

Steps for EASY EARLY DISMISSAL



1. Write a note with student's name, date, and time of dismissal.
2. Student brings note to office upon entering school.
3. Student gets a yellow slip to be excused from class at the appropriate time.
4. Parent comes in to sign out the child.

*This procedure is to keep from interrupting the class.

**No "walk-in" dismissals will be allowed after 2:30pm.

Steps for RETURNING AFTER ABSENCE

1. Write a note with student's name, date, and reason for absence OR send in the medical note.
2. Student brings the note to the office upon returning to school.
3. Student gets a yellow slip allowing him to make up his work. Teachers will sign this slip.

*All returning students must come to the office to receive a yellow slip - even if they do not have a note.

The yellow slip will admit them to class.

Steps for LATE ARRIVAL

* Students are tardy if they are not in the building when the 8:25am tardy bell rings. If they are getting out of the car at 8:25, they must stop by the office to get a yellow tardy slip.

**All tardies are UNEXCUSED except those with a medical note or reported late bus. This includes those with parent notes.

1. Write a note with student's name, date, and reason for tardy.
2. Student brings note to office upon arriving at school.
3. Student gets a yellow slip admitting her to class.

