

Obtaining a "Blue Pass"

When your student has an appointment sometime during the day and needs permission to leave the building...

1. Write a note and send it with your student or email Callie Rolf at callie_rolf@usd368.org. Include the date and time you need your student released from class. Please state whether or not the student will be returning to school that day. (We prefer a note or email over a call. The office is very busy in the mornings and written correspondence helps insure nothing gets missed)
2. It is then the responsibility of the student to bring the note to the office in the morning before the 7:55 bell rings to obtain a "Blue Pass". If you have sent an email the student will just need to reference the email to obtain their pass.
3. When the time comes for the student to be dismissed, he/she simply shows the teacher their "Blue Pass". The teacher will sign the pass, and then the student will need to sign out in the office.
4. Your student can then leave the building. Parents do not need to come in and sign their students out.
5. If the student is returning to the building that day, they will need their "Blue Pass". They will need to stop by the office to sign back in. The "Blue Pass" will serve as their pass back to class.
6. If an unexpected appointment is scheduled, and you need to make last minute arrangements please call the office at 913-294-8010. We will prepare a "Blue Pass" and deliver it to the student's classroom. **Please understand this is a bit more time consuming, therefore the dismissal of the student will be somewhat delayed. To insure your student is released on time it is best to send a note or an email the morning of the scheduled absence.**

Excusing an Absence

1. When your student is sick or will not be attending, please call or email as early as possible. The office hours are 7:15-3:45 each day. If your student will need a homework packet it will need to be requested before 10:00am.
2. If it is not possible to call, you may send the student with a note when they return. Please include the date(s) the student was absent and a number where you can be reached in case we need to contact you and sign the note.
3. Please refer to the student handbook which can be found on the website www.usd368.org under Student Resources for our Attendance Policy.