

# Parent Protocol

[LHSattendance@friscoisd.org](mailto:LHSattendance@friscoisd.org) **PLEASE NOTE this is the ONLY email for absences and check outs. No other email addresses will be monitored.**

**STUDENT DISMISSAL (SEND VIA EMAIL TO [LHSattendance@friscoisd.org](mailto:LHSattendance@friscoisd.org)):** In the event your child needs to be dismissed from school at a specific time, please email [LHSattendance@friscoisd.org](mailto:LHSattendance@friscoisd.org). We request an email be sent at least an hour prior to the student dismissal time. Be sure to include student's legal name and ID number if you have it, grade, an exact dismissal time, and whether or not the student is going to drive themselves or you are going to pick them up.

After we receive the email, a CHECK OUT PASS will be delivered to the student. The student must bring the CHECK OUT PASS to the front office at the time indicated. The student will place the CHECK OUT PASS in the black basket at the Attendance Window. Student drivers will check out via the Kiosk. Parent pick-up students will be checked out via the Receptionist. A student is never allowed to leave school before checking out in the office. PLEASE allow sufficient time for check out.

If you do NOT send an email, we will be happy to call your student to the front office to be checked out **once you are in the office**. If your student is in Athletics or a Fine Arts class please allow for additional time when picking up.

**HOMEWORK PICK UP:** In the event your child is absent, it is his/her responsibility to follow up with the teachers via email, website or upon returning to school. Homework will only be collected by the front office in the event your child is missing 3 or more days. A 24-hour notice must be given to the teachers in order to collect homework and may be picked up at the front desk after 3:00pm. This is to allow our teachers an ample amount of time to get the work ready. Thank you for your understanding.

**LUNCH:** Please remember that all FISD schools are closed campuses. That means students are to remain on campus during lunch periods. Parents are welcome to bring lunch to hand to their child, but you are not allowed to leave it unsupervised. Your student must be aware that you are in the office with their meal as we do not disrupt class. You are not allowed to bring lunch for any student other than your own child. Students are not allowed to accept lunch from anyone other than a listed contact.

**DELIVERIES:** Students need to remember to bring all necessary items with them to school in the morning. It is important to minimize classroom disruptions, so please remember to send lunch money, clothing, books, and supplies with your child in the morning rather than deliver it during the day. In the event your student forgets an item you are welcome to leave it on the table in the front office. Please make certain it is visibly labeled. No items left on the table are the responsibility of Liberty HS.