

The Discipline Office will honor a student's request to change their scheduled Saturday School to a different day **ONLY AFTER** the following has been met:

1. A signed note from the student's parent or legal guardian stating the reason for the change.
2. A one page typed paper using font 12 and double spaced stating the reason why you received Saturday School, the reason for the change, and how you will avoid Saturday School in the future.

* The office will not accept phone calls from parents to request a change of date. It must be in writing.

** If you are sick the day of Saturday School and cannot make it, your parent must bring a note to the Student Center during that scheduled Saturday School session.

***If there is an emergency such as a hospitalization or crisis that you cannot avoid, documentation (i.e. hospital bill or other paper statement) must be presented to the office and will be approved at the school's discretion.

YOU MAY ONLY POSTPONE SATURDAY SCHOOL ONE TIME AND FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL LEAD TO 2 DAYS OF IN-SCHOOL SUSPENSION.