



Tardy Policies:

It is essential for all Students to arrive to school ON TIME EACH MORNING. In order to avoid class disruption and/or inconvenience to the teachers, the following policy will apply:

Students who arrive past 8:30 am will be marked tardy. If a student has 5 or more **unexcused** tardies during a 9 week quarter grading period, the student will need to serve a Saturday Detention from 7:30 am to 3:30 pm and pay \$30. Student needs to provide own lunch.

Attendance Policies:

A child must be present a minimum of 170 days to be considered for promotion to the next grade. To receive the maximum benefit from classroom and instructional participation, it's important for children to report to school every day.

Parents are responsible for contacting the school office each time student is absent. Parents are also required to send a note explaining reason for absence once the student returns to school. Otherwise, it will be considered an "unexcused" absence.

It is the student's responsibility to find out about missed assignments, and to make up all assignments including classwork, homework, reports and projects. Unless student is seriously ill, missed work is expected to be turned in on the day that student returns to school. Teachers will give one extra day for all make-up tests and quizzes.

If a student has 5 or more **unexcused** absences during a 9 week quarter grading period, the student will need to serve a Saturday Detention from 7:30 am to 3:30 pm and pay \$30. Student needs to provide own lunch. Excessive absences during the school year may result in the student not being promoted to the next grade.

Early Release

Early dismissals are limited to 2 per academic quarter and count as a partial absence. All appointments should be scheduled after 2:50 pm. In such case, you must bring a doctor's note on the following day to excuse the early dismissal. Every 4 unexcused early dismissals will count as (one) 1 absence.

Parent Name _____

Parent Signature _____

Date: _____