

What To Do If...

My child is late to school	If it is before 9:10am, go straight to class. If it is after 9:10am, check in and the office for a late slip
My child will be absent	Email ms.rose@academyoflit.org or call (775) 737-4084
My child needs to be picked up early	Come to the office to sign your child out. You child will be called down to the office to meet you
My child is spending more than 10 minutes a night per grade-level (e.g. a 3rd grade spending more than 30 minutes per night) on homework	Stop and make a note to the teacher on the homework card
My child forgot his/her lunch	Call Poi Boy catering and order a lunch at (775)741-6351, drop his/her lunch off to the office, or call the office and we will give them a lunch from our extra lunch supplies
My child has lost something	Check the Lost and Found in the alcove by the front door
My child as had a non-uniform item or technology confiscated	Come to the office to retrieve the item
My child is having a problem with another scholar	Email or DM the teacher and cc Ms. Lily (ms.lily@academyoflit.org) and Dr. Andi (dr.andi@academyoflit.org)
I want to find out if school is closed or on a delayed start	Check email for announcement, check the school calendar on the website home page www.academyoflit.org
There is a change in pick-up plan for my child	Call the office to notify us of the change and if it is just for one day or a permanent change (775) 737-4084
I want to know about events coming up	Check the Upcoming Events section of the newsletter, check the school calendar on the website home page www.academyoflit.org
I want to know how my child is doing on assignments	Check Parent Portal for a list of graded assignments cross check with cards on Altitude. Assignment specifics are found on each card in Altitude.
I have a question about an assignment or grade	Email or DM the teacher
I want to schedule a meeting with my child's teacher	Email or DM the teacher
I have a question about a field trip	Email or DM the teacher
I want to make a payment for something	Come to the office or pay by Venmo (found on the homepage of the school's website)