

## Bell Schedule

8:00 AM First Bell  
8:05 AM Tardy Bell

3:10 PM Dismissal Bell  
2:10 PM-Wednesday Dismissal Bell

**Outside supervision starts:** 7:45  
**Breakfast** 7:40-7:55

## Lunch Schedule:

To Lunch:	Recess Ends:
10:55 – 11:15	11:35 Kindergarten
11:05 – 11:25	11:45 1 <sup>st</sup> Grade
11:15 – 11:35	11:55 2 <sup>nd</sup> Grade
11:25 – 11:45	12:05 3 <sup>rd</sup> Grade
11:35 – 11:55	12:15 4 <sup>th</sup> Grade
11:45 – 12:05	12:25 5 <sup>th</sup> Grade

Lunch money and breakfast money should be brought to the office in the morning. Charges are discouraged. Please take time to check parent portal for lunch balances or feel free to contact the office.

**Pomona Elementary School**  
**Pes.mcsd.org**

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## PAC

(Parent Advisory Committee)

Our PAC meets the third Tuesday of every month at 3:15 PM. Please make time to attend our meetings to learn about the exciting things that are happening at school.

## Parent Portal

Parent portal is a wonderful resource for parents to view a variety of information. If you have not signed up for Parent Portal, please stop by the office to receive your login information.

## Lost and Found

Please check lost and found often. All items not picked up will be donated to charity at the end of every quarter.

## Personal Property

The school is not responsible for loss of personal property. Please make sure you label your child's belongings. Please keep toys at home.

## Bus Barn-Transportation

970-249-8233

## After school Program

Office-970-240-6430  
Cell- 970-901-9344

## Boy's and Girl's club

970-615-0084

## Technology Fee

A \$10.00 Technology fee is due at the beginning of each year.

## Watchdogs

Stay tuned for more information on our Watchdogs program!

## Drop-Off Procedure

At Pomona, we want to ensure a safe transition to and from school for students. When you drop your child off in the morning, you need to pull into the loop or park and walk them into the north entrance. You may not drop off until 7:45 AM; there is not a teacher on duty until then. If you want to park and bring your child up the sidewalk you will need to pull in to the north lot and park. All adults will need to enter our building through the front door. Be sure you have your driver's license with you for scanning. You will need to stop at the office to get a visitor's badge. If you need to visit with your child's teacher, please check with the office to see if the teacher is available.



### **Pick-Up Procedure**

**As of now, this is our pick-up procedure.**

**Please know this could change at any time.**

At 3:10 PM we will dismiss students (2:10 PM on Wednesday). All pick-ups will need to occur by entering the North lot. We have three after school options with teachers covering each section:

**Walkers-** Walkers will exit through the East gate.

**Pick-up Loop-**We have one duty teacher covering the pick-up loop. They will find your child and bring them to your car; please stay in your vehicle. Please do not park and walk through the pick-up line.

**Parking/Walking in-** There will be adult supervision assigned to a group of students. Students will stay with them until they see their ride.

Last resort option is for students to come to the office. The office closes at 3:30 PM. If you cannot get to the office by 3:30 PM you will need to find other arrangements for your child.

### **Bus/After School Notes**

At the end of the day, notes regarding dismissal information are delivered to students. Calls **MUST** be received by 2:30 PM to give us adequate time to get notes to students. We cannot guarantee calls will be answered after 2:30 PM.

### **Attendance**

**Tardies** – Students are tardy at 8:05 AM. Please make every effort to have your child to school on time. Being late to school is stressful for your child and disruptive to learning. If your child arrives at school after 8:05 AM, please come to the office, sign your child in and get a tardy pass for them to take to their teacher.

**Absences** – Students are excused if a parent calls in. Please be sure to call the office in the morning to report an absence. Students are marked unexcused if we do not receive a call. If your student is absent 10 or more days, an attendance meeting with the principal will be scheduled.

### **Visitors**

All visitors are required to sign in and out at the front office and receive a visitor's badge. Please be sure to bring in your driver's license to have a background scan completed. Let the office staff know if you will be visiting often and we will make you a permanent visitor badge. Those who volunteer once a week or more will be required to fill out a background check.

### **Clothing**

Unless the weather is too severe, students are encouraged to be outside during recess and noon breaks. Sudden changes in weather conditions are to be expected here in Colorado.

Please see that your student has adequate clothing for the seasonal variations that occur along with appropriate clothing for the learning environment.

### **Health Information**

Medications (including over the counter medication such as cough drops and ibuprofen) will only be given to students after receipt of a permission form signed by the child's doctor as well as the parent. These forms are available at the health office. Medication must be given to the health tech or office staff by an adult in the original packaging with prescription information, not the student. Over the counter medications must be in original container with the student's name on it.

**Back to school night-**1<sup>st</sup> – 5<sup>th</sup> grade is August 28<sup>th</sup>, from 4 PM-6 PM.

**Kindergarten meet and greet-** Friday, August 31<sup>st</sup>, from 8:00 AM to 10:00 AM. Please bring your child's supplies, labeled. A reminder of your assessment time will be mailed in the summer.

**1<sup>st</sup>-5<sup>th</sup> Grade Starts Thursday, August 30<sup>th</sup>.  
Kindergarten Starts Tuesday, September 4<sup>th</sup>.**

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