

Parent Orientation Night

Notes from the office



- * **Attendance:** When your child is absent and returns to school please send a parent or doctor's note. The following information should on any parent written note. *For Doctor's notes, make sure the students name and dates are listed.*

PLEASE PRINT:

CHILD'S FIRST & LAST NAME
DATE/S OF ILLNESS
HOMEROOM TEACHER'S NAME
PARENT SIGNATURE

A student will be given a maximum of two school days upon returning to school to submit documentation. Appropriate documentation for excused absences can be found in the Boerne ISD Student Handbook. Examples of excused absences include death in the family, illness, or doctor's note. Questions concerning attendance may be referred to the Attendance Clerk @ 830-357-4606.

- * **Arrival and Dismissal:** The school building opens with supervision beginning at 7:05. The first bell rings at 7:30 and the tardy bell at 7:35. Students who are tardy need to be checked into school by a parent. School is released at 3:00PM.
- * **Transportation changes:** Please send a written note to your child's teacher when their mode of transportation changes. **If it changes during the school day, due to an emergency, etc. please call the office at 830-357-4600 before 2:30PM.** Please do not email transportation changes as they may not be read prior to the end of the school day. As well as do not leave transportation changes on the school's voicemails.
- * **Address/ Phone # Changes:** Please notify the office as soon as possible of any address or phone number updates. Skyward must be kept current at all times for your child's safety.
- * **Dropping off forgotten items:** If dropping off forgotten homework, lunches, birthday treats, etc. for your student, you will check them in at the office. Please label each item with student & teacher name and leave in cubbies across from the office. The office staff will then notify the student of the left item.
- * **Lost and Found:** Student clothing and lunch boxes found at school will be taken to Lost and Found located in the main hallway. Smaller items (jewelry, glasses) will be kept in the office. **Please be sure all clothing and lunchboxes are marked with the child's first and last names.**
- * **Visitors- School Check-In System:** All visitors must check in through the office each time you come on campus. Our district check-in system requires a scan of your driver's license for safety. Please have it with you whenever you come on campus. After the first initial scan you can type in your DL # and the system will pull up your information. **Always check out after visiting at the front office and use the main door. Do not exit through the side doors as this could be a security risk for our school.**
- * **Volunteers-** Thank you for making a difference with your time in supporting KES. As per BISD policy when supervising students you will need to pick up from the office and complete a volunteer history/background form. Completed forms will need to be turned into the office 7 days prior to your child's event to allow proper time for processing. You must fill out a volunteer history form prior to any time you plan to volunteer throughout the school year.