



Main Street School – General Information



Updated 5.1-19

Building and Grounds: The Main Street School is located at 101 Main Street. The main building has 4 floors and our gym facility is in a separate building connected by a covered pathway. The main entrance to the gymnasium is located on Ferris Street.

School Hours: 8:50am. – 3:15pm All students are expected to be lined up with their class by 8:50am in their designated locations. Please see Arrival & Dismissal procedures for timing of drop-off and pick-up.

ARRIVAL & DISMISSAL

Main Street School has extremely limited visitor parking. If you park, please do NOT park in a way that blocks another vehicle from getting in and out of the school. To ensure the safety of all students, staff and visitors, all bus-eligible students are encouraged to ride the bus to and from school. During arrival and dismissal, no cars are permitted in the park lot.

Arrival Procedures: Students should not arrive before 8:40am. Students who arrive at school prior to 8:40am will not be supervised and will not be permitted into the building with the exception of extremely inclement weather days. Doors open at 8:40am.

By Car: Families driving students to school should pull up in a parallel position to the front of MSS and drop off their child(ren). Students will then enter the building via the Main Street entrance. (All students upon entering the building line up in a designated location. On most days, 4th graders line up in the cafeteria and 5th graders line up in the auditorium.)

By Bus: Buses drop students off in the parking lot and students enter the building using the Main Street entrance.

Late Arrival Procedures (Students arriving after 8:50am): All students should enter through the Main entrance and report to the nurse's office.

Dismissal Procedures:

Students Riding the Bus: Teachers walk students to the bus.

Families of Walkers and Pick Ups: Students walk out with their class and are free to leave the grounds without supervision. Families who are waiting should wait for their child(ren) in front of the school building.

Early Pick Ups: Families must sign in at the security desk and then go to the office to meet their child(ren) and sign out.

Requests for Changes in Your Child(rens) Dismissal: It is important that whenever there is a change in your child(rens) dismissal plan, you let the teacher know via a note that morning. Last minute changes can be made by calling the Main Office. Changes should be called in no later than 2:30pm.

Absence and Lateness: If your child(ren) is going to be absent or late for any reason, you must call the nurse's office before 8:50am to report the reason for the absence or lateness. Please call the nurse's office even if you have notified the teacher. You may call any time day or night and leave a message on the nurse's office voicemail; or you can email the classroom teacher and include the school nurse. Messages are retrieved by 8:30am every morning. Students returning to school after an absence must bring a note to their teacher explaining the absence. Please see attendance guidelines for additional information.

Important Numbers:

Nurse's Office: 269-5250

Main Office: 269-5213

Principal's Office: 269-5212

School Psychologist's Office: 269-5230

School Social Worker's Office: 269-5233

School Guidance Counselor's Office: 269-5262