



October Office Newsletter

Mason Central Elementary School

2024



OPEN HOUSE FORMS

Parents, PLEASE turn in **ALL** of the forms that were sent home with you in your Open House folders!! There are many of you who have not.

STUDENT ABSENCES/TARDIES

You **must** call the school prior to 8:30 a.m. (**734-848-5475, follow prompts**) when your child is going to be absent. We have an answering machine for those early morning calls. Also, if your child arrives late, **an adult MUST walk** them into the office. Children are not to be dropped off late without an adult signing them in. School begins at **8:10 a.m.** and all students **must** be in their classroom by that time. If your child arrives between **8:10 a.m. and 8:50 a.m.** they are considered **tardy**, if your child **arrives after 8:50 they will be marked as ½ day A.M. absence.** These procedures are mandated by the state of Michigan. **If you need to sign your child out early, please make sure to send a note.** For more detailed information regarding our attendance policy, please visit our website.

SIGN OUTS

Please do not sign your child out right before dismissal unless necessary. It will be marked as a partial absence on their attendance. The office and driveway need to be clear for a safe and smooth dismissal for our students.

INFINITE CAMPUS PARENT PORTAL

If you have not done so already, please set up your Infinite Campus Parent Portal Account. A weekly email is being sent out to parents who have not done so yet. The Parent Portal allows you access to view your child's attendance, grades, and report cards. We also encourage all parents to access this site and check that all information is updated and correct. If you have any questions regarding Infinite Campus, please contact the office at 734-848-9400 or 9401.

HALF-DAY EARLY DISMISSAL

There will be a half day on **Thursday, October 24th**. Dismissal will be at **11:41 a.m.**

2 HOUR LATE START

There will be a 2 hour late start **Wednesday, October 9th**. School will start at **10:10 a.m.**

NO SCHOOL

There will be no school on **Friday, November 1st**.

FALL COUNT DAY

It is vital that students attend school Wednesday, October 2nd, for our first official count day. If for some reason your child is absent, **we will need** a note to document the absence.

MID-TRIMESTER REPORTS

Progress reports will be available for parents to view **Friday, October 18th** on Infinite Campus. Progress reports for 1st trimester will be reviewed at Parent/Teacher conferences.

Over



PARENT/TEACHER CONFERENCES

Conferences will be held on **Thursday, October 24th** from 12:15 pm – 3:15 pm and 4:00 pm – 7:00 pm. Most of you signed up for your conference time at Open House. If you were unable to, please keep an eye out for additional information to be sent home from your child's teacher.

PTA NEWS – Next Meeting is Thursday, October 10th @ 4:00pm

- Elementary Penny Wars, Sept. 30th thru Oct. 4th.
- Fall Flower Sale Delivery, Friday, Oct. 11th, 2:30pm-4:30pm.
- Spirit Wear Sale ends Sunday, Oct. 13th. Link to order spirit wear can be found on the Mason Eagles PTA Facebook page.
- Trunk or Treat Friday, Oct. 18th in the High School Parking Lot.
- Chipotle Dine to Donate, Tuesday, October 22nd, 5pm-9pm (1206 E. Alexis Road Location)
- Bus Driver Appreciation Breakfast will be Wednesday, Oct. 23rd.
- PTA Skating Party at Ohio Skate, Thursday, October 24th.



Attachment: October Calendar

