



## **PTSA PRINCIPAL'S REPORT**

**9-12-17**

### **1. Welcome to the new school year!**

- Communication
- Contacts
- Website – Principal's Report
- Weekly Blasts
- Messenger
- Open House – Sept 28<sup>th</sup>
- RLMS Building Goals/School Improvement Plan

### **2. Food/Allergy Policy**

- All Fairfield Public School classrooms are designated peanut and tree nut free, with the only exception being the high school Culinary Arts classrooms. Understanding that staff, students, and parents share in the responsibility of keeping children safe in the classroom, we ask that parents/guardians ensure that their children do not bring foods containing peanuts or tree nuts to school for consumption in the classroom.

### **3. Building Security**

- Items that must be delivered to RLMS will be left on a covered cart outside of the main entrance doorway. Parents/guardians will be asked to leave the item with the student name and grade noted on the item. The cart is within eyesight of the main office and items will be collected throughout the day. It will be the student's responsibility to retrieve the item from the Main Office.
- A major cause of interruptions is picking up students or bringing them back from appointments (doctor, dentist etc.) during the school day. It is imperative that the students be present every day for the full day, unless they are sick. I am asking you once again to make every effort to schedule appointments outside of the school day or during vacation periods. If it is impossible to schedule around the school day, please be sure your child has a note that they will be dismissed early stating the reason and time for leaving. This note should be turned into the

attendance secretary before school starts so we are aware when the student is leaving and can keep a record of it.

- School visitors will only be allowed into the school if they have an appointment with a staff member or other legitimate reason for entering the school. This includes parents and community members as well as former students. Appointments will be confirmed with the staff member in question. All other activities for which someone is entering the school must be approved by school personnel.
- Please do not let anyone else in behind you if you have been buzzed into the school. We keep a log of every visitor and do not want multiple people entering at once. Each visitor needs to request access individually by ringing the bell.

4. **Anonymous Reporting/Adult Advocates** – Where does my child go if they have a problem?

- Anonymous reporting box checked daily outside of the LMC
- Role of Deans/Counselors/Teachers/Staff
- TIPS online

5. **Parent Pick Up Information**

6. **Clubs/Activities**

- How do I sign up my child?

7. **Questions?**