

Bradford Elementary School – 2018-2019
Louise Perry, Principal John Clark, Assistant Principal
978-374-2443
www.haverhill-ps.org

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. 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.