

WELCOME!  
WE ARE NOW A  
K-5 BUILDING!



WELCOME NEW  
STAFF AND ALL  
POLK FAMILIES!



# Polk Newsletter September 2018



Dr. Claudia Portscheller,  
Principal

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ALL FAMILIES ARE  
WELCOME TO TOUR  
POLK SCHOOL ON  
WEDNESDAY,  
AUGUST 29, 2018  
FROM 1-5 p.m.



**POLK OPEN HOUSE**  
Wednesday,  
September 12, 2018

Our annual Open House will  
be held on 9/12/18 from  
6:00-7:00 p.m.

All families are welcome to  
attend.

## HALF DAYS 2018/19

Our teaching staff will be  
involved in professional  
development on many of  
our half days this school  
year. Picking students up  
on time is very important.

*Our half day dismissal is  
promptly at 11:30 a.m.*

A list of half days will be  
included in your child's  
first day of school folder  
and on the school calendar.

Please visit us at:

<http://www.district7.net>



## SAFE SCHOOL PROCEDURES

Only staff, school volun-  
teers, and approved visi-  
tors will be allowed in the  
building during the school  
day. Parents or other  
individuals dropping off  
or picking up students  
must remain outside the  
school. You may wait on  
the sidewalk by the exit  
doors. Teachers will  
meet students at the  
door in the morning and  
will dismiss them at the  
door at the end of the  
school day.

**Board Policy requires  
that all visitors must  
sign in at the office.**

## IMPORTANT SEPTEMBER DATES

Grades 1-5 class lists  
will be posted at the  
student entrance doors  
at the back of the  
building the day before  
school starts. All ECP,  
DK and K families will  
receive a letter with  
your schedule.

**4 HALF DAY of School**  
Dismissal is 11:30 am

ECP, DK, and Kindergarten  
families will follow the  
schedule that will be  
mailed to you at the end of  
August.

**5 HALF DAY of School**  
Dismissal is 11:30 am

6 First Full Day

12 Open House 6-7 p.m.

**Looking Ahead:**  
**Oct. 3rd Picture Day!**

## BELL SCHEDULE

8:15 a.m. Entry Bell

8:20 a.m. Tardy Bell

11:30 a.m. Dismissal 1/2 day

3:17 p.m. Dismissal

**PLEASE NOTE**  
**DISMISSAL TIMES**

**11:30 a.m. Half Days**

**3:17 p.m. Full Days**



Home of the  
Polk Panthers!



## FROM THE DESK OF DR. PORTSCHELLER WELCOME BACK!



The staff and I would like to take this opportunity to welcome all new families as well as returning families to the Polk School Community. We hope you have had a safe and enjoyable summer. We are anticipating another successful school year and are looking forward to working with you in the best interest of your children.

Your child will bring home a folder on the first day of school with important papers for you to look over and sign along with two emergency cards. **Please return all signed papers along with both emergency cards to your child's teacher no later than Friday, Sept. 7th.**

Parents we cannot express enough how important it is to call in student absences. If your child is not going to be at school, for any reason, it is your responsibility to call in the absence. The school line is 313-203-0500 and the absence line is 203-0502.

**VOLUNTEER REMINDER—All school volunteers must fill out a new background check form each school year. One form was placed in your child's folder. Please stop by the school office if you need additional forms. Thank you!**

## STUDENT ATTENDANCE

Please send your child the message that attending school every day and *being on time is important*. Parents it is extremely important to pick your children up **ON TIME** at the end of the day.

### Calling In Absences

You must notify the school absence line at **313-203-0502** whenever your child is absent.

### Checking Students Out Early

Please try to schedule appointments after school hours or on our half days and days off of school. Check the school calendar before making appointments. Each interruption to a class affects all learners. If your child must leave early, please notify their teacher by e-mail, voice mail, or a note at the beginning of the day.

### Doctor and Dentist Visits

If you take your child to the doctor or dentist during school hours please get an excuse slip and send it to the office when your child returns. You must also report the absence to 313-203-0502.

## SMILE FOR POLK PICTURE DAY ON Wednesday, October 3rd



Picture envelopes will be sent home the week before picture day. Picture make up day will be announced in the near future.

### **Important:**

Only students who purchase fall pictures or specifically order a yearbook will receive a yearbook in June.

## BREAKFAST AND LUNCH PROGRAM

### **IMPORTANT:**

This year your family will receive a Free and Reduced Lunch Application in your child's first day folder. It is important to fill out this form and return it back to school by 9/07/18. If you have any questions, feel free to contact the Food Service Office at 313-203-3197.

**Breakfast** is **FREE** and will be served in the classrooms after the 8:15 morning bell. **DO NOT ARRIVE EARLY** for breakfast.

**Lunch** will cost **\$2.60** this school year. Ala carte and snack items may be purchased. All lunch money must be prepaid. Place any money or checks (made payable to D7 School Lunch Program) in an envelope with your child's name on the front. You may also pay using an online service called PaySchools. Visit the district website at [www.district7.net](http://www.district7.net). You will look under *Schools and Departments* then go to *Special Services*, then *Food Services*, you will find the PaySchools information there.

**Please note that even if your child received free or reduced prices last school year, you must fill out the new Free and Reduced form.**

## EDULINK

Our district uses EDULINK to notify families (via phone) of school closings, half days and other events. Please remember to contact the school office any time your phone number or your address changes. We need to have the most up to date information at all times.

### **POLK PARENT'S ASSOCIATION CORNER** *Parents make the difference!*

The PPA meetings are open to all parents and guardians. The dates of meetings and PPA information will be sent home soon.

Box tops for education contests will start up again this year! Keep saving your box tops!



## CHILD CARE

Polk Elementary School will offer before and after school child care again this year. For more information please call the child care office at 313-203-1421.