To promote student safety, minimize classroom interruptions, and ensure accurate attendance records please adhere to the following:

**Absences and Tardies:** Call 823-4393 option 2 by 9:30 a.m. and leave a voicemail message stating your child’s name, grade, date, and reason for absence.

**Early check out:** Send in a note with your child regarding the dismissal time. Your child should go to the office before school to get a blue dismissal pass. The guardian must report to the office to sign the student out.

**Unscheduled check out:** Please only do this in an emergency and allow up to 10 minutes for us to retrieve your child. Be sure to bring proper photo id and a student will only be released to an individual on the emergency contact list.

*Note: We cannot honor phone or emailed check out requests.*

**Change in afterschool plan:** Please call 823-4393 option 0 by 3:30 p.m. so that we can relay the message to your child.

**Request to ride a different bus:** Please send in a note with the following information: Student name, regular bus #, requested bus #, reason for request. Your child should present this note to their assistant principal during lunch for a bus pass.

*Note: Several of our busses are overcrowded and cannot accommodate extra riders.*

**Forgotten items:** You may drop off forgotten items to the main office and we will call your child to retrieve them at the next class change.

**Walking home:** Students may walk home upon dismissal at the end of the school day but may not leave the school campus during the school day even with parent approval.