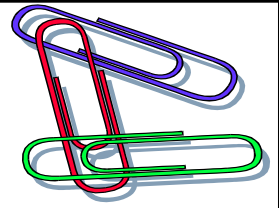




## *Simple Office Rules we all must know!*



**WE ARE OPEN** and willing to help from 8:30 AM to 3:30 PM each school day and our phone number is (425) 485-1824 (and has voicemail). Press # key for staff directory.

**IF ABSENT** from school, call into the office every day of the absence (unless out of town).

**IF LATE** to school, the student must check in with the office and get a tardy slip (or they will be marked absent all day).

**IF OUT OF TOWN** for more than 2 days, a Leave of Absence Form must be completed two (2) weeks prior to your departure.

**IF LEAVING MIDDAY FOR AN APPOINTMENT**, you must sign your child(ren) out and in from the office.

**IF NEEDING EARLY DISMISSAL**, you must come into the office and sign your child out—please do not go to the classroom to get your student. We will call your child out of class.

**IF VOLUNTEERING/VISITING** on campus, you must sign-in at the office and wear a visitor or volunteer badge.

**IF CHANGING** your address, telephone numbers (home, work, cellular), or emergency contact, fill out a form at the office.

**IF MEDICATION** (prescription or over the counter) needs to be administered during the school hours, a form signed by your physician must be completed. Your doctor may fax the authorization. We cannot give any medication without this completed form.

All school equipment & supplies are for school use only, and must be authorized through the teacher & office.

