**Harvey Turner Elementary**

4333 Lily Street Pasadena, TX 77505 713-740-0768 fax: 713-740-4149

August 25, 2015

Dear Parents/Guardians,

Welcome to Turner! We are so glad you are a part of the Turner family! Listed below is important information that you need to know about some of our school procedures.

1. When your child is absent, you must send a note within 2 days of the absence. Excuses for school must be written on a full sheet of paper with the following information included:
* Date excuse is written
* Full name of student
* Date(s) absent
* Teacher name
* Reason for absence on each date
* Phone number where parent can be reached

 If the school does not receive a note within 2 days of the student’s return to school, the absence

 will be unexcused. If a student accumulates 3 or more unexcused absences, a warning letter will be

 issued to the parent/guardian by the Harris County District Attorney (see Student Handbook online).

1. Any person that will be picking up your child (must be 18 or older) must be listed on the white student information card and have a **PHOTO ID**-**NO EXCEPTIONS**. The authorization must be in writing, signed and dated. This is for the safety of our students.
2. Students **MAY NOT** be checked out through the office after **2:40 PM**. The students are already preparing to dismiss.
3. If you are changing the way your child goes home, it is extremely important to **send a note to your child’s teacher.**
4. Please keep your **student’s information card updated** so that we may contact you in the event of an emergency.
5. **CAFETERIA** information:
* Only students are permitted in the cafeteria in the morning. This begins on August 31st.
* Lunch visitation for the new school year begins on September 7th.
* Only the legal guardian of a student may eat lunch with his/her child; a parent must send a note if another family member is bringing and/or joining the child for lunch.
* Please promote healthy eating by helping your child choose healthy foods for lunch!

Thanks so much for your cooperation and let us know if there’s anything we can do for you!

Donna Duke Rhonda Wright

Principal Assistant Principal

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 STUDENT NAME PARENT SIGNATURE DATE

**PLEASE RETURN THIS PAGE TO TURNER ELEMENTARY**

**THIS INFORMATION IS AVAILABLE ON TURNER’S WEBSITE**