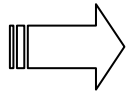


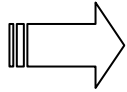
Alice Buffett Magnet Middle School

Reminders from the Office...

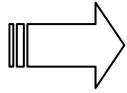
We are so glad to have your child at Buffett! In order to help you with the transition from elementary to middle school, here are some helpful reminders about our attendance/office policies.



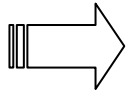
Our office phone number is 561-6160. Please call before 8:15 a.m. if your child is sick, or going to be late. With over 1,300 students in the building, it helps so much if you call to let us know why your child is not going to be in school.



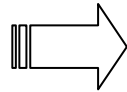
If your child is going to be late and you have called or sent a note to the office, you don't have to take the time to park and come inside. We will write a pass for your child and send him/her to class.



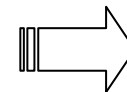
If you are going to be out of town for an extended period of time, please remember to let the office know in addition to your child's teachers.



If you need to check your child out during the day, we would appreciate a call or a note to the office in advance, that way we can look up the schedule and make sure they aren't in lunch or at P.E. when you need to get them.



If you need to get a message to your child, we deliver messages during Bobcat Block (homeroom) at 2:20. We try to limit the number of times we call into a room while a teacher is teaching.



With the large number of students in the building, please try to help your child remember to bring everything they need the night before school. Again, we try to minimize the number of times we need to call into a classroom for forgotten items.