

# PLEASE KEEP FOR FUTURE REFERENCE

## Coming, Going or Missing School - it all goes through the Attendance Office

**Absences:** All absences must either be called into the 24 hour absence line 459-8257 or a note must come to attendance window first thing in the morning the day the student returns to school. Disciplinary action may be taken for absences that are not cleared.

**Tardy:** Students arriving after the late bell must have a note stating the reason for the late arrival or they must be accompanied by a parent to the Attendance Window. Students should be in their seats or they are considered late and consequences may apply. There is specific Board Policy, followed by RSM, in regard to tardiness.

**Early Dismissals:** Students wanting to leave early from school must bring a note from parent to the attendance window with the time the parent is intending to pick the student up from school. The student will then be given an Early Dismissal note which allows them to leave class and be waiting in the office for parent to sign them out. These early dismissal notes are very important as the student may often be in P.E. or an assembly, etc. and be difficult to reach. Remember to always bring your I.D. as you will be asked to show it before signing out your student.

**Independent Study:** If you know that your student will be missing 5 or more days, a note must come to the Attendance Office requesting an Independent Study. This needs to be done at least one week in advance of the week of absence. For absences less than 5 days, a student must request homework directly from the teacher, well in advance of the days of absence. If you have any questions regarding Independent Study or extended absences please call the Attendance Office for clarification.

**Homework Requests:** When your student is out with an illness you may call the office on the 3<sup>rd</sup> day of absence and request homework. The requested homework will be ready for parent pick up at 3:15 on the day it was requested. Prior to the 3<sup>rd</sup> day of absence look for homework on line and by using the Study Buddy phone numbers students are given at the beginning of the year. **Please no requests prior to the 3<sup>rd</sup> day of absence.**

**Delivery of Items Forgotten at Home:** When dropping off forgotten items at school parents need to come into the office and fill out our paging list or you may text your student regarding the drop off during snack or lunch. Students will be paged to the office to pick up the item. **Please make sure items have a first and last name on them.**

**Cell Phones:** **All cell phones are to remain off during class time.** "Bell to Bell, No Cell." Please do not text message your student during class time. Students receive consequences for using their phones in class when not authorized by their teacher. Messages to students can go through the office. Students are allowed to use the phone in the office at any time if they need to contact you.

**Messages from Parent to Student:** You may, if absolutely necessary, call the office to leave a message for your student. Messages will be given to students by using the paging system described above.

**24 HOUR ABSENCE LINE NUMBER  
459-8257**