

PARENT INFORMATION SHEET



Steps To Follow When Absent

- A parent/guardian must call the school office (817-949-4600) each day their child will not be in school.
- When returning to school after any absence, the student should provide a written note, dated and signed by the parent/guardian. Any absence for the purpose of going to the doctor or dentist will be excused only with a statement from their office.
- A doctor's statement will be required for absences of five consecutive days or more, or a prolonged pattern of intermittent absences.
- Parents can request assignments before 10am on the second day of a student's absence. You may pick up assignments after 3pm on the third day. **No work will be given to the student prior to an absence.**

Steps to Follow When Arriving or Leaving During Regular School Hours

- If your student arrives to school after classes have started (7:55am), **they must be signed in by their parent/guardian at the front desk.** Student is considered tardy unless late due to a doctor's appointment. A doctor's note must be provided at time of sign-in.
- No student will be admitted to class without a pass from the office.
- If a student must leave school for any reason during the school day, they must be signed out in the office by an authorized adult (either parent/guardian or someone designated on the emergency card).
- Our official reporting attendance time is at **10:00 am.** Please have your student here by 10:00am, and if making appointments, schedule them after 10:00am whenever possible.
- If someone is to pick up your child that is not designated on the emergency card, the office will require a note from the parent/guardian stating the following: name of person picking up child, date, time and reason. The person picking up your child will be required to show their driver's license for identification.
- **Any parent/guardian entering the school must sign in at the office.**

What Absences are Considered Excused/Extenuating Circumstances

- Absences due to doctor visits (doctor's note required)
- Religious holy days (parent note required)
- Family emergencies/funeral (parent notice)
- Required appearances in court or legal proceedings (documentation required)

Deliveries and Messages to Students

It is our policy not to disturb classes by either calling students out of class for messages/deliveries or by having any items delivered to class.

- If you bring a delivery to school for your child, there will be a drop off table in the front hall on which to place the item. We will have materials available to label the item. Students will have an opportunity to check this table during the day. This could include items such as forgotten lunches, tennis shoes, jacket, library book, etc.
- To ensure your child's safety, please give his/her teacher a written authorization, for any changes in your child's normal dismissal routine, (i.e. play dates, bad weather, scouts, clubs, etc.) before school. If a change arises during the day in the dismissal routine, please call the office before 2:00. Our student messengers will be picking up the messages at that time and delivering them to class.