

## **ARRIVAL AND DEPARTURE**

Students are allowed in the building at 7:40 a.m. All classes begin at 8:00 and will dismiss at 3:10 p.m. for bus riders and 3:15 for walkers. Pettis County R-XII School will not be responsible for supervising students outside the stated times. Students should not be dropped off or left at school during unsupervised periods.

### **Arrival/Departure Procedures**

1. The designated area for school bus loading/unloading will be in the east parking lot next to the handicapped parking area.
2. After buses arrive, elementary students will go to the gym and middle school students will go to the commons area.
3. Carpool students need to be picked up and dropped off at the doors on the north side of the building by the kindergarten room for student safety.
4. Students that walk home are to leave the building through the doors on the north side of the building by the kindergarten room. For safety reasons they are to remain on the west side of the street and are not to cross the street until they reach the 4-way stop. Students are to enter the building by the designated entrance once they arrive on school property to be safely supervised.

### **TO REPORT AN ABSENCE**

1. A parent should call the secretary's office, ext. 100, before 10:00 a.m. on the morning of the absence. The school will need to know the name of the child, grade, reason for absence, and the relationship of the caller. The requests for assignment should also be made at this time.
2. If a call cannot be made, then a note, signed and dated by the parent, must be sent with the student the day he/she returns to school. The note should explain the reason for the absence and be signed by a parent/guardian.
3. If there is no contact from home explaining the absence, it will be unverified.
4. Students must be present in school for at least ½ of the day in order to participate in any after school activity.
5. Students who are suspended from school for disciplinary reasons will have that number of days charged against their attendance record as verified absences.
6. Unverified Tardies (per quarter): Tardiness will normally be verified for bad weather, illness, or doctor/dental appointments. Oversleeping will not be a verified tardy. A contact with parents will be held after the third late arrival. Three unverified tardies will result in a detention.

We are required to keep a record of the illnesses students have during the school year and report weekly to the Pettis County Health Center. Therefore, when you report that your child is ill, please include the symptoms such as: fever, rash, sore throat or the name of the specific disease.

## **MAKE -UP POLICY FOR ABSENCES**

1. Verified Absences: Teachers are to make every effort to help the student make up the work missed. Students are required to make up all missing assignments.
  - a. Students are responsible for requesting missing assignments.
  - b. All homework must be completed as designated by policy.
  - c. In cases of extreme absence and or tardiness, the parents will be contacted. After said contact, if the problem persists, the proper authorities will be notified.
  - d. If you know your child will be missing school for consecutive days (family vacation), please contact the teacher to arrange the student work to be completed prior to the absence.