

ATTENDANCE

One of the most common causes of poor school work is irregular attendance. If it is necessary for a student to be absent, the school should be advised by a parent/guardian in advance. Excused absences must meet one or more of the following criteria:

- * personal illness
- * death in the family
- * absence with special permission from the Principal arranged in advance by parent/guardian shall be considered

All other absences will be unexcused.

All classwork/classtime will have to be completed upon the student's return to school.

All student absences are recorded for the average daily attendance records. Parents or guardians of absent students are asked to contact the school as soon as possible on or before the day of the absence. If the parent or guardian does not contact the school, the school will contact the parent or guardian by phone by the use of a program called School Messenger. School Messenger is a recorded message that states that the student was not in school and reminds the parent or guardian that he/she needs to call the school and excuse the student's absence.

THE SCHOOL CANNOT BE RESPONSIBLE FOR STUDENTS WHO DO NOT MAKE IT FROM HOME TO SCHOOL.

Prior permission must be obtained before a student is allowed to leave campus for any reason. A parent or guardian must give verbal permission to the front office either by telephone or in person before a student can be issued a dismissal. A dismissal pass must be obtained from the front office prior to a student's leaving campus even if a student leaves between classes. Students leaving campus without a proper dismissal can be suspended until a conference is held with the parent.

The school will NOT be responsible for a student's unfinished courses, if it is found that the student has excessive absences and tardies.

Tardiness

There are very few times when it is necessary to be tardy, and all pupils will be expected to report to school and classes on time. If an emergency arises and you cannot avoid being tardy, bring a written excuse (written and signed by parents or guardian) stating the exact cause of tardiness. Traffic, oversleeping, etc. is not an excused tardy. Teachers hold the right to lower a student's grade because of excessive tardiness or absences.

Classroom Dismissals

You are never to ask a teacher to let you study in an empty or unsupervised classroom. You should always go to your classes prepared since classroom passes are given very sparingly, and only for a very good reason. You should never leave a classroom without permission. Passes are required from your teacher in order to be in the halls, library, restrooms, or office. Since only one student is allowed out of a classroom at a time, it is advisable to take care of personal needs between classes. When a student receives a dismissal from the office, he/she may not return to the school or to the parking lot that same day to pick up friends after school.

Pick-up and Drop-off Procedure

If someone is picking you up or dropping you off at the school, this must be done in the front parking lot at the front of the building. Do not let your ride wait for you in the back parking lot. They will be asked to leave unless they are parked in front. Students must be picked up on time since the parking lot is not supervised.