

HOW DO I ???

Get my student out for an appointment?

Before the school day begins, please have your student present a note to the office including the time of departure. The office will stamp the note and tell the student to present it to the teacher in the hour of departure. The parent comes to the office to sign the student out and the student meets the parent in the office. This way we do not have to disturb the learning process to call into classrooms. It's efficient. The parent controls the time of release. Every body is happy.

Get homework for a sick student?

- **Two day or less -**

Homework is due the number of days the student is absent. For less than three days, have your student contact a study buddy who can identify the homework. The student is missing school because of illness and will benefit from rest.

- **Two days or more –**

When you know your student will be absent two days or longer, please contact the office during office hours (248) 344.8435. The office will submit a homework request to the student's teachers. The office will provide a time and place for a central pick-up for your entire student's assignments.

PLEASE NOTE: No additional homework will be assigned until the first homework request requirements are completed and returned to the teacher.

Get a message to my child?

We ask that you make arrangements at home. Pre-planning is a great trait to model for your student. Students also want to know what their day will look like. For the middle school students, routine appointments should not be treated as a surprise.

We have found that very few messages are really emergencies. However, if the rare real emergency occurs, the principal/assistant principal will make sure the student receives the bad/sad news in the safest environment possible.

If the message is a last-minute change of plans, the student will be paged to the office. We cannot guarantee the student will respond to the page. We do not have the staff to deliver personal messages to students. We will not interrupt a class unless interrupting instruction is unavoidable.

Contact a teacher or academic team?

We encourage meetings with individual teachers and teams throughout the year. We do ask that meetings are scheduled with the individual teacher or team leaders as planned meetings lead to better communication and focus on solutions. Unscheduled drop-in conferences are least effective as they may

cause stress and inhibit the collaborative process. We want to provide the best environment. Your son/daughter's needs are best met when we work together.

Parents may wish to call and leave voice messages for individual teams or teachers. The following times are when staff members are available for telephone calls or meetings. Other duties and meetings are sometimes required of staff before or after student hours.

- All Staff: 7:45 – 8:10
- Elective varies by teacher and schedule

8th Grade 8:20 – 9:00

7th Grade 2:15 – 3:00

6th Grade 12:30 -1:05

Please feel free to access voice mail and e-mail as well. We appreciate your cooperation. In return, we will not 'drop in' on you when you are in the building to pick up your student or volunteer your time.

Set up a lunch account for my student?

Students are each assigned an ID card with their picture. Parents can open a lunch account for their student by having the student bring in a check that they will give to the lunch room cashier (or deposit the check in the box in the office) who will deposit the money into their account. The student can then use their ID card as a debit lunch card. **Students will not be able to access their lunch account without their ID card.** We recommend parents give their students emergency money to keep in their locker in the event that they forget/lose their ID card. Lost ID cards can be purchased for \$3.00 and usually are ready in 1-2 days. Those students who have lost their ID card will need to pack a lunch from home until the new card is ready.