

August 16, 2011

Dear Parents:

Oak Grove Lower Elementary has had a great start to the school year! Our faculty and staff have been working diligently to make "Back to School" for your child a positive experience and I believe we can say it has been a success.

As your child's principal I want to introduce myself. My name is Teresa Jenny and this is my 18th year in education. I have taught fifth, second, and first grades in Montana and Arkansas and have served the Oak Grove Elementary School community in the capacity of assistant principal and principal for the past 9 years. I believe it takes home and school working together to educate children. I look forward to collaborating with you to provide our students with the very best education possible.

I want to inform you of a few things that will help us get back into our school routine and make the most of our day.

- ✓ Our car drop off/pick up line runs very smoothly and we encourage you to use it if you plan on transporting your child to and from school by car each day. If you need to park and walk your child to the building, we ask that you use the parent parking adjacent to the P.E. field. Do not park in front of the school for drop-off and pick-up. It is dangerous to have cars backing out when we are trying to load/unload children out of cars.
- ✓ Our entrance through the Bellegrass neighborhood is to be used only during drop-off and pick-up times. The gate will be locked from 8:00 a.m.-1:45 p.m. each day. During these hours, please use the entrance on Old Hwy 24.
- ✓ If you have a child at the Upper Elementary and Lower Elementary we ask that you drop off and pick up your children at the Upper Elementary. We have teachers on duty at OGUE in the morning and also a teacher to escort them to the Upper in the afternoon.
- ✓ Our campus opens at 7:05 a.m. each day with teachers on duty for supervision. For the safety of your child, please do not drop your child off before 7:05 a.m.
- ✓ As children get older we encourage them to become more independent which leads to responsibility and accountability. We are asking you to help us with this by not walking your child to his/her classroom. We will have faculty/staff in the foyer to help students locate their classroom, but have found that children learn very quickly on how to locate their classroom and feel like "big boys and girls" when they learn their way around the building.
- ✓ When visiting our school, all visitors must sign in at the office. A photo id will be required to sign in and to check out students. This is for the safety of all our children.
- ✓ If you have not purchased your child's planner, please send \$5.00 so they can purchase one. Planners are a great way for home and school to communicate. Please check your child's planner daily for important information.

- ✓ If your child cannot be at school due to an illness, please send an excuse (parent or medical) with your child upon returning to school.
- ✓ School starts at 7:40. Students arriving after 7:40 or checked out before 2:00 will be considered tardy or an early check-out. Students that receive 5 tardies or 5 early check-outs in a nine week period will have to serve a ½ day of In School Tutorial (IST).
- ✓ All transportation changes **MUST** be in writing and turned in to the school office by 8:00 a.m. each morning. Transportation changes will not be taken over the phone. This is for the safety of your child.

Please join us for our Open House on Thursday, August 25 from 6:00-7:00. When attending the Open House, please use the entrance on Old Hwy 24, not the Bellegrass entrance. I look forward to seeing you next Thursday!

Please add these important dates to your calendar.

August 25	Open House 6:00-7:00
September 5	Labor Day (No School)
September 7	Progress reports go home
October 6	School Pictures

Thanks again for a great start and for sharing your child with us. Thank you for all your support and I look forward to working with you in the upcoming school year. Please do not hesitate to call our office if you have any questions or suggestions (601) 268-3862.

Sincerely,

Teresa Jenny
Principal