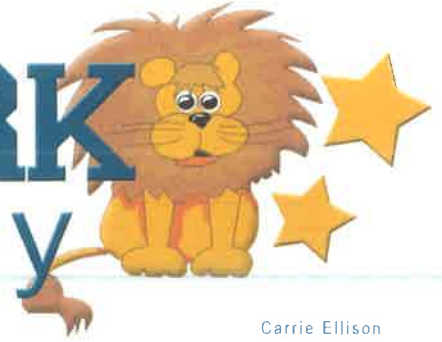




# NORTHPARK Elementary



Sweetwater County School District Number One  
P.O. Box 1089  
Rock Springs, Wyoming 82902-1089

Carrie Ellison  
Principal  
307-352-3235

August 21, 2018

Dear Parents:

We are happy to welcome you and your family to Northpark School. Our experienced staff of teachers is dedicated to providing every child with many valuable educational opportunities. We look forward to working with you to maintain a positive home-school partnership.

The purpose of this letter is to provide parents with necessary information regarding the operation of Northpark School. Please call if you have any questions or concerns.

We are not sending paper copies of your child's registration form home this year. In order to complete your child's registration, we need you to update your child's records in Powerschool. Please update the registration form and provide any omitted information at the district website [www.sweetwater1.org](http://www.sweetwater1.org) under Continuing Student Registration. We need this completed for each child you have in school by September 10.

We welcome visits to the school. We do ask that you always check in through the office and obtain a pass. For security reasons all doors are kept locked during school hours. If you have occasion to visit the school you will need to press the security button at the main door for identification and admittance purposes. **When entering the building please report directly to the main office.** All visitors will be required to show a valid, government-issued ID before you can proceed down the hall. We do require a signature on our student release form when a student leaves school. To ensure your child's safety, identification may be required. Students will not be allowed to leave the building without an adult signing them out.

School starts at 8:15 and ends at 3:25 for kindergarten through fourth grade. **Supervision will not be available until 7:55, so please do not bring children to school earlier than 7:55.** For safety purposes when picking up students after school, please connect with them in the common area in front of the school outside. Students are not allowed to enter the parking lot unaccompanied.

School lunches are \$2.85 per day and breakfast is \$1.55. Breakfast starts at 7:55 a.m. and ends at 8:15 a.m.

Our procedure for verifying student absence is as follows: Please phone us at 352-3235 (between the hours of 7:30-8:45 a.m.) to let us know that your child will not be in school. If we do not hear from you, someone from the office will call you at home to verify your child's absence. We feel your child's attendance is extremely important for educational growth. A 1/2 day absence occurs when a student fails to be in his/her designated class after 8:25 a.m. or when a student is checked out before 3:15 p.m.



Mission:  
BELIEVE in myself,  
ACHIEVE as a learner,  
SUCCEED in life,  
with NORTHPARK pride!

Vision:  
Every child reaching  
for excellence,  
every day!



SWEETWATER COUNTY  
SCHOOL DISTRICT #1

**When you get a free moment, please browse our school website at [www.sweetwater1.org](http://www.sweetwater1.org). All monthly letters going home will be on the Northpark Website. Check the website and you can also search for Principal Ellison on Facebook to find out what is going on at Northpark.**

We must have a medical release from the physician and the parent before we can dispense medication to students. Sweetwater County School District #1 Medication Policy: It is the policy of this school district that medication is not allowed in the school without the school district's Administration of Medication Form, which must be filled out and signed by the prescribing physician, then signed by the parents. If medication must be administered during school hours, please contact your school nurse for assistance in getting the proper form. This includes over-the-counter medications (cough drops, Tylenol, Cortisone cream, etc.) Please do not send over-the-counter medications to school with your child unless the proper steps have been taken. We appreciate your cooperation in this matter. If you have any questions, please contact your school nurse.

**For safety reasons it is necessary that we have a note from you whenever your child needs to ride a different bus or get off at a different bus stop than they normally do. Look in Northpark Elementary Handbook for all safety procedures. Safety is our first priority!**

The Northpark Elementary School Handbook Calendar contains the code of student conduct, weapons policy, student dress code, school bus conduct and other school information. Please keep the calendar as a reference for SSD#1 Policies. It also contains the seven day school schedule and other important dates. The calendars are limited to one per family. If you do not receive one, please stop by the office and we will gladly give one to you.

The faculty and staff of Northpark School look forward to working with you to provide a rewarding, positive educational experience for your child. Please feel free to call me if you require further information or have other questions.

Sincerely,



Carrie Ellison  
Principal