

# Attendance Procedures

School is in Session 8:25 a.m. – 2:45 p.m.

All parent/guardian(s), and visitors **must** enter through the main lobby, sign-in at the main office and receive a visitor's pass prior to conducting any business in the school building. (We refer you to the Visitor/Volunteer Procedures.)

Students arrive off buses between 7:55-8:00am, walk to their classroom, put away coats, some partake in the breakfast program which ends at 8:20am, and socialize before classes actually begin. When students arrive late they miss out on that part of the day that sometimes sets the tone for the remainder of the day. **Academic lessons in the classroom begin at 8:25am.** Students arriving after that time frame interrupt the academic learning process of all the children in the classroom. **We urge you to please have your children arrive at school in time to put away clothing, to be settled in their rooms and seats for their first lesson at 8:25 a.m.** Thank you for your cooperation in helping instill the importance of timely arrival with your children.

The following information will help clarify procedures to follow when a student arrives after 8:25am, leaves before 2:45pm, or leaves and returns during school hours.

- All students are signed in and out at the attendance desk in the main office with Mrs. Boyd, attendance clerk.
- All absences must have a written note from the parent/guardian, submitted to the attendance clerk, Mrs. Boyd, indicating the reason for the absence.
  - Notes sent to teachers should be forwarded to Mrs. Boyd, attendance clerk.
- If a student is tardy, the entry made on the Student Attendance Register Sign-in sheet will be used as the written document for tardiness as long as the parent signature is entered and a reason is entered. If not, a written excuse for the late arrival is required.
- All students leaving early must have a prepared bus slip, received by 8:30am. (We refer you to the Bus Slip Procedures attached.)
  - Students going home ill – a bus slip will need to be prepared at the attendance desk at the time the child is picked up.
- Attendance/Tardiness letters are automatically generated by our computer system based on the criteria set forth in the attendance guidelines in the Student & Parent/Guardian Handbook, page 4, (letters mailed after 5 days of absences, 10 days, 15 days, etc).

A. Signing a student in late (after 8:25 am):

1. All children must be accompanied into the main office by a parent/guardian and signed in by a parent/guardian when they are late to school.
2. All students must be signed in on the Student Register by a parent/guardian with a reason for being late, a time and a parent signature.
3. All late students will be given a red pass to enter their classroom.
4. No student will be admitted to a class without a red pass when they are late.
5. Students will walk to their classroom on their own.
6. Attendance clerk will make the correction on the tardy student in the database.

B. Signing a student out prior to 2:45 pm, who will not return to school:

1. Parent/guardian reports to the main office to sign the child out on the student register.
2. Parent/guardian completes a bus slip (if one has not already been submitted – all bus slips should be sent in by 8:30am of the same day.)
3. The attendance clerk will call the student's classroom or nurse's office for the child's release to the main office.
4. The parent will wait in the main office for the student.

C. Signing a student out early, who will return to school:

1. Parent/guardian will send in a note with the child that will be handed in to the attendance clerk in the morning of the appointment.
2. The parent/guardian reports to the main office to sign the child out on the Student Register.
3. The attendance clerk will call the student's classroom for the child's release to the main office.
4. Upon returning to school the parent/guardian will accompany the child back in to the building to sign the child in. The child will be given a red pass to re-enter his classroom, and will walk to his classroom on his/her own.

Everyday Parent Pickup students are dismissed at 2:30pm to eliminate congestion on the parking circle, with the exception of students in band and choir who are dismissed at 2:45pm. We refer you to the Student Drop Off and Pick Up Procedures.