

## FREQUENTLY ASKED QUESTIONS

### **1. Do I need to make an appointment to see my child's/children's teacher?**

Yes. The teachers are available one half hour before school and one half hour after school. We do ask that if you wish to speak to a teacher during this time, that you make an appointment. This is time that the teachers set aside to prepare for the day or to help students and it is unfair to expect them to give up this time for an unscheduled conference.

### **2. Is it possible to request that work be given to my child/children to work on while they are out of school on a vacation?**

No, as per page 10, teachers are not expected to make assignments for students who will miss school under these circumstances. It is impossible to make individual plans for a student for a long period of time.

### **3. How long after an illness does my child/children have to turn in make-up work?**

In the case of a child's absence, the child will be given one day for each day he/she is absent to make up his/her work. Please keep in mind that it is the child's responsibility to find out from his/her teacher what he/she has missed. Keep in mind that missed work will not be sent home as long as the student is still in the contagious stage of an illness as this only contributes to the further spread of disease.

However, if a student is present the day a long term assignment is given, he/she is responsible for the work on the due date regardless of any absences in between.

### **4. What is the proper procedure in the event of my child's absence?**

If you know in advance that your child will be absent from school (i.e. shadowing, vacation), please send a note in with your child to inform his/her teacher of the upcoming absence. If your child is absent due to an illness, it is the parent's responsibility to contact the school office between 8:15 and 9:15 each day a child is ill and will be absent from school. Also, it is required that you send a note to the homeroom teacher when your child/children return to school.

### **5. How are tardies reported on the report card?**

If a student arrives after 8:35 a.m., he/she is given an **unexcused tardy**. If the student is late due to a doctor's appointment, he/she must have a written doctor's excuse in order for the tardy to be considered **excused**. **Please remember that both excused and unexcused tardies will show up on the report card.**

### **6. May I bring forgotten items to school for my child/children?**

As stated on page 26, any parent needing to drop off forgotten items for their child (i.e. lunches, uniforms, permission slips) may do so by leaving the item on the table in the foyer. Students are directed to check the table for forgotten items or we will make sure that they get them. **Remember, homework is your child's responsibility and, in an effort to strengthen that responsibility, we ask that you do not bring in forgotten homework.**

### **7. When may my child/children begin wearing summer uniforms?**

As stated on page 23, summer uniforms may be worn on any day from the first day of

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school until October 1st. They may also be worn after May 1st until the last day of school.

### **8. May I request a change in my child's/children's mode of transportation over the phone?**

You may **not** request a change in transportation over the phone or by fax. **In the case of an emergency**, a parent, guardian, or parent representative must come into the office to sign the student/students out.

### **9. May my child/children be picked up by another parent?**

Another parent may pick up your child if your child/children present a note in the morning stating that they will be going home with that parent. Students will also be allowed to go home with another parent if that parent's name appears on their Transportation Card.

**Please do not take a child home with you without prior proper parental permission.**

### **10. May I bring my child back after 4:00 p.m. to pick up forgotten materials?**

No, please refer to page 24, #6. School doors are locked at 4:00. School staff working in the building are not permitted to let you in. Please do not put anyone in a position of breaking school policy.