

Front Office/ Attendance Office

February



*****WINTER HAS ARRIVED*****

As temperatures dip low, please remember to have your child wear appropriate coats/clothing.



Please be aware:

- **We do have outdoor recess if temperatures are above 32 degrees**

Visitors

Schools and school grounds are places of learning and work. To maintain security and safety parents and visitors are required to use the main entrance and sign in at the front office.



Dismissal

- We do not dismiss from the front office after 3pm. Please make sure you follow the proper dismissal procedures for your child.
- **All dismissal changes need to be made in writing.**

Student Absences.....

- Please remember to send a written excuse to school on the same day your child returns to school after being absent. (Dr note, parent note)
- Dental appointments that specify an appointment time and departure time will not excuse a student for a full day (ex.: if appointment time says 9:00am and departure time is 10:00am then this will excuse a morning absence only, if appointment time says 1:00pm and departure time says 2:00pm then this will excuse an afternoon absence only.) **Students are expected to be in school in the morning before an afternoon appointment and are expected to return to school after a morning appointment, unless specified on the Dental note by staff.**

Moving?.....

- Please let the front office know of any change in address or phone numbers.
- **A new Proof of residency needs to be provided for every change of address, even within the district.**
- Families living in shared housing need to provide a notarized Multi Family Disclosure (available in office).



Vacations/Out of town

Family vacation absences or going out of town for a period of time are **only** excused if they have **prior written approval** by the Principal and **do not exceed three days** per school year.