



WES PARENT “QUICK GUIDE” FOR ATTENDANCE & DISMISSAL PROTOCOLS AND PROCEDURES

THE FIRST WEEK OF SCHOOL

On the first day of school, students are greeted by their teacher at the bus and are escorted, as a class, to their classroom.

DISMISSAL NOTES

Sending in a note with your child when his/her dismissal plans are changed is very important. Please include:

- Your **child's first and last name**
- The classroom teacher's name
- The specifics of the change of plans (i.e. bus #'s with full address of destination, and **full name** of individual picking the child up, date, and a clear signature of parent, etc.)

For your convenience, a form with all needed information is included in the first day packet, and is permanently posted in the *Friday Folder*.

BACK-UP SYSTEM FOR DISMISSAL NOTES

For **emergencies only** we have a back-up system. A phone call **by 2:15pm** requesting to change your child's dismissal plans is acceptable on those **rare occasions only**.

DISMISSAL PICK-UP PROCEDURES

If a student is being picked up at dismissal time (instead of taking the bus), please:

- Enter the lobby outside the main office.
- Sign the student out at the station in the front lobby with one of the secretaries. (If the parent or designated pick-up person is not recognized by the secretary, a photo ID will be required for identification)
- Receive a dismissal slip
- Then proceed to the cafeteria to meet the student

PERMANENT DISMISSAL PASSES

***Permanent passes are issued to parents or designated pick-up persons who will be picking up a student on any given day or days **on a permanent basis**. If you would like to request a permanent pass, please fill out the “Permanent Pass Request Form” included with this information and send it in to your child's classroom teacher.

- Permanent pass holders need only to show their pass to the secretary in the lobby. There is no need to sign the daily dismissal form.
- Then proceed to the cafeteria to meet the student.

CHILD WATCH

If your child is going to be **tardy or absent** from school or *any given day or days*, you must call the “Child Watch Line” (207-646-5953 - Press “1”) to inform the main office of the following information:

- Student Name
- Date of Absence or Tardy
- Teacher's Name
- Reason student will be absent or tardy

Calls must be made either the night before or early in the morning (by 8:30 a.m.) on the day the student will be absent or tardy. Failure to do this will result in a phone call home by the office. If no one can be reached, the police are then notified.

NON-SCHOOL VACATION PLANS

According to Maine State Law, if you are planning to take your child on vacation, a note must be written to the classroom teacher **two weeks prior** to the absence in order for it to be considered an excused absence by the Principal.