

POLICIES & PROCEDURES:

- All policies and procedures for the Haverhill Public Schools can be found in the District Handbook.

ARRIVAL:

- 8:30 – 8:55 OUTSIDE RECESS/BREAKFAST. Kindergarten to the left of the building and grades 1-4 behind the building
- 8:55 Students enter building and proceed to their classrooms
- 9:00 Student report time
- Students arriving after 9:00 will be considered tardy and must be signed in by a parent/guardian.
- Students eating breakfast should proceed directly to the cafeteria upon arrival – No morning recess.

ABSENCES

- Parents/guardians MUST call the office to inform the school if a child is absent. For your convenience, we have an answering machine that will accept sick calls 24/7. An absence may also be reported through a link on our website. The student must bring a note upon returning. Five consecutive days absent requires a note from the doctor.

DISMISSALS:

- Students must have a note from their parent/guardian for changes in their dismissal. **For the safety of the students, the school will not accept any changes for dismissal over the phone during the school day.**
- **EARLY RELEASE TIME: 11:35 AM.** Please see Haverhill Public School Calendar for early release dates.

MORNING DROP OFF:

- Student drop off is along the sidewalk on the right. This is a moving line, no parking. If you need to enter the building, please park in the parking lot.

AFTER SCHOOL PICK UP:

- Parent pick up is 3:15. The pickup line is a moving line that does not begin until this time.

SCHOOL HEALTH CENTER

- The Bradford Elementary School nurse is Mrs. Budds. Any questions regarding health related matters should be directed to her. She can be reached at 978-374-2442.

PTO (Parent Teacher Organization):

- Bradford Elementary School has an active PTO that supplements curriculum, instruction, and cultural arts. Please join the PTO—together we can make a difference. Please consider joining.

SCHOOL VOLUNTEERS:

- Parents volunteering at the school or attending field trips must have an approved CORI on file. CORIs are good for 3 years. You may contact either Ms. MacRae or Mrs. Torossian at (978) 374-2443 if you have any questions regarding a CORI.

LOST & FOUND

- Lost and found is located in the cafeteria. Uncollected clothing and items are donated after parent conferences each tri-semester.

NOT ALLOWED AT SCHOOL:

- Toys, hard balls, iPads, electronic toys, skateboards, trading cards, toy weapons, sharp objects. These items will be taken by the school administration and kept until a parent picks them up.

FOOD SERVICE:

- Breakfast = \$1.50 Lunch = \$3.00 Milk/Juice = .70 Families who qualify for free and reduced lunch MUST fill out a new application by October 1, 2016. These forms must be filled out every year. We encourage all families to complete an application. Students whose families owe more than \$9.00 will be served a cheese sandwich lunch. Please discuss with your children if they should be purchasing breakfast and lunch at school. Please communicate with Donna Simard, kitchen manager, any concerns or questions: 978-374-3460.

TRANSPORTATION:

- If you have questions regarding transportation (buses), please call Transportation at 978-420-1921.

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Please visit our website at www.haverhill-ps.org. It is updated on an ongoing basis.