



Guilford  
Hills Student  
Handbook

## DAY SYSTEM

Our school district uses the “day” system (1,2,3,4,5) rather than the traditional Monday-Friday system. Each subsequent school day takes on the next sequential number. For example: if the last day before a vacation was Day 3, the children will return on Day 4, no matter how many days they were off. This system eliminates the problem of missing special classes because of vacation time. Consult the calendar for the day numbers.

## EMERGENCY CLOSINGS/SCHEDULED DELAYS AND EARLY DISMISSALS

Please make arrangements for your child as to where they are supposed to go in case of an emergency closing during the school day. Make sure your child is aware of the arrangements.

Snow day closings for an entire day or delays are transmitted automatically to your home phone with the district’s automated calling system. You may also choose to check the district’s main website at:

<http://www.casdonline.org>.

Please check the calendar that came home at the beginning of the year with scheduled 2-hour early dismissals to be on time if you are transporting your child.

## LUNCH PAYMENT OPTION

An account is set up for your child so that he/she can purchase lunch or other items in the cafeteria without having cash every day. Students will be required to enter their student ID# into a keypad when making a breakfast/lunch/milk/snack purchase. Please help them to learn their # and practice if possible.

Parents may add money using **www.SchoolCafe.com**

or send money with their child to be placed in their student’s account.

Checks should be made out to: Food Service. As the student purchases lunch or other items, the system will automatically deduct the amount from the account. Parents can deposit money throughout the year, and an account balance of money spent can be obtained easily. **Contact phone number for [www.SchoolCafe.com](http://www.SchoolCafe.com) - 855- 729-2328**



## CAR RIDERS

If you bring your child to school in the morning, please drop your child off at the side entrance. A staff member will be there to welcome students when our morning bell rings at 8:45am. Do not drive in the bus circle. This driveway is to be left open for bus traffic and emergency vehicles only.

If you are picking up your child at dismissal, please form a line in your car at the side cafeteria entrance. All students who are regularly picked up will be assigned a number. (NOTE: more than one student in the family will all have the same number) Parents picking up their children will display their child's number in the windshield so staff members on duty are able to easily see it. Staff will call out the displayed numbers for students to exit the building and be picked up. Late arrivals- park in the side parking lot and walk your child in to the building to be signed in. (see attached traffic flow diagram)

## TRANSPORTATION

In the event that the bus driver needs to bring your child back to school due to no one at home or at the bus stop (specifically K students) or due to misbehavior, you will be called and it is your responsibility to immediately pick up your child in the office.



For additional information see attached: School Bus Etiquette

## EMERGENCY INFORMATION

Parents and / or guardians are requested to complete an Emergency Information sheet for each child. This sheet is to be completed at the start of the child's school year. Should an emergency arise, this information is needed to contact parents and/or guardians. It is very important that we have a phone number where a parent/guardian can be contacted during the school day. It is VERY important that parents and/or guardians keep this information up to date by notifying us of any changes throughout the school year. Please call the office at 352-2124.

## SCHOOL NURSE

In an effort to maintain a healthy environment for your child, it is important to make a wise decision concerning when not to send your child, who has been ill, to school. This reduces the chance of infecting others. Listed below are some guidelines to help you make this decision:



1. Consult your doctor if a fever over 100 degrees persists over 72 hours.
2. Do not send your child to school following an illness until his/her temperature has been normal for 24 hours.
3. Do not send your child to school if there has been vomiting or fever during the night.
4. Do not send your child to school if medication is required to control pain or fever.
5. Following chicken pox, your child can return to school after the marks have dried up.

Ensure a good start for your child each day by serving them a healthy breakfast, either at home or at school. Statistics are very clear that a child does better both academically and socially when they have eaten a good breakfast. Children who don't eat breakfast are less alert and more likely to complain of an upset stomach by mid-morning.

Mrs. Emmons, our school nurse, asks that you notify her if your child develops any medical problems during the school year, has any changes in an existing condition, or if your child begins and/or changes any medication. In addition, keep her updated with any information regarding your child's immunizations.

Mrs. Emmons can be reached at 261-5627 and is always available to speak to you concerning your child's health issues. She maintains a health record for each child and appreciates your help in keeping it up to date.