

Tardies and Absences

We appreciate your support in having education as a priority and selecting a rigorous program for your child to work in daily. We want your child to receive maximum benefit from our program and develop good time management and self management skills. Starting the day off in an unhurried, calm fashion is a first step. Families may choose for their children to participate in the breakfast program offered by the school division. Children eating breakfast here may enter the building at 8:45. All others enter at 8:55. Everyone should be in their class area when the tardy warning bell sounds at 9:00. This allows time to unpack, eat breakfast and settle in for the day by the time the tardy bell rings at 9:05 and announcements begin.



Children not in their class area or waiting in the breakfast serving line after the announcements have begun are tardy. Late busses are an exception to this rule. The person bringing the child to school must bring the child into the office and sign him or her in as the responsible adult. Please bring an appointment note from the doctor if your child is tardy due to an appointment. Doctor and counselor appointments are considered an excused tardy; very little else is and will be recorded as an unexcused tardy. We do monitor how often children arrive late for school and will conduct attendance conferences when necessary.

Breakfast is to be finished when announcements end or within a 10 minute timeframe if a child began eating once announcements had begun due to a late arrival. Breakfast is not served after 9:20. Fast food breakfasts or breakfasts brought from home are discouraged and only acceptable on an occasional emergency basis. This is not a social time of the day and serves the purpose of fueling the brain and body for the learning that occurs.

Parents wishing to walk with their child to class must sign in through the office. You need to sign out in the office once the announcements end and the instructional day begins unless you are here in a volunteer capacity or have an appointment with a staff member. Your help in sending the message to our students that we are all about work during the school day is important. They need to see that we as the adults are working as hard as we are expecting them to work and that everyone is focused on them being the best they can be.

Dismissal Procedures

Our school day "seat time" is from 9:05 a.m. through 3:40 p.m. (1:10 on Wednesdays). We are dedicated to using every minute of the day for an instructional purpose (excluding 30 minutes for lunch and 10 minutes for recess). Dismissal begins at the end of the afternoon announcements which begin at 3:35. Students who are picked up every day or on a regular schedule, (i.e. always on Tuesdays), will be dismissed as a group called "Parent Pickups" to the gym near the end of announcements. Children whose parents have written a note for the day or called during the day and prior to 3:15 will have their names read to join the Parent Pickups. Parents who come to the office between 3:15 and 3:25 and sign their student out will also have their child's name read with the pickup students. Walkers are dismissed to their gathering area also at the end of announcements. Bus riders are dismissed at the close of announcements. Once we have begun the dismissal part of the announcements, we will not add children's names as this causes confusion, missed messages, and delays the dismissal process for everyone. Parents unable to comply with the note writing, calling during the day, or arriving by 3:25 will need to meet their child at the bus stop.



The parent pickup area is inside the gym. Access is gained by joining the line that will enter the front doors to the right of the Office door. Everyone in this line must have either the Purple Car cutout that they received from Pickup Registration at Open House or from the office personnel or the single day sign out ticket that they were given when they signed out and had their child's name added to the list. The doors will open when the bus dismissal has begun and the students in that pod are on their way to their exit. Parents are to proceed to the gym and leave with their child/children once cleared by the staff member on duty. You will exit out the same doors that you entered as other doors are used by students for bus dismissal. Pickup time is from 3:43-3:59.

Early signouts are acceptable only for the occasional doctor appointment or emergency. Should you have another reason for needing to cut the instructional day short on a specific day basis you must receive approval for this from Mrs. Pittman or Mrs. Stith. We do not use the PA system other than for schoolwide announcements as it disrupts the entire pod. We will not be able to go and retrieve children from classes after 3:10 as we need to be in the office preparing for dismissal. If you need to pickup your child between 3:10 and dismissal, you must call the office earlier allowing us to get a note back to the teacher so the child can be in the office at the designated time.

Children are not to be released from their teacher's supervision to anyone other than another staff member as a safety precaution and accountability check. Parents removing children from the class, hallway or a bus line are in violation of their contract to attend this magnet school. This holds true for those that also develop a pattern or repetition of early outs. We appreciate your support in having education as a priority and selecting a rigorous program for your child to work in daily.

Bus ins & outs



The first few weeks of school can be a bit chaotic if your child rides one of the hundreds of school buses that the Newport News School System provides for its students. Please be aware there will be some delays until the "kinks" are worked out. Please be at the bus stop 15 minutes before the scheduled time.

Please allow your child to take the bus if this is going to be the normal routine. If your child is not at the bus stop for three consecutive days and there is no one else at that stop, the stop will be eliminated. The Transportation Department has set up your child's stop according to the home address unless other information was provided for the 2008-2009 school year. Please allow at least 72 hours for all bus stop changes and 10 days if it is the beginning of the school year.

Kindergarten students **MUST** be met by a designated (with a "card" from school), responsible person at the bus stop **all year** or the child will be returned to school. Information about your child's bus stop will be available at Open House on Aug. 28th and approximately Aug. 27th at the Transportation website at <http://bus-stops.nn.k12.va.us/webquery>.

Keeping our kids safe

At Dutrow, we have more than 500 students, who all have parents, grandparents, siblings, and friends. In order to keep our students safe, please be prepared to show a picture ID at the front desk if you are picking up a student or coming to visit. All visitors must wear a



Dutrow guest sticker. This lets the rest of our staff know that you have been checked in at the front office. If you are a PTA Board member or volunteer, please feel free to wear your ID badge, but you still need to sign in.

Please be sure to update your child's information data page at Open House and add any adult or older sibling you give permission to pick up your child or have contact with during the day. If their name is not on the sheet and you don't send us a note, we will not release your child to this person or allow them to go to the pod. Throughout the school year, if there are any changes in phone numbers or individuals you need added or deleted from your child's data sheet, please send us a note and we will make the changes.

If you are coming to the school to volunteer, first of all a big THANK YOU! We appreciate your help. Please sign in and out using our new computer terminal. Always enter and exit through the office door. Please do not use the other doors as an exit during the school day.

Drop off procedures

In order to keep all our students safe, we have certain procedures in the morning if you plan on dropping off your children. These need to be followed whether it is an every-day drop off or a once in a while drop off.

Please enter the parking lot at the entrance closest to Warwick Blvd. (where the school sign is). Begin or join the line of cars and please drive **SLOWLY** through the parking lot up to the "Dolphin Drop off" sign at the far end of the parking lot. By 8:45 a.m., there is a staff member at the station who will help guide children to the sidewalk. We ask that you watch for the signal from the staff member, as we allow at least 2 cars to be unloading at the same time. Please have your child ready to get out of the car with their belongings as quickly as possible, so as not to back up the other cars. **DO NOT** enter the parking lot from the other end, even if you plan on parking your vehicle. You must still enter at the school sign side and remain in line until you come to an empty parking spot. **DO NOT** let your child out before reaching the designated spot.



The first bell rings at 8:50 a.m. The tardy warning bell rings at 9 a.m. and the tardy bell rings at 9:05 a.m. All students should be in their seats and ready to work by the time the last bell rings. They will be considered tardy if they enter the building after 9:05 a.m. If you are walking in with your child, please bring them to the crosswalk in front of the school, where a staff member will be on duty from 8:45 to 9:05 a.m. Children **MAY NOT** be left at school prior to 8:45 a.m. These rules are in place to keep all our children safe.