

Parent “Must Knows”

- If your child is going to be tardy or absent, please call (972-279-2339) to let us know **by 9:00 a.m.** If your child is absent and would like homework let us know **by 9:00 a.m.**, it will be collected and ready for pick-up by the end of the school day or you may email schooloffice@spxdallas.org
- If your child needs to leave early for an appointment, she/he **MUST** bring a note from you to the school office before school starts that morning, you may send an email to schooloffice@spxdallas.org or call **by 9:00 a.m.**
- Please notify the office immediately of any changes to your address, phone numbers or e-mail so we can update our files.
- Students may not carry any medications with them at school. The school may not dispense any medications whatsoever, even over-the-counter medications, without a medication permit signed by you and/or a physician. This form is included in your informational packet and is also available at the school office.
- Weekly papers go home every Thursday. Please remember to ask your child for these every Thursday evening. The weekly newsletter is emailed every Friday, as well as other important announcements. Please review daily.
- Lunch is provided by E and E. More information can be found on the school website.
- School Office Hours: 7:25am – 4:00pm Monday-Thursday 7:25am -3:30pm Friday regular school days
7:25am – 12:30pm early release days

All students must be picked up by 3:30pm on regular school days and 12:15pm on early release days.

- Students not picked up by 3:30pm regular school days and 12:15pm on early release days will be sent to a designated area and a charge may apply.
- Family Car Signs must be used at afternoon pick-up all year long. If one is lost or damaged please contact the office so we can provide another one.
- For uniform information, please refer to the Academic Outfitter section on the school website.
- All volunteers must be Safe Environment cleared in order to volunteer at any school event or classroom.
- All visitors entering the building must enter the front doors and sign in/out at the office.