Middle School FAQ

What is the procedure if my child is out ill?
If your student is out for one day, teachers request that he/she get homework from Haiku. For two or more days absence, please call the office the morning of the second day and let us know that you want to request work and how you will arrange to pick it up. Please make this request through the office and do not email individual teachers. On the day of return, the student is to bring a note from parents concerning their illness to the front desk and obtain a “return to class” pass.

What is the procedure if we know ahead of time that my child will be absent for another reason besides illness?
Bring a note concerning the absence to the office ahead of time. The student should advise teachers several days in advance to collect any assignments.

If I need to contact my student during the school day for a message, what is the procedure?
Call the office, and we will get a message in between classes to your student. There is a phone at the desk available for student use. Please try to avoid calling after 2 p.m. as it may be difficult to contact students after this time.

What is the procedure for my student to sign in after school has begun?
Please send the student to the front desk to sign in. The student should have a note explaining the reason for the delay (traffic, illness, medical appointment, etc.)

What is the procedure if my student needs to sign out before school is dismissed?
Please send your student to the office before homeroom with a note regarding what time they need to leave. If possible, check your child’s schedule so they can leave in between classes. The student’s name will be sent on an early dismissal list to the faculty, and when it is time to leave, the student is to sign out and meet his/her parent at a prearranged place.

When and where are detention hours to be served?
Detention hours are to be served the day they are received or the following day. Morning detention hall is in the Middle School cafeteria at 7:15 a.m. Afternoon detention hall is at 3:45 p.m. in Mr. Dietz’s room, 304.

How can I determine if sports practices are canceled due to inclement weather?
The Middle School office is usually informed of changes after 2 p.m. and will make announcements so students can notify their parents.

How can I schedule a conference with my child’s teachers?
You may schedule a conference by calling the Middle School office. Most conferences are scheduled at 8 a.m.

Does the Middle School have a “lost and found”?
There is a lost and found room for books and clothing. Smaller items such as jewelry, cell phones, and pencil pouches are kept at the front desk. Also, items that are labeled may be quickly returned to students.

What if my child has left or lost something on the bus?
You should check with Student Transport at 404.765.4520.