

BITTERSWEET



Bittersweet Elementary School Annual Meet & Greet and PTO Ice Cream Social

Tuesday, August 21st 4:30–6:30 pm

Class assignments will be posted on Friday evening, August 17th.*

Teachers will be available to greet students

The PTO will welcome parents as partner!

*Please do not call ahead to request classroom assignments because this is an ongoing process with adjustments.

First Day Information & Kindergarten Orientation

Wednesday, August 22nd is the first day of classes for students. It is a full school day! Students should either bring their lunch or have money to deposit into their lunch accounts. All students, except for our Kindergarten friends, should report to the gymnasium for a welcome-back assembly at **7:55 am**. Teachers will then escort students to their classrooms. School will dismiss at **2:20 pm**.

Kindergarten students and parents will have orientation on: **Wednesday, August 22nd** from **9:00–11:00 am**. Parents will sign in at the main office and will be directed to the proper area. Students will participate in activities in the Kindergarten rooms. Kindergarten parents and students will be dismissed at 11:00 am.



First full day for Kindergarten Students will be: **Thursday, August 23rd**.

Emergency Card Information

Please take time to read the materials enclosed in your child's packet. Your prompt return of all forms, particularly the Emergency Card, is appreciated. A Checklist of all forms needing to be returned is attached on the last page. Please review the list and return all forms.

The Penn-Harris-Madison School Corporation has adopted an Elementary Student and Parent Handbook to provide students and parents the understanding of the school's operating policies and procedures. The handbook has become a part of your child's planner (agenda) for quick reference. If your child is not using a planner (agenda) in his grade a copy has been made for you in your packet. Please review the handbook with your child. Please sign the front page of the planner and return to school.

Please keep in mind that during the first several days of school our central office administration will take a careful look at enrollment and staffing ratios. It is possible that we may change staff assignments or shift students from one classroom to another to balance classes.



Bittersweet P.A.W.S. : Polite, Accountable, Wise Choices, & Safe

In order to stress making good choices we are pleased that our PAWS school-wide positive behavior plan will continue for another year!

Students will be recognized for making good choices with their behavior and following the Bittersweet PAWS of being: Polite, Accountable, Wise Choices, & Safe

More complete details will be available in the first day packet!



Perfect Attendance



There is no substitute for being at school every day! Teachers can send homework assignments to help make up missing work, but there is no replacing the time missed in class. Attendance is also a component of our Annual Yearly Progress (AYP) as measured by the state department of education. Our daily average attendance has decreased the past few years. Our goal is to raise this by at least one full percentage point.



We understand that when children are sick they cannot be at school and if your child is sick please keep him/her at home until he/she is symptom free for 24 hours.

Please do your best to schedule dentist, doctor, orthodontist, haircuts, & other appointments after school hours or during recess days.

We will have two new awards this year:

Perfect Attendance: Students that are at school all day, every day with no more than one tardy during a given grading period, will earn a perfect attendance award (both quarterly and for the entire year).

Excellent Attendance: Students that miss no more than one school day and with no more than one tardy during a given grading period, will earn an excellent attendance award (both quarterly and for the entire year).

P-H-M Elementary Dress Code Enforcement



Please consult your Elementary Student Handbook—for parents of students in grades 1-5 this will be found at the front of each child's student planner and for parents of Kindergarten students, this was a separate item distributed at the orientation—for information on the Elementary Dress Code. We understand that it has been very warm as summer draws to a close, but it is important that students dress appropriately to provide a learning environment that is safe and free of distraction. Please note that shoulders should be covered at all times—no halter tops, no spaghetti straps, no tank tops. Skirts need to be at finger tip length and girls should wear shorts under their skirts on gym days. Pants should not sag below the waistline. Also note that shoes or sandals must be securely fastened to your child's feet—no slip-ons are permitted. Torn jeans and t-shirts that advertise or glorify drugs, alcohol, or violence are not to be worn. If a child arrives at school inappropriately dressed, he/she will be sent to the office to call home for proper clothing.

Our building climate is controlled during the school day but we are watching our energy use. Bittersweet is one of the top buildings in the Corporation for saving on energy costs. As the weather changes, you might want to send a sweater or long-sleeved shirt if your child complains of cooler temperatures in the building.

**BE SURE TO LABEL ALL CLOTHING TO AVOID LOSS
OR CONFUSION WITH OTHER'S BELONGINGS :)**

TEACHING OUR CHILDREN TO DRESS APPROPRIATELY PREPARES THEM FOR THE WORLD OF WORK!

Arrival & Dismissal Procedures

General Transportation Information

Please allow ten minutes before and after your scheduled bus pick up time during the first few days of school to allow for bus routes to become complete. Please note that if you feel there is a safety hazard at a bus stop, you will need to come to our office and complete a REQUEST FOR EXCEPTION: Determination of Serious Safety Hazard at a Bus Stop. If you have a change of address that affects transportation needs, you should notify the school office and we will complete the appropriate form.



Student Arrival Procedures

Each morning buses begin to arrive at approximately 7:35 a.m. and pull up on a patterned basis until 7:55. Students who arrive on the earliest buses must remain seated on the bus until the staff member on duty opens the front doors.

Beginning this year all students who are eating breakfast will be allowed to enter the building at 7:35 am

Car riders may enter the building beginning at 7:40 as well (Parents make sure students exit the right hand side of your car directly onto the sidewalk).

Please do not drop your child off before 7:40 (unless he/she is eating breakfast at school) and leave him/her without adult supervision.

In the event that your child arrives after 7:55, parents must park in the visitors' lot and escort their child inside the building and sign him/her in for late arrival.

Student Pick-up Procedures

Students riding the buses are dismissed at 2:20 p.m. Parents arriving to pick up their children should turn into the back parking lot off of Penn Road; and then form a line stopping at the entrance to the back driveway.

After the last car in line leaves the parking lot any children who are still waiting for a parent will be escorted back to the office. Late arriving parents must come into the office to pick up their child.

*Complete Arrival and Dismissal procedures will be sent home with your child's first day packet.

Student Breakfast and Lunch Programs



Breakfast is available for students in the cafeteria between 7:35 and 7:55 each morning. Students may purchase breakfast for \$1.10 (\$0.30 reduced rate). Hot lunches are served beginning the first day of school. The cost is \$1.80 (\$0.40 reduced rate). Monthly menus will be sent home with our newsletters (Menus are also available on the PHM website).

Parents may send in money for their children's lunch accounts. Please list the students account number and whether the money is for lunches only or also can be used for ala carte.



Parent Information Meetings

Kindergarten Orientation for Parents and Students

Wednesday, August 22, 9:00—11:00 a.m.

Parent Information Night ~ Grades 1—5

Grade 1 ~ Wednesday, September 5: 5:30-6:30 pm
Grade 2 ~ Tuesday, August 28: 5:30-6:30 pm
Grade 3 ~ Tuesday, September 11: 5:30-6:30 pm
Grade 4 ~ Thursday, September 6: 5:30-6:45 pm
Grade 5 ~ Thursday, September 6: 5:30-6:45 pm



These information sessions are designed to provide parents with meaningful information on instructional and behavioral expectations. We encourage parents of students in grades 1—5 to make childcare arrangements for their students as the information sessions are designed specifically for parents.