



Mary Todd Elementary School
551 Parkside Drive
Lexington, KY 40505

Present positive attitudes

Always do your best

Willingly show respect to all

Strive for success!

July 26, 2018

Dear Mary Todd Families,

Welcome to a new school year! I hope that you have had a wonderful summer. You will soon see that our staff and PTA have been working hard preparing for another great year at MTE! The building is sparkling and our teachers are ready to see all those smiling faces return to school in just a few days.

You are your child's first and very best teacher and we need you to be a part of life at Mary Todd. Please get involved where you can in your child's classroom. Plan to come to PTA events and monthly meetings and, when possible, come and eat lunch with your child. A new Student Handbook will come home with your child near the beginning of the school year. We hope you will keep this as a reference concerning school policies and upcoming events over the entire year. I'll also be providing updates and information in the school newsletter which you can find online at www.marytodd.fcps.net and will come home in hard copy with your student as well. This newsletter will contain information about current events at Mary Todd Elementary School.

As we begin the 2018-2019 school year, we are excited to announce some staff changes and several new teachers to our hardworking team: Mrs. Caryn Huber will join us as the PGES Coach. Ms. Krista Mayfield will join the first grade team. Mrs. Jessica Wright will join the second grade team. Mrs. Janet Parker will join the third grade team. Mrs. Genia Harrison will join the fourth grade team. Ms. Megan Landry will join the fifth grade team. Joseph Wrightson will join the Arts and Humanities team. Dorothy Daley and Charlotte Flatt will join the Intervention team. Samantha Ison and Natalie Clark will join the Kindergarten team. Each of these folks brings a passion for teaching and strong belief in our students to the Mary Todd family!

Our **Orientation Night** for the new school year will be on **Thursday, August 9, between 5:30 and 7:00 p.m.** at Mary Todd Elementary. Please join us as the students meet their teachers and complete all transportation verification forms. If your child is going to be a car rider you can pick up your number on this evening. Your child will be receiving a note from their classroom teacher during the first week of August and your child will be directed to their classroom teacher on this evening as well if for some reason he/she did not get a letter by this time. The classroom supply lists are currently posted on the website and can be picked up during this night as well.

The first day of school is **Wednesday, August 15. Once again, THERE WILL BE NO EARLY ARRIVAL TIME THIS YEAR. STUDENTS MAY NOT ENTER THE SCHOOL BUILDING BEFORE 7:55 a.m.** School begins at 8:25 a.m. and ends at 3:15 p.m. Students may be walked to their classrooms on August 15-17. After that, we ask that you let students come to their rooms on their own. This allows our students and teachers to start their instructional day smoothly. Should you need to conference with your child's teacher you may contact them before or after school or during their planning time. With your help, we'll make this a wonderful school year!

Freda Asher, Principal

Please see arrival and dismissal procedures on the back of this letter!

ARRIVAL/DISMISSAL SAFETY PRACTICES

ARRIVAL

- ALL CAR RIDERS and DAYCARE RIDERS will be dropped off at the front entrance. For the safety of ALL students, there can be NO student s dropped off at the curb on Parkside Drive.
ALSO important:
 1. Vehicles form a line on the RIGHT side (school side) of Parkside Drive and vehicles may ONLY enter the parking lot by a RIGHT hand turn.
 2. Students may not exit the vehicle until staff opens the door for the student to exit.
 3. Students being dropped off will enter the building through the main front entrance.
 4. NO CAR MAY BE LEFT UNATTENDED IN THE DROP OFF LOOP. ALL DRIVERS MUST REMAIN IN THEIR VEHICLES.
- ALL PARKSIDE DRIVE WALKERS will report to the FRONT door.
- ALL ROGERS RD. WALKERS enter through the FRONT door.
- ALL BUS RIDERS will be dropped off in the back of the building. They will enter the building at the back parking lot door.
- IF you are going to come in with your child, please park in the front parking lot and come in through the front entrance.

DISMISSAL

- ALL CAR RIDERS will be dismissed from the front entrance. For the safety of ALL students, there can be NO student s picked up at the curb on Parkside Drive.
ALSO important:
 1. Vehicles form a line on the RIGHT side (school side) of Parkside Drive and vehicles may ONLY enter the parking lot by a RIGHT hand turn. (no cars will be permitted to turn left in to the parking area at this time)
 2. Students may not enter the vehicle until staff opens the door for the student to enter.
 3. NO CAR MAY BE LEFT UNATTENDED IN THE DROP OFF LOOP. ALL DRIVERS MUST REMAIN IN THEIR VEHICLES.
- ALL Bus and Daycare riders will be dismissed from the back bus loop. Buses will enter the loop closest to the building and daycare vans the outer loop. Students will be escorted to buses and daycare vehicles by an adult.
- ALL Parkside Dr. Walkers will be dismissed from the Parkside door (clinic and FRC entrance) on the Parkside side of the building. They will go down the sidewalk to the crosswalk.
- ALL Rogers Rd. walkers will be dismissed from the Arts and Humanities room door.

LATE ARRIVAL/EARLY DISMISSAL PROCEDURES

ALL PARENTS AND GUARDIANS who are bringing students in after morning arrival or picking up for early dismissal MUST enter through the front entrance.

IT IS REQUIRED THAT AN ADULT ACCOMPANY STUDENTS ARRIVING LATE AND SIGNS THEM IN AT THE OFFICE.

Thank you for helping us keep our students safe. As always, if you have questions or concerns, please feel free to email or call me.

Yours in education,
Freda Asher, Principal