

SCHOOL OFFICE PROCEDURES FOR PARENTS

Mrs. Casteel and Mrs. Marsh are the front office personnel for Union Ridge School. If you have any questions, please feel free to contact the school office and they will be happy to assist you. Please recognize that the busiest time in the Union Ridge School Office is 9:00am-9:30am. If your message is not urgent, please contact us after this time.

Please make sure you are diligent in picking up your child. It can be quite traumatic for your child to wait even ten minutes without prior notice. **CURRENT TELEPHONE NUMBERS ARE REQUIRED OF EACH FAMILY IN THE DISTRICT.** We **MUST** be able to locate you on behalf of your child.

If your child is too sick to attend school, please notify Union Ridge by calling the Attendance Office. It can be reached at any time by dialing (708) 867-5822. Please **PRESS ONE** to leave a message. If your child is absent for only one day, have him/her pick up his/her homework when he/she returns to school the next day. **MIDDLE SCHOOL STUDENTS MUST BE ABSENT FOR 3 DAYS BEFORE THEY CAN REQUEST HOMEWORK FROM THE OFFICE. THE EXPECTED COMPLETION OF THE WORK WILL BE DETERMINED BY THE CLASSROOM TEACHER.** However, if your child has an extended absence, please make arrangements with his/her teacher(s) regarding homework and making up class work. You must also call if your child will be late. Your child must check in with the office when arriving late.

If your child needs to be dismissed from school early, you must notify the school **at least one day in advance**. The purpose of the early dismissal must be given, and a parent or designated person must sign the student out. Please pick up your child in the office when requesting an early dismissal.

Vacations when school is in session are discouraged, but if it is necessary to remove your child during the school year, you must notify the office **one week in advance**. The Office Staff is required to document this absence as unexcused. Contact your child's teacher to make arrangements to make up class work and homework. Students are responsible for all work assigned to their class during their absence.

Please do not call the office to leave a message for your child unless it is a dire emergency. With a teacher's permission, the student may use the telephone located within the classroom to contact you.

Students may either go home or stay at school for lunch. We **MUST** have this decision in writing. However, once parents have indicated which their children will do, that choice will be in effect for at least one trimester. If you need to switch choices, please notify the office in writing. It will not be possible to switch choices on a weekly basis.

If you visit school, you must first stop in the office to sign in. The "Sign In" process is required to ensure that we have a record of those people in our building in case of an emergency situation. If you need to speak with your child's teacher, please make an appointment. Teachers will be available **AFTER 3:45pm**.