



Dec/Jan **The Cougar Connection** 2007/08

Terry Gillach, Principal – Ina Rodriguez-Myer, Assistant Principal
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Principal's Corner

Happy holidays from the staff at Southern Hills Middle School!

As we enter the holiday season, I hope that all of you have a wonderful and relaxing season with family and friends. I am sure you need little reminding of this, but do remember that this break time with your student(s) is critical for them to “decompress” and step away from the academic world for a while. Middle school kids need time to just be kids, play, and have fun without the various school demands that will be come soon enough in high school. I hope you and your student(s) are able to enjoy this vacation time to the fullest!

As a part of my message to you this month, I wanted to expand on a tradition that my wife and I do with our two girls each night. Before dinner we say what we are grateful for, either something that happened that day, or someone special. In the spirit of this tradition, I wanted to describe some things I am grateful for this season:

- ❖ Working with your great kids each day. Never a dull moment, plenty of challenges, and I love it dearly!
- ❖ A dedicated staff who really works hard to meet the needs of our students.
- ❖ Rebecca, Kathy, and Lee Ann – the best support staff in the business.
- ❖ Ina, Mike, and Chris – the best administrative/counseling team I could ask for.
- ❖ Machal, my amazing wife!
- ❖ Abigail and Emma – my two girls who have taught me a ton and make me laugh after stressful days.
- ❖ Finally – To have been fortunate enough to be hired here at SHMS as principal. In education, it just doesn't get any better!

I hope that you take a moment this season to reflect on the good things in your life. Thanks for all your support and enjoy the holidays....Go Cougars!

Terry

Dates to Remember

December

3	Hot Topics 6:30 p.m.
4	Open Enrollment tour 9:00 a.m.
6	Choir Concert 7:00 p.m.
7	Shakespeare Field Trip
10	SIT 3:45 p.m.
12	Open Enrollment tour 9:00 a.m.
12	7th gr. Field Trip
13	Guitar Concert 7:00 p.m.
14	8 th gr. Band Tour
17	Open Enrollment tour 9:00 a.m.
18	Play Tryouts
19	Play Callbacks
20	Play Meeting
22	winter Break Begins

January

7	Professional Development/N0 School
8	Professional Development/N0 School
9	Students return to school
10	Open Enrollment tour 9:00 a.m.
14	SIT Committee 3:45 p.m.
15	Spring P/T Conferences Invite only
16	Open Enrollment tour 9:00 a.m.
17	Spring P/T Conferences N-Z
17	PTO meeting 9:00 a.m.
23	7/8 gr. Honor Roll Breakfast 7:45 a.m.
24	6 gr. Honor Roll Breakfast 7:45 a.m.
23	7/8 gr. Honor Roll Breakfast 7:45 a.m.
24	Science Fair
28	Spring P/T Conferences H-M
29	Math Counts School Competition
30	Spring P/T Conferences A-G

The Open Enrollment period is upon us already. I know many of you are happy with your choice of enrolling your child at SHMS, and I ask that you encourage your friends and neighbors to consider Southern Hills as an option for their student(s). Our Open House information and tour dates are included in this newsletter. Thanks again for all your support!

~Terry

You Make Us Proud!!

Erin Higgins cut 7 inches of her hair and Caitie Reck cut 15 inches of hers to donate to Locks of Love. Way to go Cougars for your generous spirit!

Parents, please contact Rebecca Zeiler Robinson at rebecca.zeiler@bvsd.org if your student is excelling in an activity outside of school. We want to acknowledge them.



RTD Bus Passes
Will cost \$30

Beginning in January

PTO Minigrants Have Been Awarded!

A huge “THANK YOU!” to all of the SHMS community for your support of the SHMS the Cougar Challenge Fundraiser for 2007-08.

We were thrilled to have approximately 60% participation by our families and a large portion of these funds went directly to our PTO - Teacher Minigrant program!

Southern Hills uses a specific grant review process to assure that your donated funds are directly impacting students in the classroom. Teachers apply for these funds by late October and our School Improvement Team (SIT), which is comprised of teachers (6), parents (5) and administration (2), reviews each grant application.

Recently the SIT met for several hours on November 13th to approve, or disapprove, of these proposals. Below are some of the many items which were funded for 2007-08.

- ✓ Supplemental instructional materials for Math classes
- ✓ “Clicker” Systems for Social Studies and World Languages
- ✓ French curriculum materials
- ✓ Supplemental reading books for Language Arts
- ✓ Piano and Instrument repairs on SHMS owned equipment
- ✓ Updated Jazz Band and Concert Band music
- ✓ Books and research material for the library
- ✓ Various project supplies for TAG, Science, Social Studies, World Languages and Math
- ✓ Ice Machine
- ✓ Portable air compressor for the Applied Tech and science classes
- ✓ New stage speakers in the auditorium
- ✓ Diversity Day - presenters support

Southern Hills Middle School

Open Enrollment Tour Dates

2007-08

Below are the OE Tour Dates for Southern Hills Middle School.

We do not allow shadowing of students
Unless it is a special circumstance (usually SPED students)

After a 30 minute presentation by administration,
Our OE tours take students and parents into the classrooms
Where you can observe teachers interacting with students
And get a feel for the building and our programs.

The tours last from approximately 9-11 a.m.

We ask that parents call ahead to reserve a spot.

Contact Lee Ann Buckner (registrar) at 303-494-2866 (ext 225). Thanks!

OE Tour Dates:

Evening Presentation and Tour: **November 29, 2007** 6:30 p.m.

Day Tours during actual school time:

December 4, 2007 9:00 a.m.

December 12, 2007 9:00 a.m.

December 17, 2007 9:00 a.m.

January 10, 2008 9:00 a.m.

January 16, 2008 9:00 a.m.

Bring us your old cell phones!!

There are several companies who
donate money back to schools in
exchange for old cell phones.



Health Room

Medications at School

Medications are seldom necessary at school for students during the school day. They are, however, justified in some chronic or short-term acute health conditions. Please be reminded that:



District Policy requires:



- **All medications must be in their original container** (with the appropriate pharmacy or manufacturer's label), **before** they can be accepted by the school.
- **Medications (prescription or non-prescription) may not be carried by students to take on their own**, (e.g. in their lunch box or pocket). Medications should always be delivered to the health room or office staff by an adult.
- **Medications can only be administered** by school personnel, with written authorization from **both** a physician and a parent or guardian.

While we realize that this may not always be convenient, it is a requirement of the Boulder Valley School District designed for the safety and well-being of your child.

We greatly appreciate your cooperation in providing a completed medication form when bringing medication to school for your student.

Medication forms are available in the Health Room or at:

<http://www.bvsd.org/C19/Sac/Documents/Medications%20formpdf.pdf>

*** Parents may always come to school and administer medication to their student.***

Departments

Counseling ~ Mike O'Neill, Chris Congedo, Cathy Cohn, Darcy Africa

Counseling Groups

A "Girls Group" and a "Boys Group" are under way. Future groups will include additional girls groups and boys groups (to work on social issues), as well as family change anxiety groups. If you'd like your child to participate in any of these groups, or if you have any questions, contact Michael O'Neill, Chris Congedo, Darcy Africa, or Cathy Cohn at 303-494-7116.

Organization Help Club

Thank you to students who have attended our Organization Help. Becoming well-organized takes the establishment and maintenance of good habits. We'll have further meetings throughout the year. Parents can assist in this area by going through your child's binder with him/her and filing papers that need to be kept, and recycling those that don't. Also, please check to see that he/she is using an agenda.

Multi Intensive Program ~ Anita Fort

Articles Needed for Multi-Intensive Learning Center-Mrs. Fort's Classroom

We still need articles for our classroom store.

Students earn points throughout the week to participate at the class store on Fridays. The class store is a real motivator for many of the students. We can use a lot of different things and they do not have to be new--so, just check around your house.

If money is donated, I will just go to the dollar store and pick up some things. T
Donations are appreciated! Thanks, Anita Fort

We depend on donations/contributions to stock the store.

These are some of the items that we can use:

- books
- comic books
- games
- cosmetics
- jewelry
- purses
- t-shirts
- fun pens & pencils
- cute note pads
- balls of every kind
- puzzles
- key chains
- sports items of any kind
- little cutsie things for girls
- stuffed animals
- DVD's
- hair accessories
- match-box cars/trucks
- action figures

Media Center ~ Linda Garcia

Southern Hills is having a book fair!!!

It will be held at Barnes and Noble
(Between 28th and 30th in Boulder by Whole Foods)
Starting December 16th.

**Barnes and Noble will give Southern Hills a
percentage
Of the Total sales spent by the Southern Hills
community
For the week of December 16th.**

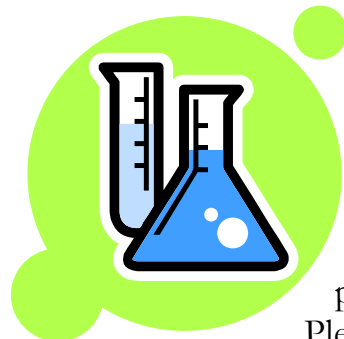


**You need to have a Southern Hills voucher
When you pay for your materials.
Hand the voucher in and VOILA!, we get a percentage.**

Last year, we got \$1000 worth of books for the library!!!

**Vouchers will be sent via the email list,
Or you may pick one up in the office or library
Or your Child's Languages Arts class.**

Science~Brain Woltman, Lori Cairns, Kathy Briggs & Gurpreet Gill



**It's time to start thinking about Science
Fair which will be held January 24th.**

This is a fantastic opportunity to win cash prizes and partial scholarships to college. We want as many students to participate as possible.

Please see Mr. Woltman for applications and information. It's not too late to enter!

Clubs & Activities

6th and 7th Grade Middle School Intramural Athletics

The intramural program provides an introduction to athletics with an emphasis on participation and enjoyment of physical activity while participating on a team. The program offers approximately three weeks to practice and learn, and it concludes with a culminating activity with other Boulder Valley intramural teams.

2007 - 08 Intramural Calendar

6th/7th Girls Basketball... February 26 – March 14

6th/7th Girls Volleyball... March 17 – April 10

6th/7th/8th Boys Soccer... March 17 – April 10

Bolder Boulder... Determined by each school

Registration: Students are required to register for each intramural season at the school. Parents should contact the school directly for information regarding the registration dates.

Fees: Participants in intramural sports are assessed a **\$35 fee** per sport. There is a ML cap of \$225.00 per student per year.

8th Grade Middle School Interscholastic Athletics

The interscholastic athletic program provides a transition between the intramural programs of the 6th and 7th grade levels and the more competitive high school program. The program emphasizes participation and enjoyment of physical activity while allowing increased attention to coaching and skill development, with six to eight contests with other schools.

2007 - 08 Athletic Calendar

8th Boys Basketball... November 1 – December 19

8th Girls Volleyball... January 10 – February 13

6th, 7th, 8th Wrestling... January 10* – February 21

6th, 7th, 8th Track... April 11 – May 15

Registration: Students are required to register for each sport season at their HOME school. Parents should contact the school directly for information regarding the registration dates. All attached forms must be signed by the athlete/parent and returned to the school with a current physical and the athletic fee PRIOR to participating!

Fees: Participants in interscholastic sports are assessed a **\$75.00** fee per sport. There is a ML cap of \$225.00 per student per year.

Colorado Youth Program Adventure Club (CYP)

We are kicking off a new club at Southern Hills beginning in December! It is called the Colorado Youth Program Adventure Club (CYP).



This club has two components.

One, there are adventure days, where you may sign up to go Ice Skating, Snowshoeing, backpacking, rock climbing or even go on an over night camping trip!

Two, there is a community service component, where you may sign up to volunteer at the Humane Society, Share-A-Gift, Eco-Cycle, or Community Food Share. CYP will even pick you up and drop you off at school! All of this is FREE!

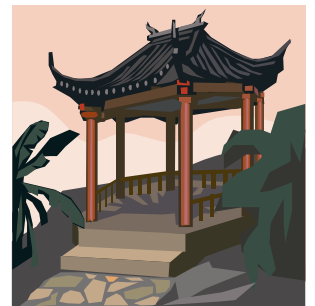
The dates for December are:

- 3rd --Boulder Humane Society
- 10th – Boulder Community Food Share.

For more information or to reserve a spot, see Mrs. Rodriguez-Myer. You must return the waiver form before the day of the activity. You may get these forms from the main office.

The Chinese Culture and Language Club ~ Xu Hong

We meet every Thursday after school in room 273. So far, those who have attended have learned: how to say their name in Chinese, how to write some Chinese characters, and how to count in Chinese. They have also learned many interesting things about the Chinese culture. If you would like to find out more, be sure to be there on Thursday.



Math Counts ~ Denise Johnson (Pearman)

We're meeting regularly on Wednesday mornings and having a lot of fun doing math and winning fabulous prizes! Anyone can still join. The School competition to choose our team will be **January 29**.

Quiz Bowl ~ Denise Johnson (Pearman)

We're practicing diligently at lunch and hope to go to the Optimist club Brain Bowl on January 12 at Fairview and do half as well as last year!!! We're very excited! These kids are soooo smart! You'd be amazed!

Yearbook Club ~ Deb Darnell

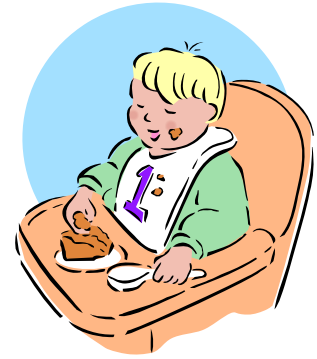
We are well on our way to producing Southern Hills 2008 yearbook.. We still need 8th grade baby pictures.

Yearbook

Baby Pictures

Yearbook Opportunity

8th grade parents may
Submit their student's baby picture



With a personal note from them

COST: \$25

The Deadline is December 20th.

There is limited space for baby pictures
So please send us your submission by November 16th.

Place your picture, your message,
And \$25 in a stamped, self addresses envelope
(We will send back your picture to you in it).

In the last newsletter the Yearbook Club requested any pictures you are taking of Southern Hill activities or community events to be sent to us.

Here is how you can submit other photos online:

- Log on to: images.jostens.com
 - Enter Login ID: 1139262
 - Enter Your Password: cougars
- Browse to select the photo(s) you wish to upload.
- Enter information about the photo and provide contact information

In case the staff needs additional information.

- Click "Save Details".

It's that easy!

Submit your photos today!

All School Musical ~"Live a Little" Denise Johnson (Pearman)

November 15 was the MANDATORY meeting for the all school musical, and we had a great turn-out! "Live a Little" will be performed Feb 27, 29 and March 1 in the Southern Hills Auditorium!

Tryouts are December 18, callbacks December 19th. We're still looking for theater make-up mirrors, and old wall crank telephone and some cow or horse costumes/masks! Let Ms. Pearman-Johnson know if you can lend anything! We're looking forward to a great year!

Circle of Friends~ Anita Fort

It is exciting to have so many participants in Circle of Friends this year. We have been having wonderful Birthday celebrations, a fun Halloween Party and a glorious, delicious, Holiday Feast for Thanksgiving. There was lots of sharing about what each person was "thankful for". And, we cannot forget our music and dancing each week. Games are fun, too. We will be planning a Winter Break Celebration Party and exchange little gifts before break. New people are always welcome. Circle of Friends meets every Wednesday during both lunches.

Special Olympics ~ Anita Fort

Special Olympics will begin right after Winter Break. We will have unified basketball teams and participation is open to all students in the school. Teams will consist of some students with disabilities (athletes) and partners that will play on the teams and help the athletes.



There will be announcements before Winter Break about our first meeting for those interested. Coach Novak and Mrs. Fort will be coaching the teams again this year.

There will be some practices in the morning and some in the afternoon depending on when the gym is available. There will be more information to follow. Please see Mrs. Fort or Coach Nova with questions. It is a lot of fun and very rewarding!!

Math Olympiads~ Deb Darnell

The results are in from the first Math Olympiad competition. The SHMS team scored in the top 30 percent globally; a really good showing. Four students placed in the top 10 percent and Nicolas Ledru had a perfect score to place in the top .1 percent.

PTO News

PTO met on Thursday, November 15..

Terry gave an update on the status of the school remodel.

A potential project for PTO to consider is applying future funds to pay for a climbing wall in the gym. The north wall of the gym will be reinforced during the construction and this would possibly be a time to install a climbing wall that would be beneficial to all students. Terry will research the cost and report his findings to PTO.

PTO would like to remind parents to let us know if you have any ideas about projects that you would like PTO to consider. Contact Patty Hernden hernden@frii.com or any PTO board member.

The largest project that PTO funds at this time is the Mini Grant Program. This program provides teachers with a variety of items they need to further and enhance the education of our children. Terry and DMT will be providing you with information about this year's Mini Grant process and what items were funded.

Christine Sprowl reported that Cougar Challenge funds are at a total of \$37,500.00 with 60% of SHMS families participating. If you have not had a chance to donate, remember to make your donation before the end of the year to get the 2007 tax advantage!

PTO would like to thank Kelly Fano for the wonderful Honor Roll Celebrations she hosted on November 6th and 7th. Thanks also go out to Sue Hollingshead for her negotiations with Café Sole for a great deal on the coffee. Be sure to mention your thanks to Café Sole when you visit them!

Lyla Herman coordinated two delicious dinners to the teachers and staff during Parent-Teacher Conferences. Many thanks to Lyla and the many parents who helped her with these feasts!

Kathy Crouch is working hard to show our teachers and staff year round how much we appreciate them. On Halloween she and Sheila Ogden provided teachers and staff with mini loaves of pumpkin bread. She has some great ideas in the works for December and January! Thanks Kathy!!

Angie Jeffords is soliciting help for Open Enrollment Tours. Terry would like to have parent volunteers available to answer questions. If you are interested in helping, contact Angie at: jsangie1@qwest.net.

PTO meetings are held the 3rd Thursday of each month at 9:00AM in the school library. We have, however, decided not to have a meeting in December, so the next meeting will be January 17, 2008.

Contact Information For the SHMS PTO Representatives

Board Members

Patty Hernden	President	303-494-4317	hernden@frii.com
Vickie Thompson	Secretary	303-499-0859	ywthomp1@comcast.net
Beth Shannon	Treasurer	303-494-4876	bdshannon@hotmail.com
Angie Jeffords	Volunteer Coordinator	303-494-8741	jsangiel@qwest.net

Project Coordinators:

Christine Sprowl	Cougar Challenge	303-666-9753	cschiroacu@earthlink.net
Michelle Harvey		303-499-2582	ronaldharvey@earthlink.net
Ann O'Neil	PEN & Community	303-443-0111	annoneil@comcast.net
Jeannette Kornreich	Events	303-494-8756	jeannette.kornreich@judicial.state.co.us
Dawne Owen	Registration	303-665-0255	dawne6936@hotmail.com
Lyla Herman	Conference Dinners & Misc Food	303-494-5638	lylaherman@aol.com
Kelly Fano	Honor Roll Celebrations	303-469-6606	fanofamily@comcast.net
Kathy Crouch	Teacher Appreciation	303-938-8121	bokarako@comcast.net
Monique Westfall	King Soopers Certificates	303-464-8226	mowestfall@gmail.com

Easy & Painless Ways to Support Southern Hills

- **TONER CARTRIDGE RECYCLING** - Bring used cartridges from computers, copiers, and fax machines to the school office. We'll send them in for recycling and get cash for the school.
- **OLD CELL PHONES:** bring them to us to recycle. We can get cash for them.
- **OFFICE DEPOT 5% BACK TO SCHOOLS PROGRAM:** When buying products at **Office Depot**, give our school ID number (70017072 or just our school name and they can look it up) and SHMS will receive 5% of qualifying purchases.
- **KING SOOPERS CERTIFICATES** - Can be purchased with cash or check on Tuesday and Thursday afternoons. Look for a volunteer wearing a bright hat outside on the front lawn.
- **TARGET: TAKE CHARGE OF EDUCATION:** If you use a Target credit card, SHMS can receive 1% back from your purchases. If you already have a card, go to the customer service counter at a Target store and ask them how to designate our school as the recipient of this program. If you don't have a card, ask them how to get one.

Information and Classes

AD/HD Support Groups for Parents!

Whether you have a preschooler or a high schooler, raising kids with AD/HD is a unique journey! Share experiences, learn new strategies, and network with other parents who are struggling with similar concerns. Co-facilitated by BVSD school psychologist, Dani Rudkin, PsyD with expertise in AD\HD and Anna Stewart, parent liaison from the PPP office.

Mondays from 6-8 PM at Douglass Elementary School
**October 22, then Nov 26, Dec 17, Jan. 28, Feb. 25, March 17, April 21,
and May 19**

Please contact Anna for more information and registration
303-245-5918 anna.stewart@bvsd.org

CASEY PARENT FORUM & EDUCATION NIGHTS

Mark your calendars now!

For exciting and educational interactive presentations

Translation, dinner, and child care are provided.

Dinner from 5:30-6:00 p.m. in the Casey Middle School Library

Followed by presentations from 6:00-7:30 p.m.

January 30th: Parenting Adolescents, speaker to be announced.

January 16: The Transition to High School for 8th grade parents, with the YOAB Youth Panel and Marie Perea, Casey Intervention Specialist

February 13: Sexuality and the Middle School Student, with Carla Friedli, Casey School Psychologist and a community panel

March 12: Healthy Images and Healthy Bodies/ Disordered Eating and Eating Disorders, with Carmen Cool, M.A., LPC and the Boulder Youth Body Alliance

April 9: Middle School Students and the Internet, presenter to be announced.

Sponsored by:

**Casey Counseling Office, Casey Community Learning Center,
Boulder County Prevention and Intervention Program, BVSD SAPP Office, and
Casey PTA**

Thriving During the Teenage Years

Holiday Time is Family Time

By Jan Hittelman

As we enter the holiday season, we have a wonderful opportunity to spend time with family and nurture those important relationships. Too often what starts out as a wonderful time together ends in conflict and disappointment. This year you can increase the chances that this special time with family will be positive and enriching for everyone. In addition to planning the holiday dinners, family vacations and gifts, consider putting some planning into the relationship building potential that this time together offers.

One reason that families stumble a bit during the holidays is that in our busy, hectic lives we're simply not used to the luxury of having uninterrupted time together. Thus a little planning can go along way. Consider the following suggestions to maximize your success:

1. **Set the tone by openly discussing the family's goals for the holidays.** At a positive moment initiate a discussion with family members regarding the upcoming holidays and try to reach some agreement on a unified effort to have a positive time together.
2. **Focus on FUN.** It is unfortunate that during the year simply having fun together is often such a low priority. Don't underestimate the therapeutic value both emotionally and physically that is derived from engaging in fun activities.
3. **Make sure that EVERYONE'S voice is included.** Regardless of age and status in the family, everyone needs to have a voice in the holiday plans in order to achieve success. This empowers every member of the family and significantly increases their ownership of the plan and resulting effort to increase the likelihood for success.
4. **Troubleshoot by discussing potential conflicts.** It can be useful to discuss past holiday/family conflicts, particularly those that occur frequently. Without placing blame, encourage all family members to identify potential strategies to effectively address these issues should they occur.
5. **Brainstorm potential activities.** Whether you'll be home or away for the holidays, encourage the family to generate a list of potential activities during the holidays and list them all. Once everyone has run out of ideas, go back to the list and refine it to the activities that are realistic and endorsed by most members. Having everyone rate potential activities can be a useful measure of their interest.
6. **Focus on the positive.** As parents it is natural for us to focus on our children's' negative behavior and provide little attention and feedback when our children are behaving. Put extra effort into choosing your battles during this precious time and focus on what makes you proud.
7. **Express your positive feelings.** Our feeling of love for our children far outweighs the frequency that we share those feelings with them. The holidays are a wonderful time to make up for that by making a point of letting them know through our words and actions.
8. **Minimize negative interaction.** When negative behavior occurs, provide immediate feedback and if appropriate whatever consequence is necessary and move forward. Remind everyone of the family's goals for the holidays and get back on track.

Putting a little effort into the holiday season will help to create special time that your family will long remember and treasure. HAPPY HOLIDAYS!

Upcoming PEN Event:

December 4th

40 Assets in Action
Corey Jones, Presenter

9am – 11am BVSD Ed Center
(6500 Arapahoe Road, Boulder)

Learn more about PEN by visiting their website at: www.parentengagementnetwork.com or by contacting Betsy Fox with the Boulder County Healthy Youth Alliance at 303-441-3981. Dr. Jan Hittelman is a licensed psychologist and Director of Boulder Psychological Services, LLC. What's your opinion? Questions or comments for this monthly column can be sent to: 1527 Pine Street, Suite B, Boulder, CO 80302, via email to: jan.hittelman@gmail.com, or by phone: 720-217-3270.

SCHOOL BUS DRIVERS NEEDED

The Boulder Valley School District is in need of School Bus Drivers.
A great part time job with full time benefits.

QUALIFICATIONS:

- 21 Years of age
- Good driving record (in accordance with district insurance)
- Ability to pass Department Of Transportation physical and drug test.

No experience is necessary. Starting wage is \$14.00 per hour. Paid training is provided.

Work assignments vary, but typical hours of operation are from 5:45 – 9:00 A.M. and 1:45 – 5:00 P.M. Guarantee of 4 hours per day (when school is in session) with full district benefits and the opportunity for additional route and activity hours.

Apply on line at: <http://bvsd.org/Jobs/default.aspx>

Questions? Call the Transportation Department Training team at 303-447-5122

Southern Hills Middle School Attendance Policy

If your student will be absent from school, parents are requested to call Southern Hills Middle School at 303-494-2866 ext. 500 each morning by **9:30 a.m.**

A note from a parent/guardian is required if there is no phone communication.

If a student is leaving during the day, it works best for us if parents send a note in with the student giving the reason and time of departure. We will then give your child a pass, allowing him/her out of class at the designated time. Your student will be in the Main Office for you to check him/her out. This causes less class disruption than a phone call right before you need to pick up your child.

For last minute appointments, a parent can call the office at **least an hour** prior to picking the student up.

If a student will be missing school for an extended period of time, please send a written note one week in advance. A pre-arranged absence form can be picked up from the office **for the student** to take to his/her teachers to get class assignments that will be missed.

For your child's safety, please be aware of the following requirements:

1. Any time a student arrives late or leaves early, the student must check in or out of the office.
2. School personnel may only release students to a parent or designee whose name appears on the student's emergency card (on file with the school nurse).

Tardiness is considered a form of absence and may be treated as such in imposing sanctions. The tone of each class is set during the first few minutes and an important portion of the daily lesson is presented during this same precious time. Students should be in their seats and ready for instruction at the assigned time.

Very seldom is it necessary for anyone to be tardy; therefore, most tardies are unexcused.

Any student, who is tardy at the beginning of the day, or to a particular class period, more than three (3) times, will be referred to the administration. The administration will assign appropriate consequences for continuing tardiness that often includes some form of lunch, before/after school detention or other disciplinary action.

Attendance Office: (303)494-2866 ext. 500 (24 hours)