



Mr. Todd Shalz, Principal
Callaway Hills Elementary School
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Dear Summer School Families,

It may have been a while since your child has registered for summer school. This letter is to inform you of our staff teaching at summer school, communicate with you the procedures that will be followed for drop-off and dismissal during summer school, and share student expectations. If any of your registration information has changed since you originally registered your child (such as address changes), please contact Ms. Judy in the office as soon as possible.

Currently buses have not been routed for summer school. First Student will send a postcard to you in the next few weeks with transportation information if you have chosen to use bus transportation. If you want to verify that we have the correct plans for transportation, please contact Ms. Judy in the office (573-896-5051).

Summer School begins on June 6th. Morning and evening car rider drop off procedures remain the same as during the regular school year. If you are new to Callaway Hills, please see the following pages for drop off and pick up procedures.

We are excited to offer summer school for our students. Students are expected to be safe, respectful, and responsible while attending Callaway Hills summer school. Please see our PBS matrix of expected behaviors on the following pages. Students who are unable to be safe, respectful, and responsible will be dismissed from summer school at Callaway Hills.

We are looking forward to 16 days of learning and fun!

Sincerely,

Todd Shalz

Callaway Hills Summer School Staff

Kindergarten - Andrew Reinert Kindergarten Aide - Donna Schepers Grade 1 - Andrea Stegeman Grade 2 - Danelle Cunningham Grade 3 - Cassandra Gazaway Grade 4 - Brianna Nichelson Grade 5 - Alora Moore	Library - Jennifer Wilson Daily Recreational Activity - Keven Barger Office - Judith Ahart Principal - Todd Shalz Nurse - Todd Rodmeyer Special Education - Caitlin Eggen
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Summer School Dates

Monday, June 6 - Thursday, June 9
Monday, June 13- Thursday, June 16
No School Monday, June 20
Tuesday, June 21- Friday, June 24
Monday, June 27 - Thursday June 30

School Hours 7:15 am-3:30pm

Breakfast and Lunch

Breakfast and lunch are offered free of charge during summer school.

Classroom teachers

Classroom teachers will communicate any needed additional information with families after summer school begins.

Library

Students will visit the library twice each week during summer school.

Arrival and Dismissal

Students will only be released from school, during the day, through the office. Parents/guardians should check their students out through the office. Students returning to school must also check in through the office.

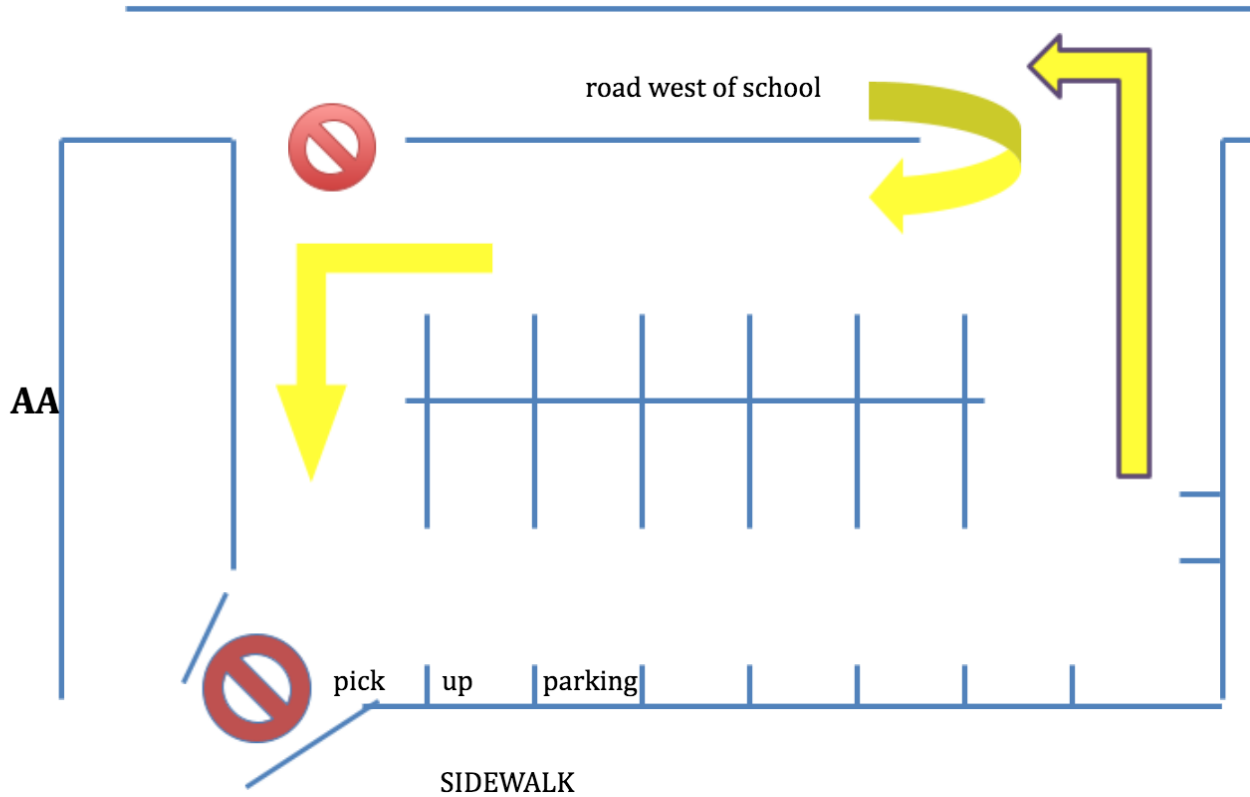
EARLY MORNING DROP-OFF AND SUPERVISION:



Front doors open at 7:15. When dropping your child off for school in the morning, please do not exit your vehicle in the drop off lane, Please do not park in the drop off lane. Please stay behind the vehicle in front of you and pull out in single file order.

Students should stay in the vehicle until you have pulled up to the fire lane. Students should be ready to exit the vehicle from the curb side of the car. Give a "high five", "have a great day", and "I love you". If for any reason a student is not ready to exit the vehicle (missing backpack, missing lunchbox, car seat, etc...), please utilize the parking in the front or side of the building. If you plan to enter the building, please utilize parking in the front or side of the building. Following these procedures will ensure everyone is safe during morning drop off. Your cooperation is appreciated.

STUDENT PICK-UP PROCEDURES: For students that are picked up on a regular basis, parents will need to register with the office. Each family will receive a placard (car tag), which tells who you are picking up. Students will be picked up from the Gym door. Parents will stay in their vehicles and students will be brought out to you. Mrs. Ahart will have a placard ready on June 6th for anyone new to Callaway Hills. Placards will be with the student at dismissal.



If changes need to be made to a student's normal means of transportation, please call the office at 896-5051 by **2:45** pm so we can accommodate you. To help ensure a safe and responsible pick up procedure, students will not be released after **3:00** pm unless there is an emergency with the family.

Callaway Hills PBS Matrix

Location	Expectation	Expectation	Expectation
	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Cafeteria	I can <ul style="list-style-type: none"> ● keep the cafeteria clean and neat ● use proper manners (please and thank you) ● use the voice level chart 	I can <ul style="list-style-type: none"> ● make healthy food choices ● raise my hand ● follow orderly entry and dismissal ● use my napkin, spoon, and fork 	I can <ul style="list-style-type: none"> ● kahfooty ● walk forward with both hands on my tray ● face forward with my feet on the ground
Classroom	I can <ul style="list-style-type: none"> ● raise my hand before I speak ● use kind words and a friendly tone ● take care of school and personal property ● answer when someone speaks to me ● use the voice level chart 	I can <ul style="list-style-type: none"> ● be a problem solver ● participate ● bring needed materials to class ● stay on task and complete my work ● know and follow classroom routines ● follow directions the first time they are given 	I can <ul style="list-style-type: none"> ● keep my hands, feet and objects to myself ● be aware of others' personal space ● know and follow emergency plans ● use classroom materials appropriately
Bathroom/ Hallway	I can <ul style="list-style-type: none"> ● be quiet ● respect school property I can <ul style="list-style-type: none"> ● walk quietly ● keep my hands at my sides ● use the voice level chart 	I can <ul style="list-style-type: none"> ● follow the bathroom checklist ● report problems to the teacher I can <ul style="list-style-type: none"> ● be in the hallway only with permission ● get where I need to go 	I can <ul style="list-style-type: none"> ● wash my hands ● keep my feet on the floor ● keep my hands to myself I can <ul style="list-style-type: none"> ● walk ● stay to the right side ● keep my eyes forward

Bus	<p>I can</p> <ul style="list-style-type: none"> ● greet the bus driver ● be respectful of others and their property ● ask permission to open windows ● keep the bus clean ● use the voice level chart 	<p>I can</p> <ul style="list-style-type: none"> ● line up appropriately ● follow the driver's directions ● be seated quickly and remain seated ● stay seated until the door opens ● take turns leaving ● Stop, Look, Watch 	<p>I can</p> <ul style="list-style-type: none"> ● wait in safe zone ● stay seated ● keep my hands, feet, and objects to myself and inside the bus ● keep the aisle and emergency exits clear
Assembly	<p>I can</p> <ul style="list-style-type: none"> ● keep my eyes on the speaker ● keep my hands and feet to myself ● clean up after myself ● use the voice level chart 	<p>I can</p> <ul style="list-style-type: none"> ● keep my belongings in one spot ● follow directions given by an adult ● listen to the speaker ● take everything with me when I am dismissed ● ask permission if I need to leave 	<p>I can</p> <ul style="list-style-type: none"> ● walk at all times ● set my things down nicely ● sit crisscross with my hands in my lap ● use the aisles when I come in or leave ● wear my backpack and/or coat