

# What To Do If...

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| 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 <a href="mailto:ms.rose@academyoflit.org">ms.rose@academyoflit.org</a> 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 ( <a href="mailto:ms.lily@academyoflit.org">ms.lily@academyoflit.org</a> ) and Dr. Andi ( <a href="mailto:dr.andi@academyoflit.org">dr.andi@academyoflit.org</a> ) |
| 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 <a href="http://www.academyoflit.org">www.academyoflit.org</a>  |
| 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 <a href="http://www.academyoflit.org">www.academyoflit.org</a>                                     |
| I want to know how my child is doing on assignments  | Check Parent Portal for a list of graded assignments cross check with assignments on Google Classroom. Assignment specifics are found on the assignment in Google Classroom.                               |
| 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)   |