

Student Pickup and Transportation Safety Reminder:

Dear HMS Dragon Parents/Guardians,

To enhance student safety and reduce interruptions in our classrooms throughout the day, we are reminding you of our protocols:

- Prior Knowledge of a change in dismissal method or early pick-up:
 - The student brings a note to the **Attendance Office**
- Change in dismissal without prior notice/special circumstances for pick-up/dismissal
 - Email the **Attendance Office** between 8:00 am and 1 pm at hoover_middle_attendance@ktufsd.org
 - Call the **Attendance Office** after 1 pm in **emergency circumstances ONLY**
 - **716-874-8405 press 1 for attendance**
- A student is not feeling well and wants to call home:
 - Student reports to the **Nurse's Office**
 - The Nurse's office staff will contact the parent/guardians for pick-up arrangements
 - *Students are not permitted to use a cell phone during school hours unless approved by a teacher, nurse, or administrator.*

These procedures are implemented to ensure our students' utmost safety at all times throughout the school year and address office needs. If you have any questions or concerns, please contact the school.

We appreciate your support and cooperation in adhering to these safety guidelines.

