

A. **TARDIES** - Children arriving after 8:00 a.m. are considered TARDY and must report to the main office to get a TARDY SLIP before they enter homeroom class. Students must report to homeroom first before proceeding to Reading class.

B. **ABSENCES** - If your child is absent, please have a WRITTEN EXCUSE NOTE for his/her absence and bring it upon return to school.

C. **MEAL TICKETS** - IF your child is eating the school breakfast or lunch on any particular day, please have your child proceed to the cafeteria upon arrival to have his/her meal ticket marked. Students who bring their own lunch do NOT have to do this and may proceed to the respective holding area in the morning.

D. **AFTER SCHOOL TRANSPORTATION** - If your child's transportation going home changes at any given day, please have a WRITTEN NOTE informing the school of that particular change, the date, and parent signature. NO TELEPHONE REQUEST WILL BE HONORED.

E. **CONTACTS** - Please inform the school of any updated contact names and phone numbers for documentation and emergency purposes.