

explore!



Welcome to the 2018 Explore summer learning experience! My name is Brandy Williamson, and I am excited to be your child's principal at Pittman Elementary for the July session of the Explore! summer program. I am currently serving the Springfield Public School district as a 5th grade teacher at Bingham Elementary, and this will be my third summer serving as an Explore! administrator at Pittman Elementary. I previously taught at York Elementary in Springfield, at Reeds Spring Primary, and at The Summit Preparatory. I've taught 1st, 2nd, 4th, and 5th grades, and I've also worked in higher education at Missouri State University and UMKC School of Law. My educational background includes a Bachelor of Arts degree in English, an Elementary Education Teacher Certification (K-6), a Master of Science in Elementary Education degree (Curriculum & Instruction), and a Master of Science in Educational Administration (Elementary) degree. I hold Principal certification for Kindergarten through 12th grade. When I'm not working, I love spending time with my children and being outdoors.

Please review the following information regarding the 2018 Explore program. I sincerely look forward to meeting you this summer!

Regards,
Brandy Williamson

Basic Information

The second session of Explore begins on July 5th and ends on July 31th. The school day will start promptly at 8:50 a.m. and will end at 3:20 p.m. **Free** breakfast and lunch will be served to all students attending the Explore program at Pittman Elementary. Breakfast will be available 30 minutes before the start of school.

To read more about the courses offered for your child's grade level, or to register your child for Explore, please visit the following site:

<http://www.springfieldpublicschoolsmo.org/pages/SPSMO/About/Services/N-Z/SummerSchool/Courses>

School Nurse

A school nurse will be on staff at Pittman during the Explore program. If your child has any medical conditions or will need to take medication at school, please share this information with the school nurse and your child's teacher. Please adhere to the regular school-year policies regarding illnesses.

Student Behavior and Attendance

Students are expected to follow SPS board policies and handbook procedures. Demonstrating good behavior is an expectation during Explore. Student misbehaviors will be addressed in a proactive manner using principles of positive behavior interventions. Explore Coordinators will review instances with students having repeated inappropriate behaviors. At the Explore Coordinator's discretion, students with repeated inappropriate behavior may be dropped from the program.

Good attendance is extremely important during summer school. Your efforts in getting your child to school on time every day is greatly appreciated. Perfect attendance is defined as not missing more than 30 minutes per week. Please know that doctor appointments, summer camps, and medical emergencies will be counted against student's attendance.

Building Entry

Students, parents, and patrons need to enter the school through the designated front door by the office. The cafeteria door is for Prime Time, school staff, and deliveries only. All other outside doors will remain locked, including the door adjacent to the cafeteria. Doors open at 8:20 a.m. Please use the newly installed intercom system and have your ID ready for the secretary.

Visitor Parking

Pittman staff leaves the first row of parking stalls in the east parking lot open for visitor use. There are three (3) handicapped spots and eight (8) stalls along the front row that will be reserved for parents and patrons who wish to visit our school in the morning, at lunch, or other times during the day. This helps with traffic congestion in the east parking lot during drop-off and the circle drive for bus transitions during the day. It also makes it easier for visitors to locate a parking place throughout the day.

End of the Day Instructions

Please make plans with your child regarding how he/she will get home

prior to the beginning of the school day. Keeping a constant routine helps children feel secure during the day, so we encourage a regular pattern of school-to-home transportation. Occasionally, plans must be changed. If you have an emergency and you must arrange for alternate transportation, you may call the secretary (preferably before 2:30) and leave a message to be delivered to your child's teacher. Please know that we make every attempt to deliver messages, but there is always a chance a message will not get delivered in time. It is unacceptable to use this message system as a routine practice.

Transportation

Buses: Transportation for Summer School will be available to students attending Pittman or Bingham. Students must register by April 1 to be guaranteed bus transportation on the first day of Summer School. Students are eligible for free transportation if they live in the Pittman or Bingham attendance area and their residence is more than 1.5 miles from the Pittman Elementary. If you are not eligible for the free transportation, information about the pay-to-ride option will appear on the screen when you register online. For more information, please call 417-523-0500, 523-0011, or 523-0005.

Car riders/Walkers: For the safety of our students please follow the Pittman student drop off and pick up procedures of the regular school year:

DAILY DISMISSAL

Parents who choose to come into the school during dismissal need to remain in the main hall area. Please do not go to your child's classroom just before or during dismissal as this is an extremely busy time for students and teachers. All visitors must check in at the office and receive a visitor's badge before proceeding to other parts of the school building.

Walkers/Bike Riders dismissed at 3:15: A walker is a student who walks all the way home with or without an adult. A walker may also be a student who walks or is escorted to a safe designated location off school property and is picked-up by a parent or guardian.

A walker is not a child who walks to a vehicle or is escorted to a vehicle by someone parked on school property. Students in this category are considered car riders and are dismissed at 3:20.

Car riders dismissed at 3:20: Please use the yellow car tag to speed up dismissal. Fill out the card, legibly, and hang it from your rearview mirror or put it in the front window of your car.

For walker safety, cars stationed on school property during dismissal must remain stationary until the 3:20 bell.

K-1 students are dismissed from the southeast exit (near the

kindergarten rooms).

2nd grade students are dismissed from the southeast exit (near the cafeteria).

3-5 students are dismissed from the main entrance (near the main office).

PICK-UP PROCEDURES

1. Enter parking lot or circle drive from Bennett in a single line. (DO NOT PICK-UP YOUR CHILD ON BENNETT STREET)
2. Hang the car tag from the rear view mirror or put in the front window (please use the car tag from the current year if available).
3. Be patient and please remember SAFETY FIRST!
4. The map below shows dismissal locations and provides guidelines for student pickup, parking and traffic flow.

