

Helpful Tips for Parents

How do I report an absence or a late arrival for my student?

Call 243-7751 and select option 1 to leave a message on the attendance line before 9:00 AM. If your student is coming in late, they will need to check in at the office upon their return. You do not need to walk in to the office.

What if my student is leaving early for an appointment?

Call the attendance number listed above or send a note in with your student no later than the morning of the appointment. The student will be given an appointment pass to leave the classroom. Your student should excuse themselves from class at the assigned time, stop by the office to check out, turn in their appointment pass to hall monitor and then leave the building. You do not need to come into the building to pick your students up. Any student returning to school after an appointment should check in with the office upon their return. Requests after 3:00 PM for early pick-up cannot be guaranteed.

What if my student isn't feeling well and wants to go home?

Students who are feeling ill should come to the main office or nurse office where they can call home to discuss their illness with you. If you decide your student should leave for the day, you may inform the office at that time. It is imperative that students come to the office/nurse and call parents so we can watch them until they are picked up. Students leaving school at any time other than their normal departure time must check out through the office to avoid being considered truant.

Should my student bring a doctor's note when returning to school?

Yes, if your student missed school for a doctor's appointment or visited a doctor while home sick, please send them back to school with a doctor's note. **You will only have three days following the absence to submit this note.** This will enable us to code their time away as medically excused, which means it will not count towards the student's 7 days of absences allowed per semester. Any absences past 7 without a doctor's note will be recorded as unexcused and no schoolwork will be accepted. Only medically excused, funerals, college visits, religious holidays, court visits, and field trips don't count towards these 7 allowed absences.

What if my student will be traveling and missing school?

Have your student pick up a Pre-Arranged Absence form in the office. Their teachers will sign it and make arrangements for them to make up missed assignments. They need to return the completed form to the office before they leave for their trip. Please be aware that days missed for travel do count towards the 7 days they are allowed per semester.

How do I collect assignments for my student who is absent?

E-mail each of your student's teachers as early in the day as possible. A list of e-mail addresses can be found at www.dunlapcusd.net. Assignments will be e-mailed back to you or left in the office to be picked up before 4 PM. If you expect your student to be out sick for an extended period of time, please contact his or her counselor.

What is considered appropriate attire for my student?

In general, student attire and appearance must not be disruptive to the educational process, and must not constitute a threat to the health or safety of your student or others. Please refer to the student handbook under "Dress at School and School Activities" for specific information on what is considered appropriate.

What time does the school day start and end? When does each class period end?

The schedule below is for regular school days, and will be modified for half-days and special events. *All students eat lunch during 3rd and 6th hour which is broken into four mini-periods. Students are assigned either A, B, C, or D lunch based on their 3rd and 6th hour class and are in class for the other three periods. The normal school day begins with 1st or 4th hour at 8:20, unless your student has elected an early start time and was assigned the 0 hour class. **Every Wednesday school lets out at 3:00.**

Class Hours	Zero	1 st or 4 th HR	2 nd or 5 th HR	3 rd or 6 th HR	A Lunch	B Lunch	C Lunch	D Lunch	Homeroom or 7 th HR
A or B Day	7:01 – 7:50	8:20 – 9:56	10:01 – 11:37	11:42 – 1:48	11:42 – 12:07	12:12 – 12:37	12:42 – 1:07	1:12 – 1:48	1:53 – 3:30
Class Hours	Zero	1 st or 4 th HR	2 nd or 5 th HR	3 rd or 6 th HR	A Lunch	B Lunch	C Lunch	D Lunch	Homeroom or 7 th HR
Wed. A or B Day	7:01 – 7:50	8:20 – 9:48	9:53 – 11:21	11:26 – 1:24	11:26 – 11:51	11:56 – 12:21	12:26 – 12:51	12:56 – 1:25	1:30 – 3:00

How can I find out if an after school sports or extra-curricular activity has been cancelled or rescheduled?

Cancellation will be posted on our athletic website, www.dunlapeaglesathletics.com as soon as a decision has been made.