



DGF Middle/High School SY2017/18

Quick Guide for Parents and Students



WHAT TO DO WHEN A STUDENT IS ABSENT:

Parents/Guardians must contact the main office by email

RotaMHS.absences@eu.dodea.edu or phone 956-47-0067, choose the Attendance option and leave a message and leave a message.

WHAT TO DO WHEN A STUDENT IS LATE:

- Parents/Guardians must send a note with the student to explain the tardiness.
- Student must check in at the main office upon arrival and before going to the classroom in order to receive a tardy pass.

WHAT TO DO IF A STUDENT HAS A MEDICAL APPOINTMENT:

- Parents/Guardians must send a note with the student indicating the time student is supposed to leave school.
- Student must get a corridor pass from the main office before the first bell, during lunch, or when passing between classes.
- Student gives the pass to the teacher at the designated time.
- Student goes to the main office to wait for the parent/guardian pick up.

REMEMBER:

- *Always check out at the main office before leaving school grounds to avoid disciplinary actions.*
- *Always check in at the main office before heading to class when you are tardy as well as when you are returning to school from an appointment.*

In order to avoid missing valuable classroom time, please schedule medical/dental/ID appointments during Lunch and/or during Advisory/Seminar Class.

Note: Orthodontic Appointments will be open Monday thru Thursday, 1 week/month until 6:30 pm, please contact the orthodontic department for details.

WHAT TO DO IF A STUDENT WILL BE ABSENT FOR MORE THAN 3 DAYS:

- Go to the main office or the guidance office and get the ABSENCE REQUEST form; these absences require administration approval and should be requested at least 7 days before the planned absence.
- Absences due to family trips are ALWAYS considered UNEXCUSED.

TRANSPORTATION REQUESTS/ISSUES (e.g. student needs to ride a different bus, student lost bus pass, etc...):

Parent/Guardian should contact the Transportation Office at 956-82-4219.

MESSAGES TO STUDENTS:

In order to avoid classroom interruptions, messages to students will be relayed ONLY in case of emergency.

STUDENT'S BELONGINGS:

Sport bags, clothing, forgotten assignments, lunch boxes, etc. cannot be dropped off in the Main Office. For Sport Bags, contact the coaches for arrangements.

SCHOOL PHONE:

The school phone located in the main office may be used ONLY in case of emergency. In case of illness students must go to the nurse's office.