

Check In – Tardy Procedures

Every student is required to be **in their classroom at 7:40**. A warning bell is released at 7:35 giving the students a 5 minute warning to be inside their respective homerooms. Any student not in the classroom by the 7:40 tardy bell, will be required to report to the front office for a tardy pass. Any children still in car rider line will be considered tardy when the bell rings. Children walking to their classrooms will be considered “tardy” when the bell rings. They must be inside their rooms when the bell rings.

Early Check-Out Procedures

Parents must report to the front office for any student check outs. Secretaries will contact the classrooms for students checking out. Any parent requesting to personally walk to the classroom will be required to obtain a “Release Slip” from the office. **Teachers will not be permitted to release the students without this.** Checkouts after 2:00 p.m. will not be permitted.

Excused Absences/Checks – Outs

1. Personal illness *(requires written note from guardian)*
2. A serious illness or death in student’s immediate family necessitating absence from school. *(requires written note from guardian)*
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school. *(requires government notice)*
4. The observance of religious holidays, necessitating absence from school. *(determined by County Office)*
5. Conditions rendering attendance impossible or hazardous to student health or safety. *(requires cancellation of school by County Office)*
6. A scheduled medical, dental or eye examination of the student. *(requires written excuses from attending physician)*
7. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year. *(requires official documents)*

Medical Notes: Medical notes may be submitted by parents for any absence, check-out or check –in. After 10 absences without a medical note being submitted, a medical note will be required to excuse an absence. If the student has a combination of 10 check-ins and/or check-outs without medical notes, medical notes will be required to excuse an absence.