

ATTENDANCE PROCEDURES

In our commitment to providing your child with the very best, most consistent instruction possible, we are focusing our attention on how to maximize student attendance and minimize classroom interruption. Below, please find the key components of our policy:

- The agenda book includes a school calendar. We urge you to plan trips and events with the calendar in mind.
- Parents/Guardians must come into the attendance office to sign their child out of school. We recommend that your child bring in a note that morning so that he/she can leave class at the appointed time, thus avoiding classroom disruption.
- Please encourage your child to study during non-school hours and free periods. Students should not take time off from class to study.
- Classes *begin* at 7:59. Students need to arrive with sufficient time to be in the room at the start of class.
- Please encourage your child to get to all classes on time.
- We would like to avoid calling students out of class and therefore request that you instruct your child to check in the office for forgotten lunches, equipment, homework, etc.
- If you have questions about your child's attendance please check the parent portal.

Thank you for your cooperation and understanding. We look forward to maximizing our students' opportunities for academic and social success as a result of their presence in class each day.