

ATTENDANCE POLICY

School begins at 8:15 a.m. and is in session until 3:15 p.m. The student is expected to be on time each day of school and to be punctual to each class. Students who arrive before 7:45 a.m. must report to the cafeteria for the Before Care program. Those arriving after 7:45 are to remain in front of the Middle School, unless directed to do otherwise by the MS supervisor. Students will be allowed to use their lockers in the hallway at 8:05 or when permitted by the supervisor. At 8:10 a.m. students may enter the classroom if the teacher is present. If students are not in their classroom by 8:15, they will be marked tardy. Students leaving before 11:30 or arriving after 11:30 will be considered present for one half day.

TARDIES

Upon the second unexcused tardy there will be a teacher/parent contact. On the third unexcused tardy in a grading period, the student will receive a detention. Proof of reason why a student is late rests upon the parent and not the school office. If a student arrives late, he must go to the office to get a tardy slip before coming to class. Excessive tardies (more than five in a nine-week period) will require a parent conference with administration.

ABSENCE

Each absence from school must be verified and explained in writing by the parent of the student. A note must be presented to the office, before going to the classroom, on the day of the student's return.

1. Students with absences may make up work or assignments missed. They may have as many days as the number they have been absent in which to make up the work, not to exceed ten school days. It is the student's responsibility, not the teacher's, to make arrangements for the make-up work and tests.
2. If a student comes to school for any part of the day, that student is to turn in all work due that day to all classes attended. Make-up tests will be completed after school, at the convenience of the teacher.
3. Students who have been absent for any three days (not necessarily consecutive) in a nine-week grading period may be required to submit a certificate of illness from a licensed physician.

Excused absences will be approved by administration. Requests for religious conferences or workshops need to be submitted to the school seven days prior to the student absence.

UNEXCUSED ABSENCE

All homework and daily grades must be made up. Any test or exam that is missed must be made up during a time determined by the teacher.

EXCESSIVE ABSENCES

After 15 excused or unexcused absences during the school year, a physician's note will be required to excuse all future absences. This includes approved absences for vacation days.

TEST RESCHEDULING FEE

If the Stanford Achievement Test or a final exam is missed due to absence other than for illness, there will be a fee of \$25 per day (that was missed) for the administration of the test.

VACATION WHILE SCHOOL IS IN SESSION

Vacations are considered unexcused absences unless permission is requested, in writing, seven days prior to the trip and is approved by administration. If approved, the student may receive assignments in advance of the trip. Class work is due upon the student's return. The student may have to stay after school in order to make up tests, etc.

STUDENT LEAVING CAMPUS

A parent or guardian must be contacted before a student is allowed to leave campus. If a parent is unable to come pick up the student and wants the student to walk or ride their bike, there must be a note on file from the parent giving permission to do so. (See Appendix.)