

LGMS Need to Know Information



Checking-out or Seeing a Student

For the safety and security of all LGMS students, if you are checking a student out or wanting to see a student for any reason, you must be prepared to do the following: (1) Show a valid photo ID **AND** (2) Must be listed on the student's yellow emergency card. If you do not have a valid photo ID and are not listed on the student's yellow emergency card, you will **NOT** be allowed to see or check-out a student for **ANY** reason.



Student Check-In

A student can check him/herself in without a parent/guardian. However, a student cannot check him/herself out.



Student Check-Out

Student check-outs are not allowed after 3:30 unless prior approval by administration.



Brace Bus Pick-Ups

If your student requires Brace Bus Pick-up during the year, the enrolling parent will be responsible for adding the Brace Bus driver's name onto the student's yellow card. If a change in driver occurs during the school year, the enrolling parent will be responsible for changing the name of the driver on the yellow card. **No email or fax will be accepted to make this change.**



Change of Transportation

All change of transportation notes should include the following: date, students full name, complete explanation of the change of transportation, parent or guardian signature, and one or more numbers where the parent or guardian can be reached to approve transportation change.

The student is responsible for bringing the change of transportation to the front office by 10:00 a.m. for transportation to be verified. Parent/guardian, please expect a phone call to verify the note.

There must be a verification signature or the initials of the principal's designee on the transportation note in order for the student to change transportation in any way.

The student must return to the front office after lunch to pick up the verified transportation change note. Teachers/bus drivers will need to see this note at dismissal. Email or fax request for a change of transportation will not be accepted.



Walk to the High School

Students may only walk to the high school for approved afterschool activities (athletic practice, band, etc.). Students are not allowed to walk to the high school to meet their ride home in a car rider line. Students are also not allowed to walk to the high school for afterschool events to be a spectator at the event (i.e., football games, baseball games, etc.). All students must go home his/her normal way and then be brought to the event by his/her parent/guardian.



Car Rider Pick-Up

By following a few simple guidelines, we can make this easier for everyone involved. Please remember the following items when picking up your student:

- Look for directions from teachers on duty.
- PULL UP as far as possible. This allows us to load several students at a time and not one by one.
- Look for directions from teachers on duty.
- **Please do not take time for student pick up to conference with teachers.** Please make an appointment with the teacher at a later time.
- All students must be picked up from the carline. They will NOT be allowed to walk across to parking spaces.
- Please remember we are all role models for our children and should refrain from negative talk or unbecoming behavior.



Commercial Food Drop-Off

Commercial food drop-off is not allowed. If you wish to bring your student a commercial lunch, please plan to join him/her in the cafeteria and eat together. If you plan to eat lunch with your student, please remember the following:

- Parent/Guardian/Visitor staying for lunch must be listed on the student's yellow card.
- Valid photo ID must be presented
- Lunch guests are limited to two per student
- For safety and security, other LGMS students may NOT join you, nor may you provide lunch or any other types of food/drink to other students unless you are listed on that student's yellow card. This includes cupcakes or anything related to birthday celebrations, etc.
- To protect instructional time, students will not be called out of class.



Medication

When students must take medicine at school, parent/guardian must bring all medicine and related equipment to the clinic/clinic aide. The parent/guardian must complete a Student Health and Medication Authorization Form (this form can be obtained in the front office). Medication cannot be given without written permission and instructions from the parent/doctor. **Please do not send medication to school by students.** All prescription and over-the-counter medicine must be kept in the school clinic unless approved by the principal (medicine including but not limited to cough drops, Tylenol, Advil etc.). Students are subject to disciplinary action, including but not limited to, short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent. This includes distributing the medicine to other students and/or using the medicine in a manner that is not prescribed. Please refer to Student Handbook for further information regarding medications.