

## General Guidelines for Parents and Students

### James McGee Elementary School Office

Phone Number: 547-6583  
Secretary: Tammy Mitchell  
Clerk: Jessica Guzman  
Clerk (p.m.): April Henneke  
Office Hours: 8:15 a.m. – 4:30 p.m.

### Student Absences and Appointments

It is required by Washington State Law that a verbal or written excuse from the parent or guardian be given to the school preceding or following an absence. Please call the school office (547-6583) to inform the staff if your child is absent. All children leaving the school grounds during the school day must be checked out through the school office. Photo identification is required for a child to be released to a person/s listed on their emergency record.

### Student Drop Off/Pick Up

Please exercise caution when using the parking lot and/or side streets to pick up/drop off students. Please do not honk your horn and encourage your child to run across the street or turn around in the middle of the street. Instead, we encourage you to park along the sidewalk on east side of Horizon Drive so that your child will not have to cross the street through traffic. You may also park in the general parking lot to pick up or drop off your child. Please be sure to park in appropriately marked parking spaces. This will keep all students safer.

### School Delays or Closure for Bad Weather

In case of severe weather or other emergencies, a 'no school' or 'late start' announcement will be made over local radio stations. If you have concerns that school will be delayed or closed, please listen to the radio. Please do not call the school or radio station. A school day lost because of weather will be made up later in the year. If you want to keep up with the latest news, updates, and/or school closures from the Pasco School District, you can sign up for updates by going to <https://psd1.parentlink.net/main/login/new-account-sign-up>. The PSD smartphone app can be downloaded by visiting [iTunes](#) or the [Google Play Store](#).

### Weekly Schedule

#### **Monday, Tuesday, Thursday, and Friday**

Student arrival time	8:40 a.m.
Breakfast	8:40-9:00 a.m.
K-6 grades	9:00-3:40 p.m.

#### **Wednesday**

Student arrival time	8:40 a.m.
Breakfast	8:40-9:00 a.m.
K-6 grades	9:00-1:40 p.m.