



McLouth Unified Schools

McLouth Elementary • District No. 342

Jerome Johnson, Principal
217 Summit Street
McLouth, KS 66054
913.796.6152

August, 2017

Welcome to the 2017-18 school year! We are excited to see everyone and get the year going. As well we will have numerous new families joining us this year. Welcome!

Reminders:

- **Daily Bell Schedule K-5**
 - 7:45 doors open (report to gym or cafeteria for breakfast)
 - 8:10 school starts
 - 8:15 tardy bell: Students arriving after 8:15 will be counted as tardy
 - 3:30 dismissal
- **Daily Bell Schedule Preschool Morning Session**
 - Doors open for morning session at 7:45
 - 11:00 dismissal
- **Daily Bell Schedule Preschool Afternoon Session**
 - Doors open for afternoon session at 12:30, please drop student off in the west parking lot/car loop
 - 3:25 dismissal
- **Back to School Night**
 - 5:45 I will meet with kindergarten, prek and new families in the purple gym
 - 6:00 - Teachers will be in their rooms for you to meet and drop off supplies. Come and go as you please.
- **Dropping-off Procedures**
 - **Carloop** - Students may be dropped off in the west parking lot using our car loop. Please pull as far forward as possible. Do not park. If you wish to park use the main parking area.
 - **Non-Carloop** - If you are parking please use the parking stalls east of the playground. Children will be able to walk up the sidewalk safely to the main entrance doors
- **Picking-up Procedures**
 - **Carloop** - We will dismiss students to the west parking lot at 3:30. Please wait in one of the two lines and pull all the way forward. Please remain in your vehicle as we load your child
 - **Non-Carloop** - Parent may pick up student in our waiting area (old cafeteria/multi-purpose room) or park along playground and student can walk to you. **Please do not walk to classrooms.** For safety reasons we need the hallways as clear as possible during arrival and dismissal.

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respect, lifelong learning, and responsible citizenship.

- **Visiting the School**
 - We encourage all community members and parents to be involved in our school. However, we also want what is best for all students. Please check in at the office and schedule time to meet with teachers. Please understand that our teachers are busy and work diligently for each child. We do not want to take away from anyone's learning.
- **Going Home Changes/Absences**
 - Please call before 3:00 to notify the office of going home changes or absences. Notes are nice but often get forgotten in backpacks. Please call.
- **Attendance**
 - Following the eighth absence per semester a doctor's note will be mandatory. Otherwise excessive unexcused absences must be reported.
- **Communication**
 - The elementary office will communicate information each week through our newsletter. It is sent out through school messenger via email, posted to the school website and our facebook page. If you wish to receive a hard copy please notify the office and we will send it home in your child's backpack.
 - Major announcements such as school closings will go out through our calling service.

Please call and ask questions about any aspect of the school day. We desire to have a strong relationship with our families. Direct conversation to the school over questions and concerns is a great place to start.

Thanks!

Jerome Johnson
Elementary Principal

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