

Christiano, Salvatore

From: noreply@leonschools.focus-sis.com on behalf of Benjamin Threadgill
<noreply@leonschools.focus-sis.com>
Sent: Tuesday, August 5, 2025 2:32 PM
To: Christiano, Salvatore
Subject: Conley Weekly Family Updates 8/5/2025
Attachments: Procedure for Field Trip Chaperones 2025-26 Chaperone Directions-Revised.docx;
Parent Walker Verification Form.pdf

Follow Up Flag: Follow up
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##- Please type your reply above this line -##

Good Afternoon!

The start of the school year is less than a week away! Our teachers have been working hard to get everything ready for your child's return. Please take a moment to review the sections below and read the ones that apply to you as you prepare for the 2025–26 school year.

Orientation

We are looking forward to you coming on Campus for Orientation on Thursday, August 7th from 1:00 – 3:00. This is a come and go event and you may consider arriving around 2:00 to avoid the usual beginning crowd and limited parking. Parking is available in the bus loop at the front of the school and along the parent car loop which can be accessed just east of the main entrance down Orange Avenue. Room assignments will be posted in the Parent Portal and available with staff members in the courtyard. This will be the only time for parents and students to walk the campus and meet the teacher prior to school starting on August 11th.

Day 1 Morning Drop Off

Each day, including the first day of school, our staff and approved safety patrol members will be on hand to escort all students safely from your vehicle or their bus directly to their classroom. To ensure the security of our campus for all students, parents will not be allowed to walk their children to class. We will have many staff members as well as our safety patrol on duty to ensure that your child makes it to class on day one. To make it easier, feel free to write your child's name and teacher on a piece of paper to keep with them. Our staff will also

have class lists and will assist students with making it to their classroom. Students will go directly to their classrooms for the first two days.

Students can arrive to school as a walker, bus rider or car rider. The gates will open at 7:45 to receive students from all areas. All students arriving by car must enter through the car loop, which is past the main entrance on Orange Avenue. You will need to drive further down and U-turn to get into the loop. The line will appear long but it moves quickly in the morning. Please do not drop students off at the front of the school.

Breakfast and Lunch

We are still part of the free breakfast and lunch program that has been in place for the last few years. Follow the link below and click “View Menus (as a guest)” to see the daily offerings.

<https://www.schoolcafe.com/LEONCOUNTYSCHOOLS>

It is understandable that students may forget their lunch box or backpack from time to time. We will be happy to receive those items in the office to transfer to your children. Because we do have free breakfast and lunch, we do ask that families refrain from daily food drop offs. We also will not accept deliveries for students from food delivery services such as Uber Eats or GrubHub.

Afternoon Dismissal Updates

Please let your child’s teacher know how they will go home each day: bus (include number), car, EDEP, or day care van (include the company name). Changes to dismissal need to be emailed to cssoffice@leonschools.net by 2:00pm to make a change for that day. Parents who wish to check out their children from school early must be in the office before 2:15 each day. Students will not be called out of class between 2:15 and 2:50. We have this procedure in place to make sure we know where every student is located during our dismissal process.

Car Rider Tags

In the afternoon we ask that all families display their number tag that will come home on the first day to increase the speed of the dismissal line. Once we fix all of the numbers and group families together, several permanent hanging tags will be sent home with each family. Until that time please use the paper tags or a picture of the paper tag to help us enter vehicles in the line. If you do not receive a temporary tag at orientation your number will be provided to you while you are in the pickup line on the first two days. If your children have two different pick up numbers please let the staff member at the road know or email me and we will link the students together.

Bus Transportation

If your child plans to ride the school bus for the 2025-26 school year and you have not yet completed the registration form, please register your child through the Parent Portal. All students who ride the bus must register. A representative from transportation will be present at Orientation to assist.

Walkers (attachment)

Students may walk home after school with parent permission to a residence within reasonable walking distance (less than two miles). Due to safety concerns, students will not be allowed to walk into the Southwood neighborhood to wait for a ride home. Parents who choose this option must complete the Walker Verification Form prior to allowing their child to walk home from school. Feel free to complete this form to turn in to your teacher at orientation.

School Health Forms

All forms can be found on the school district website: <http://leon.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/school-health/school-health-parent-forms/index.html> Please complete the necessary forms for daily medications or other health concerns that require a medical plan. The school health aide will be on campus to accept Medications and paperwork during orientation on August 7th. .

Field Trip Chaperone – Major Changes (Attachment)

Due to F.S. 435.12/ Senate Bill 676 all parents chaperoning school field trips must have a current back ground check on file. Fingerprinting can be completed at the LCS Office for \$61. Please review the attachment for details and FAQ's. This is new for this year and is now required for any parents chaperoning in and out of town field trips by Florida Law.

We will see you Thursday!

Sincerely,

Ben Threadgill

Principal

Conley Elementary

***SUNSHINE LAW AND PUBLIC RECORDS CAUTION:** Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.