

# ARRIVAL

## ARRIVAL PROCEDURE FOR CAR RIDERS

- **STUDENTS WILL BE WELCOMED INTO THE BUILDING AT 9:05 A.M.**
- **CARS SHOULD ENTER VIA S CASTELLO STREET. STAY TO THE RIGHT, AND JOIN THE LINE OF CARS (NOT BLOCKING DRIVEWAYS OR INTERSECTIONS). THE LINE STARTS ON CASTELLO AT THE STOP SIGN BEFORE THE SCHOOL ENTRANCE. DO NOT ENTER THE CIRCLE/ENTRANCE UNTIL DIRECTED BY A STAFF MEMBER AT THE STOP SIGN.**
- **PULL YOUR VEHICLE ALL THE WAY UP, DO NOT STOP RIGHT IN FRONT OF THE DOORS.**
- **FOLLOW DIRECTIONS FROM THE STAFF MEMBERS ON DUTY.**
- **AS YOU LEAVE THE LINE, BE CAUTIOUS OF OTHER CARS, DAYCARE VANS, AND BUSES.**
- **IF YOU WALK YOUR CHILD TO THE DOOR, PLEASE USE THE CROSSWALK AND ONLY CROSS WHEN INSTRUCTED BY A STAFF MEMBER.**
- **IF YOU ARE PARKING FOR ANY REASON, PLEASE USE A DESIGNATED PARKING SPOT.**
- **NO PARKING IN THE CIRCLE DRIVE.**
- **STUDENTS SHOULD NOT BE RELEASED FROM CARS OR DAYCARE VANS BEFORE 9:05 A.M. THERE IS NO SUPERVISION BEFORE 9:05 A.M.**



# DUCHESNE PRIMARY

As a Dolphin...  
I will be Responsible, Safe,  
Cooperative, and Kind.  
I will Persevere.



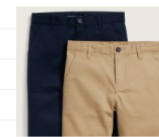
100 S. New Florissant Rd  
Florissant, MO 63031

(314)831-1911

*Dress the Dolphin Way*



Navy, White, or Powder  
Blue Collared Shirt



Navy or Khaki Bottom



Clear Bookbag

## UNIFORMS REQUIRED

Students at Duchesne Primary wear district approved school uniforms. Students "Dress the Dolphin Way" by following the uniform guidelines. Students are to wear navy, white, or light blue collared tops, navy, plaid, or khaki bottoms, and have a clear bookbag.

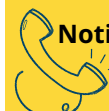


## SCHOOL TIMES:

9:05 AM Students enter building  
9:20 AM Tardy bell rings-Breakfast over  
9:35 AM LATE-Students must be signed in by an adult in the front office  
4:00 PM Daycare Van Dismissal  
4:05 PM Bus/Car Rider Dismissal  
4:10 PM Walker Dismissal

Please keep personal and emergency contact information up to date in Infinite Campus.

When picking a student up early, please be sure to have photo ID.



Notify the office of any changes to normal dismissal.

# DISMISSAL

## Dismissal Procedure for Car Riders & Walkers

- Any changes made to the way your student normally dismissed must be made via a phone call to the front office before 3:30 p.m.
- The car rider pick-up process will begin at approximately 4:05 p.m.
- Cars should enter via S Castello Street. Stay to the right, and join the line of cars (not blocking driveways or intersections). The line starts on Castello at the stop sign before the school entrance. Do NOT enter the circle/entrance until directed by a staff member at the stop sign.
- All cars must have the school issued number tag hanging in their rearview mirror.
- Pull your vehicle all the way up. Students should enter the vehicle when called to load by staff.
- For the safety of all children, DO NOT pull around cars or attempt to exit unless signaled by staff.
- If you park and walk up to the building, your child should be designated as a WALKER. You will walk over to Door 11 to pick them up starting at 4:10 p.m.



# ATTENDANCE

Regular attendance is essential for student success.

- Punctuality and regular attendance are factors linked with a student's sense of belonging and his/her overall achievement.
- Students should not miss more than 10 days in a school year.

Tardy/Late arrivals:

- The tardy bell rings at 9:20 A.M.
- If your student is Late (after 9:35 A.M.), come to the front door and sign your student in for school. They must receive a tardy slip before going to class.

If your student is Absent

- Call the office (314-831-1911). If no answer, leave a message with your child's name, teacher, and reason for absence.
- You will receive a phone call from the Student Information System if your child is absent, even if you have called the office.
- Please try to schedule appointments outside of normal school hours.
- Students should not miss more than 10 days in a school year.
- Late arrivals and early dismissals are included in student attendance. The minutes add up!



# PARTIES & TREATS

STUDENTS WILL CELEBRATE PARTIES AT THE CLASSROOM TEACHER'S DISCRETION. PLEASE ADVISE THE TEACHER IF YOUR CHILD WILL NOT BE PARTICIPATING IN A CLASS PARTY FOR PERSONAL REASONS.

BIRTHDAYS ARE SPECIAL. THE PRINCIPAL RECOGNIZES BIRTHDAYS, AS WELL AS MOST TEACHERS. INEDIBLE ITEMS MAY BE SHARED WITH CLASSMATES (I.E. PENCILS, STICKERS, ERASERS). BIRTHDAY TREATS MAY ALSO BE PROVIDED ONLY IF THEY ARE AN INDIVIDUALLY PACKAGED HEALTHY SNACK WHICH ABIDES BY FFSD WELLNESS GUIDELINES (I.E. FRUIT SNACKS, PRETZELS, FRUIT, CHEEZ-ITS, POPCORN).

PLEASE CONTACT YOUR CHILD'S TEACHER BEFORE BRINGING ANY ITEMS TO SCHOOL.

## RECESS & LUNCH

TWENTY MINUTES OF OUTDOOR RECESS IS SCHEDULED DAILY EXCEPT IN INCLEMENT WEATHER (HEAVY RAIN, LIGHTNING, EXTREME COLD, ICE).

DUCHESNE STUDENTS GO OUT FOR RECESS WHEN THE WINDCHILL IS 20 DEGREES OR ABOVE. ENSURE CLOTHING IS SUITABLE FOR OUTSIDE PLAY IN BOTH HOT AND COLD WEATHER. INDOOR ACTIVITIES ARE PLANNED DURING INCLEMENT WEATHER.

AFTER AN ILLNESS, A CHILD WHO PRESENTS A WRITTEN REQUEST FROM A DOCTOR IS PERMITTED TO REMAIN INDOORS FOR THE DESIGNATED LENGTH OF TIME.

A WRITTEN REQUEST FROM A PARENT FOLLOWING AN ILLNESS WILL PERMIT A CHILD TO REMAIN INDOORS FOR ONE DAY ONLY.

LUNCH IS PROVIDED TO ALL STUDENTS AT NO COST. IF A STUDENT CHOOSES TO BRING A LUNCH FROM HOME, PLEASE AVOID ITEMS SUCH AS GUM, CANDY, AND SODA.



**STAY UP TO DATE WITH  
SCHOOL HAPPENINGS  
THROUGH CLASS DOJO!**