ATTENDANCE

It is imperative that your child develop good attendance habits. Studies have shown that excessive absences/tardies to school is bound to affect your child’s academic progress negatively. We have many students who arrive to school on time but, because they like to socialize they end up getting to class late. Please emphasize to your student(s) the importance of getting to class on time. It is a habit that they will need for a lifetime.

Students must be in their seats at the sound of the tardy bell (7:40 AM) so as not to be counted tardy.

Students arriving after 7:55 AM must sign-in with the attendance secretary in the main office and they will then provide the student with a pass to class. Any notes brought by students which pertain to attendance need to be given to the office.

Students will be counted as a half day absent when arriving at or after 9:40 AM. Students arriving after 12:40 PM will be counted absent by office even though they are currently in school.

If student’s absences become excessive the Student Personnel Assistant (SPA) will be contacted.

EARLY DISMISSALS

If a student is to be excused early (before 2:40 PM), he/she should bring a written note from the parent/legal guardian stating to the office the reason for the early dismissal. Before the student leaves the building, the student should report to the attendance office and sign out. Notes should include:

1. Your name
2. Date
3. Parent/Guardian signature
4. Phone number in case we have questions

If your child returns during the same day, they must sign-in at the attendance office to get a pass before returning to class.

Mrs. Katrina Thomas is our attendance secretary. If you have any questions or you would like to report an absence or tardy please contact her at 557-4604