

Office Information

❖ Attendance

Parents should call the office when students will be out for sickness or appointments. Teachers are expected to tell parents to communicate all absences to the main office. Students that are absent will be recorded in Infinite Campus by Kim Matteson, the administrative assistant.

❖ If students are sick and want/need to go home

Students must see the nurse (or office staff if the nurse is not there). **Students should not** text or call home. Nurse/office staff will call parents.

❖ Medications

All medications must be distributed by the nurse/office staff with a note from parents and kept in the nurse's office. Medications are not to be kept in lockers or backpacks. This includes Tylenol or Advil.

❖ Planned Absences

Students that are going to be gone for: vacation, all day school activity, planned sporting activity outside of school, or any planned absences, **must get a form from the office in advance**. (at least two days prior to leaving) Parents will sign the form.

- This form is to help students be accountable for any work missed and allows them to keep up with their homework or projects.
- This is also a way for parents and students to be collaborative in communicating with the middle school staff.

❖ Drop off and pick up

Students may be dropped off on the north side of the building starting at 7:30 AM. Parents can also pick up their child for appointments on the north side (before 3:00 PM). After school pick up will be on the east side of our building. Enter from 13th and Linden Street. See map below.

