

**MABANK INDEPENDENT SCHOOL DISTRICT**  
**MABANK INTERMEDIATE SCHOOL**  
**513 N. 3<sup>RD</sup> STREET**                      **OFFICE: 903-880-1640**  
**MABANK, TX 75147**                      **FAX: 903-880-1643**  
**WWW.MABANKISD.NET**

**ATTENDANCE:** Children are considered tardy at 8:01. They must come by the front office for a tardy slip. If a child is absent or signed out early a parent or a doctor's note must be turned in to the front office. This note can also be faxed or entered on the website in Skyward. You have **3 days** to turn in a note. After that, the absence is unexcused. 3 consecutive absences or 8 total absences will require a doctor's note. To update attendance records or contact information, it must be done in writing.

**TRANSPORTATION:** All afternoon transportation changes must be done by 2:00 pm. Children riding a bus must have permission from the transportation department in order to ride a different bus in the afternoon. Please do not send a note with your child the morning of the change. Contact the transportation department in advance. Children may not ride a different bus with another student to spend the night or to get to an event. It is to be used in emergency situations only. Another form of transportation will need to be made for after school. Transportation's phone number: **903-880-1690**

**LUNCHES:** Lunch visitors can have lunch with only their child. They may not bring food for other children. Visitors must be on the students list to have lunch. Visitors must present a valid I.D. to have lunch. Visitors must sign in **AND** out to have lunch. Birthday cupcakes can only be given out after lunches and must be store bought. Flowers, balloons, stuffed animals, etc. will be given to a student during the last period of the day.

