

# PARENT PROCEDURES

## KENNEDY MIDDLE SCHOOL 586-285-8800

*"INFORMATION HOT LINE", FOR KENNEDY EVENTS OF THE WEEK!*

*CALL 586-285-8800, PRESS #4*

### **STUDENT ENTRANCE – AM**

Only students having breakfast will be allowed to enter the cafeteria at 8:10 AM. Students with band instruments may enter at 8:25 AM to drop off their instruments. **NOTE:** Administrators may allow early entrance to all students due to inclement weather when deemed appropriate. **After 8:25 AM, students must remain outside until the entrance bell at 8:28 AM.**

### **STUDENT DROP OFF/PICK UP**

**THE FRONT PARKING FACILITY IS RESERVED FOR STAFF AND BUSES ONLY.** Parents must drop off and pick up their student(s) in the west side parking facility across from the Adult Education Building.

### **TO REPORT AN ABSENCE**

**CALL: 586-285-8802** or you may

**CALL: 586-285-8800, Press #3**

### **TO REPORT A TARDY**

**CALL: 586-285-8802** to report the late arrival of your student. Upon entering the building, student(s) must stop and check in at the main office. Parents do not have to accompany the student into the building unless they have not called in the tardy.

### **ATTENDANCE QUESTIONS**

**CALL: 586-285-8821**

### **TO REQUEST AN EARLY RELEASE**

(OUTSLIP PROCEDURE)

**CALL: 586-285-8807** for "EARLY RELEASE TIME"

during school hours. **Parents must call as soon as possible in advance** of the student's release time to facilitate an on-time departure.

**NOTE: STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THAN THOSE LISTED ON THEIR EMERGENCY FORM.**

Parents/guardians may FAX a signed release to **586-285-8804** which allows a pre-designated party to pick up a student. A picture ID will be required. If a legitimate emergency does arise, please call the office for Administrative release/approval.

### **TO OBTAIN HOMEWORK**

When your child is absent, you may check your student's blog site,

<http://kennedymiddleschool.weebly.com>, for available class work. Click on your child's teachers' names.

### **EARLY RELEASE DAYS -- 2:00 PM DISMISSAL**

**STUDENTS WILL NOT BE ALLOWED** to re-enter the building after dismissal unless accompanied by a parent/guardian. **STUDENTS WILL BE ALLOWED** to enter the building to go to their lockers for books, or for after-school sports activities **at 3:30 PM.**

Following these simple steps will ensure the most efficient service for yourself and your student(s). Thank you for your cooperation.