

# Upper School FAQ (2018-2019)

## **Who do I call if my daughter is absent?**

Mrs. Cuckovich, Upper School Assistant, at 248-646-8900 ext. 220. Calls should be received **before 9 a.m.** Calls will not be accepted from students. If the answering machine picks up before school hours, you may press extension 220 and leave a voicemail message.

## **What if my daughter has to leave school early, or come in late, due to an appointment?**

A doctor's note is required for a student arriving late to school for the absence (or Tardy) to be excused. This doctor's note may be brought in when your daughter arrives. Please also call the school office to inform us of the appointment. If your daughter needs to leave before the end of the day, a note or email from the parent must be provided on the morning of the absence, and turned in to Mrs. Cuckovich in the school office.

**If an unexpected situation arises where your daughter has to leave early and the office was not notified before 9 a.m., a parent MUST speak to Mrs. Clements, Ms. Hehs or Mrs. Cuckovich.**

## **What if I need to talk to my daughter during the school day?**

Parents are asked to refrain from calling the school to leave messages for their daughters. Class sessions and activities are to be disturbed in **emergency situations only**. Students are allowed to check their cell phones during lunch or between classes, so if you text your daughter, please do not expect an immediate response.

## **How do I access the Upper School weekly schedule from home?**

By accessing the school website at [www.ashmi.org](http://www.ashmi.org), you may point to the "Calendar" tab in the upper right corner then click on Upper School Calendar. Click on [Weekly Schedule](#) under the main heading.

## **How do I access the eNewsletter?**

Newsletters are posted electronically weekly at [www.ashmi.org/enews](http://www.ashmi.org/enews). Please utilize this newsletter for all pertinent Upper School information. The Upper School eNews is published alternatingly with the All-School eNewsletter.

## **How do I access my daughter's grades and student reports?**

Mid-quarter evaluations, report cards, transcripts, grade books, as well as attendance, are available in the Parent Portal ([www.ashmi.org/parentportal](http://www.ashmi.org/parentportal)). Login credentials are the same as those used to apply online.

## **What if I need to change my Household information?**

Changes that need to be made to your address, phone number, or business contact information can be made in the Parent Portal.

## **When will my daughter get her school picture taken?**

Upper School students will get their ID/yearbook picture taken during Orientation in September. They will also receive their student identification card at this time, which will have their barcode information on it for ECI (our school lunch provider). Pictures that are not preordered will also be available for purchase through Lifetouch after the proof sheets have been sent home.

## **What if my daughter forgets to bring her lunch to school?**

Your daughter will be able to purchase a lunch through ECI, even if no funds are available on her account. ECI will then email you an invoice, which can be paid directly to ECI or through the school. Checks should be made payable to ECI.

## **How many times may my daughter be late to school before receiving a detention?**

Students are allowed four tardies each quarter before receiving a detention. These are to be used for instances such as car wouldn't start, bad traffic, alarm didn't go off, train crossing, etc. A detention will be issued upon the fifth tardy to school. There are **NO** excused tardies.