

Dear Parents/Guardians,

Welcome to the 2008-2009 school year! It's hard to believe that the first nine weeks is almost over. I hope that everyone has had a great start to the new school year. We have many great things taking place at Rickman Elementary. I would like to thank you "the parents" for supporting the learning that takes place within our walls each day. It takes everyone working together to make Rickman Elementary the best it can be.


I would like to take this opportunity to remind everyone of a few important dates and procedures.

**Attendance**-It is very important that your child be at school. If your child is absent from school, please send an excuse note within three days of the absence. Your child has three days to make up any missed work. It is the responsibility of the student to make this work up and turn it in to the classroom teacher.

Students arriving at school after 7:45 must be signed in at the office by a parent or guardian. Students leaving before 2:45 must likewise be signed out at the office. If you sign your child in or out after or before these times, it *will count against* his/her perfect attendance.

**Student Arrival:** Students arriving at school before 7:30 a.m. are expected to go directly to the gym or designated area. Students will not be admitted into the building prior to 7:00 a.m.

**Student Departure:** Pick-up for students begins at 2:35. Students K-4 and older siblings will be picked up at the gym entrance. Students in grades 5-8 will be picked up at the office entrance.

**Medications**- If your child needs to take any medicine during school hours, you must have your child's physician complete and sign a medicine form. This form is available in the school's front office. The medication must be in the original container and be delivered to school by the parent/guardian.

**Parent Contact Information**- If you have moved or changed phone numbers since the beginning of school, please call the office or send a note with the changes, and we will update your child's information card. This is very important that these cards are *always* current and correct.

### **Mark Your Calendar**

September 25<sup>th</sup>-Cookie Dough Pick-up (3:00-6:00)  
October 8<sup>th</sup>- All cookie dough money due  
October 9<sup>th</sup>-End of first nine weeks  
October 10<sup>th</sup> Talent Show  
October 13<sup>th</sup>- 17<sup>th</sup>- Fall Break  
October 22<sup>nd</sup>- Report Cards go home  
October 23<sup>rd</sup>- Parent/Teacher Conference (3:00-6:00)  
October 30<sup>th</sup>-EXPLORE test for 8<sup>th</sup> Mega-Party  
October 31<sup>st</sup>- Halloween parties (1:00)



I want to wish everyone a happy and productive school year. I hope to see everyone at the October 23, 2008 parent /teacher conferences (3:00-6:00).

If you have any questions or concerns, please don't hesitate to contact me at (931)498-2825 or e-mail me at [wyattm@k12tn.net](mailto:wyattm@k12tn.net).

Sincerely,  
*Marsha L. Wyatt, Principal*