

Attendance: Tardiness, Early Dismissal and Late Pick-up Procedures

Tardiness of Students

1. The instructional day bell rings at 7:50 AM. After the bell rings, parents are required to bring their child inside the school building to sign their child in at the tardy table which will be located in the front lobby. The child will be given a tardy pass.

Early Dismissal of Students

1. The instructional day ends at 2:50 PM. If a student is to be dismissed from school early, he or she should bring a note from a parent/guardian which includes a daytime telephone number of the parent/guardian. The note is to be given to the homeroom teacher.
2. The parent/guardian must come and sign out the student in the main office. A picture ID will be required. Students may only be signed out by those persons listed in school records.
3. **No student will be allowed to be signed out after 2:00 pm.

Late Pick-Up of Students

1. At 3:10 a student who has not been picked up is considered late pick-up. The parent/guardian must come into the lobby and check in with the teacher who is supervising. The student will only be released after the parent has signed their student out.

Consequences for repeated unexcused tardiness, early dismissal or late pick up to school within a marking period are as follows. These do not accumulate, each is considered its own category.

In addition, any student who obtains eight (8) tardies, early dismissals or late pick-ups in any one marking period will not be permitted to participate in off campus events, to include but not limited to school sponsored field trips, and or performances.

The number of offenses	Consequences
4th offense per Marking Period	Conference with the Principal or Assistant Principal, S in conduct
8th offense per Marking Period	Conference with Attendance Committee, Saturday detention, N in conduct, if student does not attend Saturday detention U in conduct

Full day attendance is a vital component of a child's educational progress and an important life skill. As a parent/guardian whose child is fortunate enough to attend this highly sought after Choice Program, we expect your full cooperation with regards to attendance.