



ATTENDANCE

Regular school attendance is the foundation for academic achievement and success. Please make regular attendance a priority for your family. Our attendance policy can be found on pages 23-24 of this handbook. Please note that a contact from the principal will be made after 5 absences.

Student Absence

Appointments - Parents are asked to schedule appointments outside of the school day. However, if it is necessary for a child to leave school during the day to attend an appointment, a phone call or written note is required.

Notifying the School – Parents are expected to notify the school office of an absence by 9:00 am. Without notification the **absence may be considered unexcused**. A contact by the building principal will be made to discuss frequent absences.

Picking up Children during the Day - When picking children up during the day, parents must park and come into the school office to wait for their child. Children are not allowed to leave the school building during the day without a parent/guardian or other adult that the family has designated. Children are not allowed to wait outside for pick-up.

Tardiness - Students who arrive at school after 8:25 should report directly to the office and will be counted tardy. Students who are at school prior to this time, but are not in the classroom ready for instruction may also be counted tardy. Late busses are the exception, of course.