

Important information for the 2024-2025 school year

Opening day for all students is Thursday, September 5th. The day starts with “official homeroom” where you will receive a final copy of your schedule.

Please keep in mind these high school policies:

Absences: Each day that a student is absent from school, **it is essential that the parent/guardian call 262-6657** and give the following information: student name, grade level, reason for absence and expected length of absence. If the school does not receive notification of a student’s absence, a telephone call is made to the parent/guardian. Should there be extenuating circumstances and a call cannot be made, then upon the return to school the student will have 72 hours to bring in a note to the grade level administrator for the absence to be considered excused. Failure to do so will result in an unexcused absence for each class on the date of the absence. It is of critical importance to follow this procedure because only students with excused absences are eligible to make up work. Students who accrue 18 or more absences (excused or unexcused) during the school year are in jeopardy of being denied credit from their course(s).

Morning Arrival: Beginning at 7:15 am, students may enter the building by using the following locations: *main entrance, west lot (Senior parking), south lot vestibule (gym), and Elwood Road doors*. As instruction in first period begins promptly at 7:55 am, all doors except the main entrance will be locked at exactly 7:55 am. If your child arrives to school after 7:55 am, they must enter the building at the main entrance doors.

Timeliness to Class: Arriving on time to school and to all classes is critical. Late arrival to class is a disruption not only to the student arriving late, but to the remaining students in the class. Please be sure that your child arrives to school on time. As a reminder, first period begins promptly at 7:55 am. This means that students are expected to be in their first period class by that time. Please help us reinforce the expectation and life lesson of showing up on time.

Late Arrival: A student arriving late to school must bring a note from a parent/guardian with the reason for the lateness and an approximate time of arrival within the body of the note. This note must be provided at the time of arrival and will not be accepted after that time. The student is to report to Reception with this note as soon as he/she arrives at school to pick up a “Reception Pass”. Failure to follow these procedures will result in the student receiving cuts in each class missed.

Cutting Class is not tolerated. A student who cuts a class will be assigned a consequence. Please be advised that in order to participate in athletics or extracurricular activities, students must be present in all of their assigned classes every day.

Make-Up Assessments due to Legal Absences: Students who are legally absent from school must meet with their teacher to discuss assignments and/or assessments that need to be made up. In the event a test or quiz was given during the legal absence, a student will arrange a time to make up the test or quiz. The test or quiz must be made up within three days of returning to school. On the fourth day, if the test or quiz has not been made up, the student will receive a zero (0) for the assessment. Extenuating circumstances will be resolved on an individual basis. **Students who are illegally absent from a class on the day of an assessment will have a zero (0) recorded as their grade on said assessment.**

Early Dismissal from School: If your child must leave school, a note stating the reason and time must be submitted **prior** to the time you will be signing him/her out from Reception in order for the student to get a “Reception Release from Class” pass. If the student returns to school the same day, he/she must check in at Reception to receive a “Reception Pass”. Notes brought in **after** a student leaves campus will not be accepted. **If the student is ill during the day, he/she must go to the nurse to be excused.** The nurse will notify Reception that the student may be released from the Reception Area. **Parent/guardian must meet and sign out all students at the Reception Desk and will be asked to show I.D. as part of our security protocol.** **If your child is a licensed driver and has a school parking permit, they will be able to leave campus with your permission during these extenuating circumstances.**

Homeroom: There are two kinds of homerooms - an "official homeroom" for school business purposes and a homeroom attached to the end of 1st period - 8:37 am - 8:42 am. You are required to be in homeroom whether we have “official homeroom” or our regular homeroom.

Lunch Leave: Lunch leave is available for 12th grade students only. A mandatory meeting was held at the end of last school year for all seniors interested in having lunch leave as a privilege added to their schedule. Students who did not attend that meeting do not have lunch leave in their schedule. **A make-up meeting for any senior who would like lunch leave and did not attend the meeting last spring will take place on Wednesday, August 28 at 10:00 am in the Little Theater.**

Cell Phones: It is important to be fully present and engaged during instructional periods. To that end, please be advised that cell phones are **not permitted to be used at all during class time**. Cell phone use is restricted to non-instructional periods (free period, lunch, passing time, etc.). Students must refrain from using their cell phones during class. In order to help students better focus, students will be required to store their phones in the individual classroom cell phone storage hangers.

Student ID Cards: All students are required to carry with them their school issued student ID. This card is required in order to “swipe in” to the building upon arrival as well as in order to utilize the bathrooms. Seniors must have an ID every day that they wish to leave the building for lunch leave. Seniors who do not have an ID will not be permitted to leave campus for lunch leave.