

General School Information



Daily Schedule: Hours: 8:00 AM - 3:30 PM. Students are required to go to the cafeteria or gym when the entrance doors to the cafeteria or gym are opened at 7:30 AM. Please make arrangements to have your child picked up promptly at the dismissal time.

Breakfast: School doors will open at approximately 7:30 AM for breakfast. For your child's safety, please do not bring or allow your child to come to school before 7:30 AM. Students who arrive before 7:30 AM are outside and unsupervised. Students are required to go to the cafeteria if they are eating breakfast or to the gym when the doors are opened. Breakfast will be served from 7:30 AM to 8:00 AM.

Tardies: The first bell will ring at 7:45 AM. This is when the students may enter their classrooms. The second bell rings at 8:00 AM. A student arriving after 8:00 AM will need to get a pass/sticker in the office and will be counted tardy. Please ensure that your child is in their classrooms ready to begin work at 8:00 AM. If your student must be picked up before dismissal for an appointment, you will need to sign them out from the office. We will call them to the office when you are signing them out.

Attendance: Regular attendance is necessary, but if your child is sick, please call the office and send a note when the student returns to school explaining the circumstances. ***All absences will be UNEXCUSED unless a note is sent with the reason for the absence.*** If requested, you may pick up schoolwork at the end of the school day. Please allow one day advanced notice.

Withdrawals: Please let the office know at least one day in advance if you plan to withdrawal your child from school. It takes some time to get the grades averaged, the forms filled out, and the student's unused supplies ready.

Proof of Residency: All students will be required to have a CURRENT Proof of Residency on file. It should be a Gas/Electric/or Water Bill.

Books: Students are responsible for library and textbooks checked out to them. Parents will be required to pay for lost or damaged books.

Medications: Before any medication may be taken at school, parents must request a medication form from the nurse. The form must be filled out by the parent and returned to the nurse before meds may be administered to the child.

Personal Items: Mark all clothing, personal items, and school supplies with your child's name. Hats, toys, and sports equipment should not be brought to school without permission from the staff. The school is NOT responsible for damage or loss of personal items.

After School Care: We will have [YMCA After-School Care](#) at Sheppard from 3:30 PM to 6:30 PM. We have information in the office if needed.

Visitors: For the safety of your children, parents and visitors must sign in at the office with a valid ID so that it can be scanned. A visitor sticker will be given and must be worn before going to the classrooms. All entrances, except the front doors, will be locked during the day. You are always welcome to visit your children's classrooms, but please do not expect the teacher to visit or conference with you during teaching time. Please call or write a note to request a conference.

Personal Information: Please inform the office of any changes in address or telephone numbers. This is important in case of an emergency. Please try to instruct your child in the morning concerning transportation changes, as to who will pick up your child after school. All persons who are picking up a child from school MUST be on the enrollment card.

Parking: Please follow the flow of traffic indicated by the arrows and signs. Do not park in any areas marked as no parking. Do NOT leave your car unattended in a fire lane or the lanes looping the school. If you need to come into the school, please park in the front or side parking lots.