

Tardies & Early Dismissal Policy

GRADES 6-12 - For each individual class period during the same semester grading period, the discipline policy for tardiness is as follows: 1st through 4th - warning, 5th – lunch detention, 6 or more may result in more severe disciplinary action administered by the campus principal.

If the student arrives in class the first 20 minutes after the tardy bell, they are considered tardy. After 20 minutes they will be counted absent for that class.

Additionally, if a student leaves class before being in attendance for 20 minutes they will be counted absent.

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day. Parental consent is required before any student leaves campus for any part of the school day.

Students are not allowed to leave the building without checking out through the HS office. **Students will NOT be released from class until a parent/guardian comes in to sign them out.** Teachers will not let students out of class because the parent/guardian has sent a text or called to have the student meet them.

We will not be able to release a student with a phone call or an email. Students needing to leave school during the day will bring a note from the parent/guardian to the HS office stating the time to be released and the reason before their first class of the day (the note can be written for personal reasons; however, the absence will be marked unexcused). The student will get an “early dismissal” from the HS office. The student will show the early dismissal slip to the teacher at the appointed time (DON'T give the early dismissal to the teacher, you will need it to get out of the building), go to the HS office to sign out, and then meet the parent/guardian. When the student returns to school, he/she must stop by the HS office to get an admit slip, bringing a doctor's note, if that is the case.

Parents/guardians coming in to check out a student must have a form of photo ID that matches the name on their child's account. If the name on the account does not match what is on the ID, we will need permission from the parent/guardian to check the student out and the student's record must be updated to indicate that person has permission to check the student out. We will then call your student from class. Please keep in mind there will be times it will be more difficult to find a student...during lunches and PE classes. If you know the student will need to leave during these times, it will be easier if the student brings a note before school. We will do our best to find your student in a timely manner.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Any senior wishing to leave school early to go to work must coordinate through the school counselor.