Helpful reminders of things that do not change throughout the year.

*FOX POLICIES & PROCEDURES*

**[](http://search.live.com/images/results.aspx?q=clock&mkt=en-us#focal=64acf0a580c13b758d7e2b537424c103&furl=http://media.nasaexplores.com/lessons/04-018/images/clock.jpg)SCHOOL DAY TIMES**

**First Bell 8:24 a.m.**

**Full Day: 8:30 – 3:18 p.m.**

**Kindergarten 8:30-11:39AM 12:09-3:18PM**

**Childcare: 6:30 a.m. – 6:00 p.m.**

ECSE a.m. 8:30 a.m. – 11:06 p.m.

ECSE p.m. 12:39 p.m. – 3:15 p.m.

Half Days: 8:30 a.m. – 11: 42 a.m.

Breakfast: 8:15-8:25 a.m.

Students are not to arrive before 8:24 a.m. unless attending Childcare or purchasing breakfast

## Absence Line (586) 723-5699

If your child will not be in school, **please call the schools**

**24 hour absence line (not only the teacher)**

* State the students first and last name, grade, teacher,
* Date of absence and reason for absence.

## Arrival - Late Arrival & Early Dismissal

Parents must come into the office to sign students in and out when there is a change in the daily schedule.

* Adult must sign student in & out from office
* Identification necessary for all early dismissals.
* Students will be dismissed ONLY to person(s) listed on the student EMERGENCY CARD.

**Emergency Cards**

* In case of an emergency at school, please make sure that current work numbers and emergency numbers are available to the school office.

**Contacting Fox Staff**

You can contact the school staff one of two ways:

E-mail. Type first initial of the staff member’s first name and full last name coupled with this suffix @cvs.k12.mi.us ([dwade@cvs.k12.mi.us](mailto:dwade@cvs.k12.mi.us))

**Call 723-5600. If you know the extension dial 723 and the extension directly.**

**Food Service Program**

* Lunch mustbe ordered the day before. Ex: Lunch on Tuesday is ordered on Monday
* Fox Pizza Day is Thursday!
* Menus and or nutrition information @: http://www,chippewavalleyschools.org/lunch.asp or <http://www.chippewavalleyschools.org/LUNCH%20MENU/pdf/Nutrition%20Info.pdf>
* **FAST FOOD IS NOT PERMITTED** in our lunchroom
* Our food service offers lunch options for all students. If your student does not choose to order a hot lunch, they may bring a bag lunch from home. **Outside restaurant** **food** will not be allowed or delivered to your student during the day.

**Visitors**

* Our lunchrooms are not equipped to handle guests, including parents and or family members.
* Please send lunch with your child in the morning.

**Immunization Requirements**

The State of Michigan requires all students to be properly immunized. Failure to provide the office with proof of proper immunization documentation may result in exclusion from school. If you have any questions, please call the office at

723-5600. During the year the Macomb County Health Department visits the school and tests for vision and hearing.

Medication Policy (forms are available in our office and on-line @ [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org))

* Chippewa Valley Schools provides a form and requires written instructions from the physician before any **Prescription medication**, is dispensed.
* A form is necessary for **over-the-counter medications** that will be dispensed at school.
* All medication **MUST** be in the original container or packaging.
* Containers or packaging **MUST** be labeled with the child’s name, medication, dose and time.
* Medications brought to school in other containers will **not** be given to the student.
* Information on the use and adverse effects of any medication given in school should be provided to the school by the parent, pharmacist or physician.
* All medications **MUST** be transported to and from school by **parents only** and include the proper forms.

**Visitors Welcome**

* Please remember that all visitors must report to the office.
* Sign in and pick-up visitors pass.
* This pass must be worn while you are in the building.
* At the conclusion of your visit, please stop by the office to sign out.
* It is important that our visitors restrain from walking around the building once they are done with their volunteer activity.

Parking Lot and Traffic

* Lot closest to the creek – BUS AND STAFF ONLY
* Lot closest to the cat-walk – VISITOR & STUDENT DROP OFF
* Please keep all cross walks clear. DO NOT stop your vehicle in the middle of this area.
* DO NOT LEAVE YOUR CAR unattended along the sidewalks
* ALL pedestrians MUST cross at the crosswalk with a Crossing Guard

#### Childcare (586) 723-5684

* Childcare program is available from 6:30 a.m. to 6:00 p.m. each day that school is in session.

**Policy on Personal Items**

* Students should **not** bring toys, game boys, Nintendo DS or any hand-held electronic games, CD players, PDA’s and iPods, memorabilia, special cards or other collectible or expensive items to school.
* Fox School will not be responsible for personal items that may be lost or damaged.
* Such items will be collected and kept throughout the year.
* Items may be picked up by a parent in the main office.

**Smoking, Pets and Roller Blade Hockey are NOT ALLOWED on School Ground**