

FRANCISCO ELEMENTARY SCHOOL RULES

GENERAL RULES

- The East Gibson School Corporation requires that for the protection of the school and child a permit must be on file at the school before medication may be given. Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label showing prescription number, date filled, physician's name, directions for use, name of drug, and the student's name. All medications must be kept in the Nurse's office. Indiana State Law no longer allows school personnel to send medicines home with children. Exceptions are insulin, inhalers and adrenaline. Medicines can only be released to parents or adults specified by parents.
- Proper supervision begins each day at 7:35 A.M. Students will not be admitted to the building until this time. The "tardy" tone sounds at 8:00 A.M.
- For the safety of our students, if your child is absent you must call in by 9:00 a.m. If the school has not heard from you by then, phone calls will be made checking on the student. An answering machine is available in case you need to call before school is open. Please make every effort to notify the school at 812-782-3207 or email v.kohlmeier@teachers.egsc.k12.in.us.
- If your child has a doctor or dentist appointment, please return a signed excuse form from their office including date and time of appointment. The student is still counted absent, but it will be an excused absence. Please do not forget to use the pre-arranged absence form (available in the office) when prior knowledge is available of an upcoming student absence. Pre-arranged absences, if properly approved, are excused.
- If your child arrives late or is picked up early you must sign the student in/out in the office.
- Visitors are restricted at the present moment due to Covid 19.

PLAYGROUND RULES

- Any student who removes any of the school equipment from its place of storage will be responsible for returning it to its storage place.
- Temperature at which all students are to stay inside will be 32 degrees F. (combination of temperature and wind chill) or below and upon written request of their parents or guardian. Requests will only be honored for one day. All students may play on the monkey bars and the large slide. Students are not permitted to stand on top and jump off. If a student is playing dangerously, his/her play time will be restricted. Students are not permitted to stand up in the swings, twist the chains, jump out, or push each other. Only two students are allowed on the teeter-totter at a time. Students are not to be collecting rocks and bringing them into the school building. Students are not to lay down and roll in the rocks nor kick rocks. Students are to use the restroom before going out or immediately upon returning to the building from recesses. Students are not to hang from the basketball goals or pull on nets.

LUNCHROOM PROCEDURE

- Lunches brought from home must be kept in the students locker.
- All students who eat at school shall be required to eat in the cafeteria, unless otherwise directed.

- The cafeteria will have assigned seats to help with contact tracing. Students should refrain from sharing of food items.
- No one is to leave their seat without permission unless returning trays.
- Students are not to take their trays to the dishwashing area until someone is at the window. Do so in single file, do not rush the area. All trays shall be stacked appropriately. All silverware is to be placed in the bowl of soapy water.
- At this present moment all visitors are restricted from our facility unless it is for necessary meetings. Masks should be worn when entering our facility.

FES ARRIVAL AND DISMISSAL PROCEDURES

- The building opens at 7:35 A.M. There is no need for any student to be on the grounds prior to that time.
- The busses will off-load at 7:35 A.M (Breakfast at 7:30). The person on bus duty will keep the students in the gym in an assigned seat.
- All students are to go directly to the gym (depending on the weather) unless otherwise instructed by their homeroom teacher.
- School officially begins at 7:50 A.M. with the beginning of the homeroom period. All students will report to their classroom @ 7:45.
- Individual grade levels will be dismissed to the buses. Those students that walk home or those that are being picked up by automobile will be dismissed starting at 3:07 p.m by class. Late Bus duty shall begin at 3:15 p.m. All students will be required to wear a mask while exiting our building.
- Walkers shall leave the school grounds immediately. No students will be allowed to wait around the parked buses. Those that ride a vehicle other than the buses home will go directly to that vehicle after exiting the building. Students must be aware of moving vehicles on the way to their own vehicle. Be careful!
- Running will not be tolerated on the way to the bus. Stay on the sidewalk and off the gravel/ shrubs. Walk directly to the bus.

LATE BUS DUTY RULES

- As soon as the first bus arrives, students will proceed down the hallway and load the bus. Teachers will escort the students to the bus.
- Every student is to be seated in their designated area. Hands, feet and backpacks are to be held in check. Inside voices only are to be used. When a student's bus number is called, those students are to walk to their bus. Masks will be worn during bus duty.
- All students should use the restroom and get a drink before lining up for bus line.
- No student will be allowed to return to classroom, hallway, or lockers without teachers permission.