

Parent Letter

Excused

- Absences:** All students must be accounted for by 9 AM daily.
If your child is absent, please contact the school office. The office will contact your child's teachers.
- 3 options: Call the office at 316-444-2628. You may leave a voice mail message before 7:30 AM.
 Send an email to heather.wilson@usd267.com
 Send a written note to the office the day before (or earlier if possible).

Please provide one of the following reasons:

- Illness*
- Doctor appointment
- Dental appointment
- Parent request
- Out of town
- Bereavement/funeral

Unexcused

- Absences:** Parents will be contacted via the automated notification system (EZ School Messenger) for all unexcused absences before 9:30 AM. The automated message will direct you to contact the school and provide the reason of the absence. This includes tardy students.

- Sign In / Out:** All students must sign in at the office when arriving after 8:05 AM.

All students must sign out at the office if leaving before 3:27 PM.
Please contact the office in advance if possible.

- Lunch Count:** Teachers must submit all students eating a school lunch by 8:30 AM daily.

- Sack Lunch:** Students may purchase milk for .40 cents or pack a drink. No carbonated beverages.

- Supersize:** 7-8 grades may supersize their school lunch for \$1.50. They receive one additional main dish and one additional side dish. Students must have a positive lunch balance in order to supersize their meal. All supersize lunches must be ordered before 9 AM.

- Lunch Money:** Send all checks to the school office. If sending cash, please include it in an envelope with your child's name. Students will receive a low lunch balance reminder weekly when the balance falls below \$15. Each student will receive a paper notice, but the balance is for the family (not the individual student). Parents may check their family's lunch balance online at www.ezschoollpay.com. An email reminder can be set up through this website too. Please contact the school office for your child's student ID #.

- * Office needs to inform the school nurse of any strep throat, pink eye, lice, or other communicable illnesses.
Students with a fever may return to school if fever-free for 24 hours without fever-reducing medication.