**Permission to Leave (PTL)**

* A PTL gives the student permission to leave school early.
* Parents/guardians must provide their student with a note stating the date, time and reason for the PTL.
* Students must report to Mrs. Spicciati before the start of school at 7:05 a.m., to obtain a PTL
* Following the two steps listed above enables parents/guardians and students easy and timely pickups.
* Emergencies happen, however, due to staffing, and student schedules we cannot guarantee a timely response for picking up your student, please follow the above process when possible.

**PTL for Illness**

* Ill students must report directly to the clinic located in the Administration building.
* Clinic personnel will contact the parent/guardian.
* Students must sign clinic log and obtain a PTL to leave campus when they are ill.

**Absences**

* Must be reported to Mrs. Spicciati within 48 hours of the absence.
* For religious holidays, the absence must be reported in writing 48 hours prior to the holiday
* College day absences require a letter on the college’s letterhead stating the dates of the college visit.

**Phone Messages**

* **Only “Emergency” (such as death or accident) phone messages will be delivered to students.**
* **Students may use their cell phones before school, after school and during lunch only.**

**Deliveries – No deliveries please!**

* **Deliveries are not made to classrooms in order to not interrupt classroom instruction or testing.**
* **No flower, balloon or other deliveries are accepted.**

**School Lunch**

* **We recommend, for your convenience, to deposit lunch money for your student on “School Payment Solution” @** [**www.schoolpaymentsolutions.com**](http://www.schoolpaymentsolutions.com)**.**
* **No outside food deliveries ( Multiple School lunch choices and A LA Carte Items are available in the school Café)**

**Thank you for your continued cooperation and support.**

**We look forward to a successful and enjoyable school year.**