

DAVID R. CAWLEY MIDDLE SCHOOL

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MATTHEW BENSON, PRINCIPAL
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Important Parent Information Dance Procedures

Dear Parents/Guardians:

September 11, 2019

Cawley Middle School's first dance is scheduled for **Friday, September 13, 2019** from 6:30 – 9:00 pm. Student safety is always a priority at Cawley, therefore we ask that parents and students follow all dance dismissal procedures.

Tickets will not be sold at the door. Students will buy a ticket with a number on it during their lunch period. Students will then sign their name next to a number that corresponds with the number on their ticket, as well as write their name on the back of the ticket. As students arrive at the dance, they must have the ticket that corresponds with the number next to their name. If a child forgets his/her ticket, the school can verify that the student purchased a ticket with the signature of their name next to the number. In addition, if a student does not arrive at the dance, the school will call home to inform the parent.

The dismissal procedure was designed with student safety again being the first priority. All parents will park in the front parking lot. There will be no parking on the access road directly in front of the school. Sixth graders will be dismissed fifteen minutes prior to the end of the dance (8:45 pm) and be waiting outside at the front entrance of the gymnasium. Parents must park and get out of their car, and meet their children in front of the gymnasium.

Seventh and eighth grade students will be dismissed outside to the front of the gymnasium five minutes prior to the end of the dance (8:55 pm). Parents must leave their cars parked in the front parking lot and meet their child outside the front of the gymnasium. If carpooling and picking up children from various grade levels, we ask that those students be dismissed with the sixth graders.

There will always be teacher and administrative supervision in the dance and at dismissal. The dismissal procedure at dances will move traffic along in a timely manner. The administration kindly asks parents to adhere to the dance dismissal procedures and be on time when picking up students. If you have any questions please contact the office.

Sincerely,

A handwritten signature in black ink that reads "Matthew Benson". The signature is written in a cursive style.

Matthew Benson
Principal

"Make Your Mark, Make A Difference"
2017 Middle School of the Year