Welcome to the Joseph H. Gibbons Elementary School!

You are recognized as the most important person in your child’s educational success. Cooperation of home and school will help create a climate in which every student is able to pursue intellectual excellence throughout his/her life. On behalf of the staff, I wish you a great year and look forward to seeing you and your child.

To ensure the safe arrival and dismissal of our students, some important information is provided below. General information is found in the Student and Parent Handbook that is available online.

STUDENT DROP-OFF / PICK-UP PROCEDURES
The following drop-off and pick-up procedures have been established in order to assure the safety of our students. Please be courteous to other drivers and vigilant in watching out for the safety of our students.

School Hours
The first day of school is Wednesday, September 5, 2018 for students in grades 1 through 5. Kindergarten students begin school on Thursday, September 6, 2018. Students may be dropped off no earlier than 8:00 AM, since we do not have supervisory coverage available until that time. Parents are encouraged to drop off their children beginning at 8:15 AM when there is more supervisory coverage. Students arriving after 8:30 AM are considered tardy and will need to be accompanied to the office to check in. Dismissal begins at 2:45 PM. Your punctuality is greatly appreciated.

Traffic Pattern
The driveway beside the playground is one-way from Bradford Street into the main driveway. The driveway leaving the school to Kenneth Court is also one-way. When you enter from Bradford Street, you must exit by the front driveway or Kenneth Court. When you enter from Morton Street you must exit by Kenneth Court, for safety purposes you can not u-turn at the top of the driveway.

DROP OFF
Parents/guardians are asked to drop off students at the sidewalk only in the designated drop-off/pick-up areas that are in front of the school. There is no parking at the front curb. You must drop off your child at the sidewalk and then move on immediately to keep traffic flowing. Please do not get out of your car. If you need to enter the school in the morning, you will have to park in a designated parking space or on the right side of the front driveway as you enter.

Kindergarten Students
Kindergarten students will enter at 8:25 AM from the kindergarten playground which is located on the left side of the school. If the weather is inclement or too cold to be outside, students will report to the gym when they arrive at school. Look for the ‘please enter’ sign displayed in the front window.
Please note that kindergarten students are to go directly to the lobby when they arrive for the first two days. Kindergarten students will go to the kindergarten playground area beginning on the third day of school, weather permitting, when they arrive.
**Grade One through Five Students**

Students in grades one through five will enter at 8:25 AM from the playground which is located at the right side of the school. If the weather is inclement or too cold to be outside, students will report to the cafeteria and gym.

**PICK UP**

Kindergarten parents are to meet their children at the kindergarten playground gate. For grades 1 – 5, you are asked to remain in or at your car in one of the designated drop-off/pick up areas along the sidewalk and have your child come to your car. Please do not park and leave a car unattended in a drop-off/pick up area.

If you have parked your car in a legal parking spot, you may meet your child either at the side or kindergarten playgrounds.

Students who will be walking home from school are dismissed at 2:40, students picked-up by a parent/guardian, will be dismissed at 2:45 PM. If someone other than a parent/guardian will be picking-up your child, please send a note to the school indicating such. *Any change in dismissal or early dismissal requires a note with parent/guardian signature.*

**GENERAL SAFETY PROCEDURES**

All pedestrians are asked to cross the street *within the crosswalks only*. Do not cross the street between or in front of cars, vans or buses.

The lane in front of the building is for buses and vans only. Cars are to proceed through the parking lot after dropping off or picking up.

Double parking in the main parking lot is not permitted. Other no parking areas are designated by the yellow curbs and berms.

Carpooling is strongly encouraged. If you choose to carpool, please notify the school office and your child’s teacher, in writing of the arrangements and the names of the adults with whom your child may be transported.

**PAY AND RIDE BUS PROGRAM**

Students who are eligible for free bus transportation and pay and ride students will receive a postcard with their bus assignment, bus stop, and approximate morning pick-up time 2 to 3 days before school starts. Please keep this postcard and use it as a temporary bus pass for the first few days of school until the driver gets to know your child. Only children who are eligible for free bus transportation and pay and ride students will be allowed on the buses. These students may only ride on their assigned bus to their assigned bus stop.
PURCHASING SCHOOL LUNCH/BREAKFAST

In order to make the process of purchasing lunches quicker and easier for students, parents and guardians are encouraged to pre-purchase lunches on a weekly or monthly basis. Students may purchase lunch, which includes milk, or milk separately. Lunch may be purchased on a daily basis. Milk for morning snacks may be purchased on a monthly basis. Lunch money for those paying on a weekly or monthly basis should be sent to school in an envelope addressed to the cafeteria with your child’s first and last name as well as room number. Payment must be made by cash, bank check or money order payable to the Stoughton Public Schools. Online payment is also available at www.schoolcafe.com. A monthly school lunch menu will be posted on the website prior to the beginning of each month. Breakfast is available daily from 8 – 8:20.

ABSENCES/TARDINESS

Please call the school office before 8:00 AM if your child is going to be absent or tardy. Give your name, child’s name, classroom number or teacher’s name, and the reason for absence or tardiness. A note should be sent to the teacher when your child returns to school explaining the reason for the absence. Parents are automatically notified of any absence by 9:30 each morning. Students who are tardy MUST be escorted to the office upon arrival by a parent who will sign in the student. Students arriving at 8:30 are considered tardy.

PARENT CONFERENCES

A Back to School Night is scheduled for September 20, 2018 where you will have an opportunity to meet your child’s teacher. Parent conferences are scheduled for December 6, 2018 and March 7, 2019. While there are only two formal conferences, parents are encouraged to contact teachers at any time during the school year to share concerns or ask questions regarding their child’s progress.

PARENT VOLUNTEERS

Parent volunteerism is a critical component of the education of Stoughton’s children. There are many opportunities throughout the year for parents to volunteer. If you are interested in volunteering, please notify your child’s teacher or the main office. Your service as a volunteer is deeply appreciated. Students in the Stoughton Public Schools have the right to expect that all volunteers will keep information about the students confidential. As such, you will be required to sign a Student Privacy Statement and Volunteer Confidentiality Agreement when you become a volunteer.

We will also be sending a CORI (Criminal Offender Record Information). Please be aware that the Massachusetts State Law requires every volunteer to fill out a CORI before he or she can participate in our volunteer programs, classroom activities or field trips. A CORI must be completed every year. CORI forms will be distributed in September. We highly suggest you fill them out right away.

Please be aware that if you are interested in chaperoning a field trip you must also have fingerprints on file with the school department. Information on fingerprinting is available in the Student and Parent Handbook.

If you have any questions, please do not hesitate to call, 781 344-7008.