

PHILLIPS ELEMENTARY SCHOOL
300 Pike Street
374-6514

MISSION STATEMENT

Believing that all students can learn, the mission of Phillips Elementary School is to create a positive and challenging environment where all students are encouraged to reach their full academic and personal potential. (Adopted March 2009)

VISION

At Phillips Elementary School, we see learning as a lifelong process with high expectations for each child within an atmosphere of respect for individual differences.

Adopted: February 2008

SCHOOL GOALS

1. To promote a partnership with parents and the community by providing opportunities for them to participate in school activities and functions.
2. To improve the self-esteem of students and staff through recognition of their accomplishments.
3. To improve the success and academic achievement of Phillips School students.

ARRIVAL

Supervision begins at 8:50 a.m. Students should not arrive to school before 8:50 a.m.

- Students who are dropped off by car are to wait at the front of the building.
- Students arriving on the bus will enter the building through the back doors.
- Students who walk to school or ride a bike are to use the front entrance.

BELL SCHEDULE

8:50	Enter Building
9:05	Tardy Bell
11:30-12:20	Kindergarten Lunch and Recess
12:00-12:40	Grade 1, 2 Lunch and Recess
12:15-1:00	Grade 5 Lunch and Recess
12:30-1:15	Grade 3, 4 Lunch and Recess
3:45	Dismissal

BIRTHDAYS

Birthday parties are best reserved for family and friends outside the school day. Your child will be recognized on his/her birthday by the school, and will be honored with a birthday treat at the beginning of his/her birthday month.

BOOKSTORE

PTO sponsors the bookstore. Students can purchase items during their lunchtime.

DISMISSAL

The school office has received numerous calls (15-20) daily from parents wanting to get messages to their child regarding some change in their plans for how the child is to get home. Getting this information to the child requires an announcement over the PA system and is very disruptive to the education of our children. Please help us to minimize these interruptions by making the necessary transportation arrangements and informing your child of the arrangements before he/she leaves for school. A note to your child's teacher will suffice.

Please contact the school when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. At dismissal, students are expected to leave the school grounds. Students may not return to their classrooms after school hours.

- Students who are being picked up by parents are to exit the building through the front doors.
- Students who ride the bus will exit the back of the building.

LUNCHROOM

One of our goals is to provide your child with an enjoyable and safe lunchtime during the day. In order to accomplish this, guidelines are absolutely essential to maintain order and safety. Proper respect for adults and peers are expected at all times.

1. Once you enter the lunchroom you are to go immediately to the table you are assigned or to which you are directed. Only 8 students are permitted on each side of the table.
2. There is to be no yelling, running, throwing food, or getting up from the table prior to dismissal. Students are expected to display proper eating manners.
3. Students should not trade or sell food to each other.
4. Glass containers are prohibited in packed lunches.
5. Upon being dismissed from the lunchroom, leave your lunchbox in the tray assigned to your room. Please clean up your mess.
6. Lunch boxes and bags need to be labeled with student's name.
7. Restrooms should be used before going to lunch.
8. Carbonated beverages are prohibited.

Lunch money can be put on account for student hot lunches. Checks are to be made payable to AVI. AVI cannot charge or loan lunch money.

Forgotten lunches are to be dropped off to the office.

Eating in the lunchroom is a privilege. We expect each child to eat lunch while there and not to bother those around him/her. If this modest request cannot be fulfilled, lunchroom privileges may be curtailed, and the child will eat at an isolated table. Consistent violators may be removed from the lunchroom.

We do not allow students to leave school grounds at noon to patronize nearby businesses. We are concerned about the congestion of traffic, both in the streets and in the parking lots. Student safety is the primary factor. However, if parents wish to have their youngster leave the grounds during his/her lunch period, it is necessary that the parent or guardian pick the child

up in the office and sign him/her out. The parent must sign the student back in upon returning to school.

PLAYGROUND

We want students to feel safe and enjoy themselves on the playground. The following playground rules will be enforced.

1. Once you go to the playground, you are not to return to the building without permission. Remember your coat.
2. All school rules remain in effect.
3. When the bell rings to end your recess, you will line up. You do not enter the building until directed to do so.
4. All students must go to the playground with their class unless they have a doctor's excuse to remain inside.
5. Help keep the playground clean by using the trash and recycling bins.
6. Games that involve excessive physical contact are strictly prohibited.
7. Students are expected to respect all people and property by keeping hands, feet and objects to themselves.

TRAFFIC AND PARKING

Traffic congestion often creates a threat to the safety of students. In order to reduce the possibility of accidents, please comply with the following guidelines.

1. No students will be allowed to walk across the street without a parent or guardian.
2. Parents who wish to have their child loaded into the car may form a single line in front of the building next to the grass starting at the crosswalk nearest the gym and continuing all the way back to Pike Street without blocking the crosswalks or the bus exit road on the playground side of the building. If you use this lane you must stay in your car at all times and we ask that you not pull out into the roadway to pass any cars waiting to be loaded with students. The load in line will take 8 to 10 minutes maximum.
3. Parents who park in the lower lot or at the gym end of the building must get out of their car, cross the street and get your child. Parents must walk their children across the street. The seven (7) parking spaces between the crosswalks have been eliminated for safety reasons.
4. Parents are prohibited from parking behind the building at dismissal time as this is where the buses will load students.
5. Supervision has been increased to include six (6) staff members in front of the building.
6. Please drive slowly on school property and watch for children and adults at all times. Most of all do not get in a hurry! Let's keep our Phillips children safe!