

Goosehill Primary School

School Improvement Team Notes

February 24, 2014

Members present: Mrs. Gonzalez-Condell, Mrs. Cooper, Mrs. Johnson, Mrs. Rouse, Mrs. Slaven, Mrs. Eisenegger, Mrs. Trust Mrs. Herschlein

Learning Clubs

The team reviewed the Learning Club program. Mrs. Eisenegger will be collecting all passports after the March 7th session and inserting/gluing in a photo of the club into each student's book.

Possible revisions to next year's clubs were discussed, including changes to the schedule (every other week).

Parent Handbook

We started the discussion regarding a revision to the Parent Handbook. We reviewed documents (handbook, Back to School Powerpoint, Weekly Notes) and decided to begin with Transportation. As the elements were discussed, it became clear that a revision to the Change of Transportation Notice (yellow pad) was needed.

For next meeting: (March 17, 2014)

- We will finalize a template for the Change of Transportation Notice.
- Top of form will have Child's Name and Teacher and Date.
- Body will read, "**TODAY**, _____ (name of child) will..."
- It will be a two-sided document- One side for **BUS CHANGE** (Change of Bus Stop or Adult Who Will Meet Child at Stop) and one side for **PICK UP**. Both should include phone number at which parent can be reached if there is a question and phone number of adult responsible for meeting the child at the bus or picking up the child.
- **BUS CHANGE** will remind parent to confirm that the other child (whose stop their child is scheduled to get off on) is in school that day.
- **Security will be asked to copy any BUS CHANGE and return to teacher so that she can give a copy to the driver. Security will retain one copy.**

Other ideas with regard to transportation to be included in the handbook:

- Where to drop off and pick up
- Procedures for delayed opening
- Half day transportation
- Phone number for transportation office
- When to call Bus Company (e.g. if child will be out for extended time)