

Important Information



PRIMARY SCHOOL

6 DAY SCHEDULE

Day 1 -Music
Day 2 -STEM or Technology
Day 3 - STEM or Technology
Day 4-6 -Health or Physical Education

SCHOOL ALERTS

In the event our school district should dismiss early, delay school or have a cancellation for any reason, a notification will be sent out on the district app. as well as a global phone call. In addition, it will be placed on the local news channels. Please refer to these sources for updated information.

PROCEDURE REMINDERS

SUBMITTING STUDENT ABSENCE EXCUSES- When your child has been out sick for a day; please remember to send an absence excuse back to school with them. Excuses can be submitted in a few different ways. You may choose to either send the excuse in on the orange excuse blank provided at the beginning of the year, through the "**Student Absence Excuse**" form located on the district website under the Parent Quick Link, or a medical excuse.

PLANNING A TRIP?- If you are planning a vacation/educational trip, please contact your school for an "Educational Field Trip" form. All trips should be pre-approved to avoid truancy. Educational Field Trip forms can also be found on the district website under, Parent Quick Links (Field Trip Request form).

EARLY DISMISSALS- When sending in notes for early dismissals, after school pick-ups or any other special arrangements, please PRINT the child's first & last name as well as PRINT the parent's first & last name and include a daytime phone number for verification. If someone other than the parent is writing the note, please indicate such and include the parent's name.

LATE ARRIVALS- Upon arrival with your child, please be prepared to provide an excuse for tardiness. Students who arrive to school after 8:50 a.m. are considered tardy. Please refer to the Northwest Area Elementary Student Handbook for the Attendance Policy. The Handbook can be found at, www.nasdedu.com.

BUS PASSES- Requesting a different bus for your child will require a "Bus Pass" which your child will give the bus driver upon entering the bus at the end of the day. Parents/guardians **MUST** send in a note for the request on the day of the event. The following procedure **MUST** be followed to insure your child boards the proper bus. **The note should include; your child's full name, bus number they will be riding and the student's name with whom they will be departing with including the address they will be departing at (must be an established district bus stop), parent's printed name and contact phone number** in the event there is a question. For school year "Alternate" transportation i.e. babysitter, daycare etc. please access the "Alternate Transportation Electronic Form" on our district website.

AFTER SCHOOL PICK-UPS- Parents/Guardians requesting to pick their child(ren) up after school, must write a note and send it with their child in the morning. The note should include the name of the person who will be picking the child up and a contact phone number in the event there are any questions. (Doors open for parent sign-out at approx. 3:10p)

DISTRICT ANNOUNCEMENTS -From time-to-time it may be necessary for the district to notify parents regarding early dismissals, district event etc. It is highly encouraged for anyone with a smartphone to download the Northwest Area School District app to receive push notifications regarding school announcements. Be sure to set your school preference for the school your child attends as well as the District option. Please feel free to contact your child's school for further information if necessary.