

FREQUENTLY ASKED QUESTIONS

ATTENDANCE:

Absent - Parent/guardian calls attendance office within 24 hours.

Late to school - Students must check in at the attendance office upon arrival.

Leaving school early - Parent/guardian must call in advance. Student signs out at the attendance office.

Out of building appointment during school hours - Parent/guardian calls in early; student signs out in the attendance office when leaving and signs back in upon return.

Vacation - Parent/guardian notifies attendance office early, student requests and completes pre-approval vacation form for teachers to sign and administrators to approve, and student returns the form to the attendance office.

Illness (3-5 days) - Call student services office and request homework assignments; assignments can be picked up in student services office 24 hrs. after the request.

Illness/Injury (in school) - Ask for pass to nurse's office.

Hospitalization/Homebound student - Contact counselor for available educational services.

Academic Support - Make arrangements with teacher; use resource rooms; contact counselor.

Appointment with psychologist, social worker, etc. - See counselor to request appointment.

Identification Card (ID) - Students must carry their ID card during the school day and at school-sponsored functions. This card serves as a bus pass, library card, and Food Service card. It is color-coded with the appropriate open or closed lunch period. Go to the attendance or main office to replace a lost ID card (\$5 replacement fee).

Locker problem - Report the problem to the attendance office/main office.

Lost or stolen items - Complete lost/stolen form available in the attendance office.

Parking sticker/tag - See the division head for student success, safety and wellness.

Peer pressure - See a teacher, counselor or division head for student success, safety and wellness.

Stressed out - See a teacher, counselor or division head for student success, safety and wellness.

Want to get involved - Check out the daily announcements or go to the student activities office for a complete listing of activities.

