

CLMS General Information Review and Safety Reminders!



Attendance - If your child is absent from school or late for school, call the Attendance Office before 8:00 a.m. to report the absence: 860-437-6983.



After-School Time – 2:40 to 3:40 – All students must be with a teacher, staff member or coach. We do not have an open campus; students must be in a supervised location after school. A “late bus pass” is needed to ride the late bus home. It is issued in the supervised activity. Students may not walk off/leave school grounds at 2:35 and return to take the late bus home or return to participate in an after-school activity. There will be no after-school activities on Thursday or Friday as there are no late buses on those days.



A.M. Drop Off - Students who arrive to school between 7:15 and 7:45 must wait in the cafeteria. Students may not walk throughout the building before 7:45am.



Bikers – If you bike to school, and are an official bus rider, you need to submit a written parent note giving biking permission. A “bike pass” will then be issued to you. Remember to abide by the law and wear a helmet! Use caution when biking on school grounds during dismissal.



Bus Riders - A signed parent note is needed for a student to take a different bus home. The note must be given to the Main Office in the morning. Note verification and bus capacity will determine whether or not a “bus pass” will be issued. If issued, the “bus pass” must be picked up by 2:35 and given to the bus driver as the signal that permission was given for a student to change his/her bus home for that day.



Early Dismissal – A written parent note is needed to release your child early from school. Students must deliver the note to the Guidance Office before or during homeroom. Students must be “signed out” from the main office by a parent at the early dismissal time.



Lockers – To keep school items safe, lockers must be locked! Valuable items brought to school are the responsibility of the student. Do not share your combination with anyone!



Lost and Found – Books, notebooks, clothing items and lunch bags are located on a table in the back of the cafeteria. Valuables such as electronics, glasses and wallets are located in the Assistant Principal’s office.



2:35 Parent Pick-Up – School dismissal time is 2:35. Please make arrangements for student pick up accordingly.



Phone Calls – Students may only receive messages in the case of an emergency via the main office or the guidance office. Students are allowed to make emergency phone calls only from the main office, the guidance office, or the Assistant Principal’s office. Student cell phones are not permitted during school hours. They must be turned off and kept in a locker.



Visitors – All visitors must be buzzed into the building through the main lobby entrance (back of school). Visitors must report to the main office, sign in and wear a name badge.



Walkers – Only official “walkers” will be permitted to walk off school grounds at 2:35 or 3:40. Bus riders may not be walkers without written permission from a parent/guardian. A 1 day walker pass will be issued after the parent’s note is verified.