

IMPORTANT INFORMATION

**STRIVE to ARRIVE
by 7:35am!**

School Hours

7:40am – 1:55pm

Students may not be on campus prior to 7:10am (unless enrolled in HOST)

School Starts at 7:40 am. If a child is dropped off after the 7:40am bell they are **TARDY**.

Dismissal is at 1:55 pm. NO sign outs after 1:30pm.

Monday early release at 12:55 pm

Change of Way Home

All changes to your child's way home **MUST** be made in writing. We will **not** accept changes over the telephone or thru the Remind app and the teacher cannot accept verbal communication from your child to change their way home. In case of emergency – you may fax a change to the office **no later than 1:25 pm(12:25 on Mondays)**. The fax must include the child's name, teacher and your signature. It is your responsibility to make sure the fax was received by the office. **Fax: 651-2114**

Uniforms

Hugo Schmidt is a Mandatory uniform school.

Tops: Solid Red, White, or Navy Blue – (Polo's or T's)

Bottoms: Khaki or Navy twill, Denim (No frays or holes)

Masks: Masks are required for all students

Absentee Line

If your child is absent, please call the 24 hour absentee line **(651-2110 option 1)** to report your child's absence. Please give your child's name, teachers name and reason for the absence.

Newsletters

Monthly newsletters will post on our website at the beginning of every month. It contains important information regarding upcoming events happening at Hugo Schmidt. Please visit our website at: <http://schmidt.mysdhc.org/> A paper copy is available upon request.



Illness

If your child becomes ill, the school nurse will contact you to make arrangements to pick your child up within 30 minutes. The clinic is not equipped to handle ill children for long periods. Please do not send your child to school if they have had a fever within the last 24 hours, excessive mucus from the nose, vomiting or diarrhea, a rash, any COVID symptoms, or head lice. For more information, you may contact our nurse – **Kacie Swaford at 651-2110 ext. 225**

Student Emergency Card

Please make sure all telephone numbers and addresses are **accurate** and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please include your current email address. It is very important that this record be kept up to date.

Breakfast & Lunch

Free Breakfast is served daily from 7:10am to 7:35am **ONLY**. Lunches are \$2.25 per student. A menu will be included with our monthly newsletter. If you have any questions or special needs, please contact our Student Nutrition manager, **Kristina Swoboda at 651-2110 ext. 232**

Cell Phones/Electronic Devices

During school hours cell phones and other electronic devices are not to be activated or used in any manner by students and must be stored out of sight.

WE SEE IT, WE TAKE IT

Parents, when entering the school building please turn off your cell phones. We will be able to better assist you when we have your full attention.

★★Visitors★★

DUE TO COVID, VISITORS ARE NOT ALLOWED ON CAMPUS AT THIS TIME.

All visitors over 18 coming on campus are required to sign in using a Drivers License or State Issued ID. Please make sure that **all** people in your group have the required ID so that they may enter the campus. If you do not have correct ID, you **will not** be allowed on campus.

NO CELL PHONE USE ON CAMPUS

Thank you for your cooperation.