for student use. If a cell phone is taken from a student, the phone will only be returned to a parent.
- Please notify the school office of any changes in after school plans.
- Please review the handbook policy regarding the EES dress code with your child. Hats are not to be worn in the building. Hats worn outside must have the bill facing forward. Alternative hair color is unacceptable for school.
- All students will be required to have gym shoes for PE class. These shoes will be kept here at school for gym use.
- Should your child ride a bike to school, the bike must not be ridden on school property and should be on the bike racks located behind the school on the east side of the building. Skateboards are not to be ridden or brought to school.
- Should your child need medication of any type, a medicine information sheet must be on file in the Main Office. All medications will be kept in the office and will be administered to your child in the office.
- All bus students are expected to be picked up and dropped off at their designated locations. If, for any reason, there is a change in the regular transportation, arrangements must be made ahead of time with the Elementary Office.
- After school detentions will be served on a Monday, Tuesday, or Thursday 3:15-4:00. Parents will need to arrange appropriate transportation. A detention form will be sent home to be signed by a parent/guardian and is to be returned to the school office or classroom teacher.
- Student lunch accounts can be credited using the E-Pay link on the school's website or you can send money to school. You can check your child's lunch account balance on-line.
- If you call the office and need to leave a message we will return your call as soon as possible.
- **The Monthly Newsletter will be available on the school's web site. There is a lot of information important to all families. Please be sure to check for the Newsletter at the beginning of each month. If you do not have access to the internet, a copy of the School Newsletter will be available in the office.**

**WE, THE FACULTY AND STAFF OF ELMWOOD ELEMENTARY SCHOOL, THANK YOU FOR YOUR SUPPORT AND COOPERATION. PLEASE KNOW THAT WE ARE ALWAYS AVAILABLE TO ASSIST YOU AND YOUR CHILD!**

**I look forward to a great school year.**

**Tony Frost, Principal**  
**Elmwood Elementary School**