# Office Information

### Attendance

Parents should call the office when students will be out for sickness or appointments. Teachers are expected to tell parents to <u>communicate all absences to the main office</u>. 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.

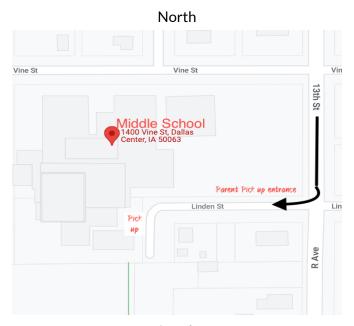
#### Planned Absences

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.



South