Parent University

September 23, 2019
Agenda

1. Get to Know Us
2. Procedures & Protocols
3. ParentVue 101
Get to Know Us!
Administration

Michael Jacques
Principal

Jasmine Carpenter
Assistant Principal
Front Office Staff

Lynn Belcher
Bookkeeper

Jean Marie Logue
Registrar
Other Important People

Tina Rossi
Health Clinic Assistant

Holly Hanback
Parent Liaison
Policies and Procedures

Students Coming to School
Parents Coming to School
Reporting an Absence
Changing a Dismissal

What to Know About the Health Clinic
Everything You Need to Know About Lunch
Requesting Extra Help (including Child Study)
Scheduling Conferences
Students Coming to School

School hours: 7:50 to 2:35. Students reporting to their classroom after 7:50 are considered tardy.

Ways to get to school: The following are options to consider when arriving to school:
  - Take the bus if you live on a bus route
  - Walk to school if you do not live within a bus route
  - Drive and drop off your child in the car loop
Parents Coming to School

Identification: All adults that enter the school building while students are present MUST have photo identification presented.
Parents Coming to School

When entering the school building, press the button on the Aiphone...

...and step on the footprints.
Parents Coming to School

Once you are allowed into the school, proceed to the main office to see.....
Parents Coming to School

Each adult in the building must have a name badge indicating your name, and where you are going in the building. If your location changes, you must return to the office to have your badge updated.
Parents Coming to School

When you have completed your business at Sanders Corner, please report to the office and turn in your name tag.
Reporting an Absence

By phone: 571-252-2252

By Email: LCPS-SAN-SandersAbsentee@lcps.org
How to Change a Dismissal

Phone Call: 571-252-2250 (Speak with a Front Office Staff Member)

Note: Handwritten note to teacher OR email the day before.

Prior to 1:45 PM

Permanent changes: Come to the Front Office to update the Daily Dismissal Plan.
What to know about the Health Clinic

- All medications, prescriptions, AND over the counter medications must be brought into the school by parent or guardian. **No medications should be sent to school with students.** All medications must come in their original packaging (i.e. cough drops in a zip lock bag cannot be accepted).
- All medications require a formed to be filled out in order to administer. Prescription medications will need the prescribing physician to fill out the form and over the counter medications require parent to fill out.
- Students must be fever free for 24 hours without medication before returning to school.
What to know about the Health Clinic

- PE excuse notes can only excuse up to 3 days. If a student cannot participate for longer than 3 days then a note from their doctor is needed stating how long they cannot participate for.
- If a student has an injury of limitation such as a broken or fracture bone, a sprain, recovering from a procedure, etc. then an LCPS Restricted Activity Form will need to be filled out by their physician letting us know what the student can and can’t do and when they are cleared to resume normal activity.
- No medication is kept in the clinic to give students other than what parents bring in for their student (we no longer carry Tylenol).
Everything You Need to Know About Lunch

Lunch times: Each lunch is 30 minutes. Lunch is scheduled for the same time each day. Parents are welcome to join their child for lunch, provided they follow the security features mentioned earlier.

Lunch Menu: Accessible by clicking here (https://lcpshealthycafe.org/)

Paying for Lunch:
Free/Reduced Lunch Application: https://www.nlappscloud.com/Welcome.aspx?api=4dcdd23b5ed3bc35da3233be99f2379d#loaded
You can also pay in cash.
Requesting Extra Help (Including Child Study Meetings)

Extra work help: You may contact your child’s teacher

Contacting the Parent Liaison:

Holly Hanback: holly.hanback@lcps.org OR 571-252-2250

Requesting a Child Study Meeting:

Contact Jasmine Carpenter, Assistant Principal
at jasmine.carpenter@lcps.org OR 571-252-2250
Scheduling Conferences

Email to Teacher

Requesting an Interpreter: You may contact Holly Hanback at holly.hanback@lcps.org OR 571-252-2250
Accessing ParentVue
Questions?