Dear Stewart Families,
We are excited to welcome all Stewart students and families to another great school year! Our theme this year is “Color Your World With Possibilities”. It is our goal to create a safe and fun learning environment for every child. We want our families to feel informed about their child’s learning progress and feel welcomed on campus to be a part of the process. We believe in teamwork and together we are Stewart Strong!

**First Days of School**
The first day of school is Thursday, August 15th. On the first two days of school (Thursday and Friday) parents/guardians may walk their child to class during the times of 7:30am-7:55am. Starting on Monday, August 19th, parents will say their goodbyes in the carpool line or at the front entrance of the school and students will walk to their class on their own with supervision of Stewart staff through the hallways. We will also have staff in the front entryway of the campus ready to walk a student to class if they still need assistance. These expectations and student support will continue throughout the entire school year.

**Parent Communication**
Every student will receive a red communication folder. We will send these folders home every Tuesday and will be referred to as their “Tuesday Folder”. This folder will contain important notices, the campus monthly newsletter, graded papers, etc. It is important that parents / guardians check their student’s Tuesday Folder every Tuesday to receive important communication from the school.

To share important dates and events we will communicate in the following ways: send home a monthly newsletter from Principal Hodge, we share out information on our campus Facebook Page-Estella Stewart Elementary, reminders in Tuesdays Folders, and campus website. Your student’s teacher may also send emails and classroom updates.

If you should need a conference with your student’s teacher it is crucial that it is set up in advance during a mutually arranged time such as his/her conference period, before, or after school. To protect instructional time, we cannot transfer phone calls to the classroom, so we will be happy to take a message and have the teacher return your phone call at their earliest opportunity.

**Lunch Time!**
We invite our parents to come eat in our cafeteria during your child’s lunch time. You must bring a valid form of ID, Driver’s License or Passport, to check in at the front office. Your child will meet you in the cafeteria where you will find a parent table set aside for you. Only you and your child may eat together.
(Your child may not invite other children over to the table to join you as we want you to enjoy this special time with your student.) Parents can only bring food for themselves and their child. Food cannot be shared with other children due to state regulations and possible food allergies. For the privacy of our students, please do not take photos, videos, or post to any social media sites anything regarding any students other than your own. We ask that when lunch is over, you please return to the front office to turn in your badge and leave the campus so that your student can return to instructional time in the classroom.

**Bringing in Food for Lunch**
You are welcome to bring food in for your child, only. Since we receive funds from the United States Department of Agriculture (USDA) to assist with nutritional meals for students, we must follow strict guidelines that do not allow students to share food, even if the food is coming from another parent. We also need to be sensitive to students who have food allergies.

**Student Birthdays**
We love to celebrate student birthdays! If you want to bring something special for your child’s class in celebration of their birthday you may bring the items to the front office and they will be delivered during the last hour of the school day. We encourage food items that are store bought so they include the list of ingredients for students with food allergies. Deliveries of flowers, balloons or gifts will not be made to your child’s classroom. Feel free to send stickers or pencils as party treats.

**Morning Drop-Off Procedures**
We open the school at 7:30am each morning. Students may be dropped off in the front of the building or at the side entrance off of Boettcher Drive and staff will be waiting to greet them at both locations. If you like to walk your child into the building, we encourage you to drop them off in the entryway and say your good-byes at that time. We have found that the longer the parent stays, the harder it is to say good-bye each day. Principal Hodge and Assistant Principal Thorp will be greeting students in the hallways throughout the building. (Parents will be allowed to walk their students to the classroom during the first two days of school. After that week, students will walk to class on their own with the supervision of teachers and staff. Staff members will be available to walk students to class if they still need assistance.)

**If your student arrives at 7:55am or after, you must walk your child into the main office entrance and sign them in to receive a tardy pass, regardless of grade level. They cannot enter the building unattended if they are tardy because all staff members leave outside duty stations at 7:55 and the front doors lock at that time.**

**Instructional School Hours**
Stewart Elementary instructional times are 7:55am-3:30pm. Please be mindful of these times as instruction begins promptly at 7:55am. All students will eat breakfast in their classrooms. If your child is a few minutes tardy, their breakfast will be waiting for them in their classroom and there is no need to stop in the cafeteria.

**Change in Afternoon Transportation**
If you need to change the way your child is going home for the day, we ask that you communicate this with the front office prior to 2:30pm. Please call the front office to ensure the teacher receives the message. Teachers will not access their email or phones during instructional times therefore calling the school is the best way to deliver this message. If you call after 2:30pm, we will try to get the message
delivered in time, however we cannot guarantee it as we must ensure all 520 students get to the correct dismissal location every day.

**Afternoon Carpool Procedures**
We have two car pool lines. Kinder-second grade students will be picked up in the front carpool line located in front of the building. Third & Fourth grade students are picked up on the side of the school at the Boettcher Drive location. You can help speed up the process by displaying or hanging your car sign from the rearview mirror. Some parents clip the sign to a pants hanger which is a creative and easy way to display the sign. It is important you stay in your vehicle at all times and we will bring your child to you. If a family has several siblings, we will have the younger siblings go and sit with their older siblings. (Ex. If a family has a first grader and a third grader, the students will sit together on the side location off Boettcher Drive.) On a normal day we are able to run our carpool from start to finish within 15-20 minutes. During the first few days of school, the afternoon carpool line always runs a little longer than normal because we have an excess amount of car riders on the first few days of school. With a campus of 520 students, safety is our top priority, and we appreciate your patience on the first few days.

**Volunteering**
We appreciate our volunteers! We always welcome volunteers to help on a daily/weekly basis or with special events. We have a variety of ways you can volunteer your time at Stewart Elementary. Each volunteer will need to complete a volunteer application and have a background check. If you are interested in volunteering your time, donating items for special events, or helping plan great things for our students at Stewart, you can contact Mrs. Amanda Burris, PTO President, at amandalburris@gmail.com. We will put PTO meeting dates on our monthly newsletters and campus facebook page to keep you informed. We invite everyone to attend PTO meetings, as this is another opportunity to give your input on new ideas and hear campus updates.

Arise2Read is another great opportunity to volunteer and teach students sight words. You can contact the front office for more information about Arise2Read and we will walk you through the volunteer approval process. We believe it takes a team approach to create the best school for our students!

**School Safety**
When visiting campus, we ask all visitors to use the buzz-in system on the front doors to identify themselves and the reason for their visit. Then visitors will report to the front office to check-in. You will need to present a valid form of I.D. which will be scanned and you will receive a badge to wear while on campus. Any visitor on campus not wearing the proper form of I.D will be escorted to the front office to receive a visitor’s pass for the safety of all students and staff. You will also see a variety of police officers during the week in our front office as added security measures. We appreciate our City of Huntsville Police Department!

Your student and Stewart staff will practice a variety of safety drills during the school year such as fire drills (evacuation drills), tornado drills (shelter in place), and Lock-Down drills. While we certainly hope to never have to use any of these drills, it is important that all students and staff know how to react in the event of a real emergency.

Thank you for taking the time to read through our campus procedures. We look forward to your partnership in education and we appreciate your continued support! We are building champions!