

Edward K. Downing Elementary

“Home of the Pioneers”

1480 N. Knox Ave. Odessa, TX

432-456-1319

Hello Parents,

It has been a great 2 weeks of school! Our students and teachers are still working on routines and procedures for our campus and are off to a great start. Here are few things that I need to give to all our parents as reminders. These things are primarily for the safety of our students and staff as well as an efficient way to conduct certain procedures at school.

Morning Drop off:

Our staff is not on duty until 7:15 am. That means that no one is monitoring students if you drop them off before that time. We do have teachers and administrators that come in before 7 am but they usually come early to get a jumpstart on their planning or preparation of the day. Please do not drop off your child before 7:15 am. From 7:15 am to 7:25 am we have staff outside helping get your child off the car and welcoming them for the day. Please use both sides of the drive through. This will make the drop off much quicker. Encourage your child to use the cross walk if you are dropping them off on the left lane. We will have someone out monitoring the crosswalk until 7:45 am. After 7:45 am please use the right lane only to drop off your child so that they will not need to use the crosswalk. We ask that you **DO NOT** use the parking lot as your drop off zone. It is not safe for our students to cross a parking lot to get into the school. If you are going to use the parking lot, park your vehicle, escort your child to the crosswalk or to the front door.

Tardy:

Tardy time is set for 7:45 am. Any child that come in at 7:45 or later must check into the office and get a tardy pass. Students who have more than 3 tardies in a 9 week period will not qualify for perfect attendance.

Absences:

It is very important that your child attend every day of school. State law requires that your child attend at least 90% of the school year before losing credit for the school year. That makes up to about 17 absences total. Every day your child is absent from school you must call the school office and notify the front office personnel. Please let us know which child will be out, reason why, and how long the child will be out of school, and the teacher's name. We can excuse the absences for illnesses and family emergencies. Absences due to vacations, the child missed the bus, or we woke up late will be counted as unexcused. Principal has the final say on what is considered an excused and unexcused absence.

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Parents in classrooms:

Please say goodbye to your child in the foyer area and do not walk your child to the classroom. We will have someone in the office or by the doorway that can escort your child if they are having trouble getting to class. It is much easier for your child to adjust to the classroom and the activities that they are doing if you are not there. Many times our students who enter class become just fine as soon as they see all their friends and the smiling face of their teacher. If you need to visit with the teacher, please call the office (432-456-1319) to set an appointment for the teacher's conference time. By 7:45 am our teachers are already teaching and instructing students. We do not want to take away the sacred time of our students' learning time.

Lunch:

Starting on September 4th, parents can come and eat with their child during their designated lunch period. We will have a designated area for parents to eat with their child. Our cafeteria tables are full so please eat with your child at the parent tables because we may not have room for you and your child at our student tables. Please be aware of your child's lunchtime. If your child is expecting you and you show up late with their lunch then it ends up cutting into their instructional time. You may only bring lunch for your child only. Please do not encourage your child to bring friends or relatives from school to eat with you. This is a safety reason, due to certain students are allergic to certain foods and you may not be aware of those allergies. If you child brings lunch from home please make sure all lunch items are reasonable proportions. Your child can bring snack size chips. Please do not send your child with the family size bag of chips. We find that it ends up being all they eat. You and I want them to have a healthy meal to sustain them properly throughout the day.

Student early check out:

If you are needing to check out your child early for dr. appt, out of town trip, emergency, etc.. You must come into the office, request for your child, and present an ID. This is an ECISD district policy and safety policy. Although you may feel we should know you by now, please keep in mind we see many parents every day and it is difficult to try to remember which child goes with which parent. You must present your ID for verification. If you leave it in the car, we will need you to go back and go get it.

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Bus changes:

We cannot accept any bus changes after 2:50pm. Our bus lists are already with classroom teachers and trying to call down to the room when the teachers are finishing instruction can become confusing for the classroom teacher when they are trying to finish the lesson and prepare for dismissal. If you want to request your child to not ride the bus and be available for parent pick up you must write a note for each child and submit it to the office. The office personnel are the only individuals who can make changes to our bus list. If we do not receive a written note, we will follow procedure and have your child ride the bus. Please do not assume your child or the teacher will get it to us. If you come after 2:50 pm to request your child not ride the bus, you will need to fill out our “NO BUS” request forms. You will fill it out in the office (bring your id to verify guardianship), then we will have you go to the bus loading area and give the form to Mr. Lopez or any staff member who can take your child off the bus. The form lets Mr. Lopez or the staff member know that you have been verified by the office and it is ok to release the child to you.

Dismissal:

School dismisses at 3:25 pm. All of our students are housed inside the building and are called out when their parent arrives. For all of our parents using the drive thru, please have your GREEN student card visible so that our staff member can call out the names of your child. Our grade level teachers will send your child out front to wait for you as you approach the front of the line. For parents who are walking up to pick up students, you will need your GREEN student card as well as you will line up near the front door of the school. We will have a staff member radio the names of your children so they may meet you out front. For my Kindergarten and 1st grade parents who are walking up to pick up their child, please bring your GREEN student card and present it at the door near the stairwell. We will have your child escorted to the door. The bus lines are set and students are waiting to load the bus by 3:20 pm in the gym. Our dismissal parent pick up time has improved dramatically, thanks to all of you following procedure.

Marcos Lopez

Principal