

Parent(s)/Guardian(s)

The main office would like to welcome you to school year 2019-2020. We are here to serve students, parents, and staff. In order to maintain our daily office duties, we need your assistance in adhering to the following guidelines.

1. We can only take a message for students in an emergency, and it will be given to them at the end of the day in homeroom. Transportation issues should be worked out before coming to school.
2. **We cannot deliver lunches;** in the event your child forgets their lunch, you are welcome to deliver it to the cafeteria during their lunch period.

Lunch/Recess	Recess	Lunch
6-1/6-2	11:05-11:15	11:15-11:35
6-3/6-4	11:25-11:35	11:35-11:55
7-1/7-2	11:45-11:55	11:55-12:15
7-3/7-4	12:05-12:15	12:15-12:35
8-1/8-2	12:25-12:35	12:35-12:55
8-3/8-4	12:45-12:55	12:55 -1:15

3. When your child is leaving early, **please send an early dismissal note. Your child should bring the note to the main office, not the homeroom teacher.** We will make a copy, and that copy will serve as the student's pass. At the time of the student's dismissal, he/she will show the teacher the pass and the student will come to the office waiting for the parent's arrival. Please be mindful if your child does not bring a note there may be a 15 to 20 minute wait time while we locate your child.
4. **We are not responsible for delivering any items that your child may have left,** nor are we responsible for calling into the classrooms to let them know when their item(s) has arrived. It is your child's responsibility to check with the main office to see if it has been dropped off.
5. **There are no early dismissals after 3:35 pm.**

Our goal is to help optimize the instruction time your student(s) are receiving each day to help every student soar to success!"