

If for any reason a student must leave school during the day, he/she must be picked up by a parent or guardian. The student will be called from classroom by the intercom or by phone when someone comes for him/her. If the student returns to school the same day, a parent/guardian must physically accompany the child to check in at the front desk.

Parents are no longer allowed to check out a student after 2:00 pm to ensure effective instruction in our classrooms. If you come after 2:00pm, you will wait until 2:30 when your child is released.

When you come to check out your child, please allow sufficient time for your child to be located and to go by his/her locker. Parents, we ask that you do not call the office ahead of time and ask to have your child waiting in the office to be picked up. We are not permitted to do this, as it results in loss of instructional time.

Appointments with doctors, dentists, etc., should be made at times other than school hours if at all possible. If it is made during school hours, then the appointment card must be presented to verify the appointment. Most professional people will cooperate with you and give you appointments at other times if you request them.

Under no circumstances will a student be allowed to meet someone in the parking lot or allowed to leave the school premises without parents accompanying him/her.

Students must be present for three hours and twenty-five minutes or half of the total school day regardless of the daily schedule. For example, a student who arrives on time at the beginning of the day and is checked out after 11:00 am would not be marked absent for the day.

TARDY (TO SCHOOL) POLICY :



Parent/guardian must sign in student at front office/desk if student is tardy.



Front office/desk will keep a list of those students who are signed in without a parent/guardian. If it occurs more than three (3) times, a parent meeting will take place with an administrator and the social worker.



If a student is late for any other reason than medical, it is an unexcused tardy.

EXCUSED:



After three (3) excused tardies, parent/guardian is informed that a doctor's note is required for all further tardies. Parent/guardian may submit a written note from the doctor for the remainder of the semester stating that the child has continuous appointments. Each semester, a new medical note is required. If one is not given, the tardies will then be deemed unexcused.

UNEXCUSED: (to school and to individual classes)



After two (2) and three (3) unexcused tardies, parent and/or guardian will receive a letter and the student will be assigned school detention by an administrator.



After four (4) unexcused tardies, a discipline referral is submitted to an administrator and student may

receive in-school suspension along with having a team meeting involving parent/guardian, social worker, and team teachers.

 After five (5) unexcused tardies, a second discipline referral is submitted to an administrator and student may receive in-school suspension and/or out of school suspension. If a student is in extracurricular activities, they may jeopardize participation in that week's events (i.e. sports, clubs etc.).