

## 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.

