

Parents and Guardians:

Please take time to carefully read the information below. These are important topics that apply to your child's daily attendance as well as issues that occur on a frequent basis.

**\*\*\*ATTENDANCE\*\*\***

Please have your child present and on time each day!

(Please refer to the Tuscaloosa City Schools Code of Conduct for more details)

- A note, email or message on Class Dojo from the parent will be accepted as an excuse for up to five (5) days total that the student is absent. After that point, an excuse from a physician or court will be required.
- The written excuses, emails or messages on Class Dojo for absences must be sent within three (3) days of the student returning to school. If no note is received, the absence will be marked as unexcused.
- Students arriving after 7:55 AM are considered tardy and must be signed in by the parent in the school office.
- Students with fifteen (15) unexcused tardies and/or 15 early checkouts will be referred to Early Warning.
- If a student needs to check out prior to the end of the school day, please do so before 2:15. There will be NO checkouts after 2:15 PM. Students will not be called to the office until the parent has arrived. Parents should make every attempt to schedule medical appointments outside of school hours.

**\*\*\*CHANGE IN GOING HOME PLANS\*\*\***

- Regarding our afternoon transportation policy, if you need to make any changes to your child's usual transportation arrangements, please send a note or email to your child's teacher in advance. If there's a last-minute change on the day of, we request that you call the school directly to inform us of the change. Please note that our teachers may not be able to check emails or messages during the school day, so calling the school ensures that we can accommodate your request promptly. Thank you for your cooperation in helping us ensure the safe and smooth transportation of all our students!
- Students are only allowed to ride the bus to which they are assigned. Riding on another bus with a friend is not permitted, per TCS policy.

**\*\*\*FORGOTTEN ITEMS\*\*\***

- **Please make sure your child has ALL the items before leaving home each day.**