

ATTENDANCE PROCEDURES

Students are expected to attend school every day. Regular attendance is essential for a quality education. If it is necessary for a student to be tardy, absent, or to leave school early, the following procedures will be followed.

Sign-In

All students who arrive significantly late to school (after 8:20) should report to **the main office** to sign-in. The students will receive a yellow pass from a secretary and be expected to go directly to their locker and then to class.

Sign-Out

If a student needs to leave campus during the school day, all parents/guardians should pick-up and sign-out their children **in the main office**. A “buzzer system” has been implemented, so this main door is the only way to obtain entrance into the school after 8:30.

If a student brings a valid note for early dismissal, it should be taken to the main office or the attendance office before school. The secretary will issue a yellow slip noting the time of dismissal. The student will give the pass to the teacher at the beginning of the period in which the student is to be dismissed.

Students returning to school after an appointment are to sign back in with the main office.

Illness

If a student is ill and cannot attend school, parents should notify the attendance office, 213-6100 x7303, by 8:00 AM. Any student who has been ill should not come back to school until the temperature has been normal and/or diarrhea or vomiting has ceased for at least 24 hours. **Please call in daily if your child will not be attending school.**

Students who are injured or become ill at school must report to a teacher and get a pink slip to see the school nurse. A parent, guardian, or contact person will be notified before an ill or injured student is sent home.

Tardiness to School

All students are to be in their assigned classrooms ready to work by 8:13 AM. Any student not present at this time is tardy. A warning bell will ring at 8:05 AM, and again at 8:10 AM. After 8:20 AM, students should sign-in at one of the offices to receive a yellow pass.

- **If a student is tardy more than three times in a quarter, an after school detention will be assigned for each subsequent tardy.** Unexcused late arrivals of more than 30 minutes may automatically result in after school detentions in order to make up the instructional time lost from tardiness.
- If a student is assigned an after-school detention, parents will be notified.

Students are expected to be in all of their classes on time. Students who are late to classes during the school day will be admitted to class by their teachers and counted as late unless a pink slip is provided. Consequences for tardiness to class will be left to individual teachers.