

EMS ATTENDANCE PROCEDURES

Regular attendance is a key factor in student achievement. The school day begins at 8:30 a.m. and ends at 3:25 p.m. It is very important to attend school every day, and students are expected to be present and punctual to all classes. Excessive absences will be handled by Administration. The District 20 Student Attendance Policy is printed in the students' planners annually.

ABSENT or LATE

Please call 234-3440 or email ems-attendance@asd20.org any time before 9:30 a.m., stating your student's name, your name, the reason for the student's absence or late arrival and a number at which you can be reached. If a student's absence is not excused, the Attendance Office will attempt to contact the parent/guardian to verify the student's absence.

LATE ARRIVALS

If a student arrives late to school, after the 8:30 bell rings, ***he/she must be signed in at the Attendance Office by a parent/guardian.*** The only instance in which a student may sign himself/herself in is after returning from an appointment with a generated note with a recent time stamp from the doctor's office. This procedure is in place to assist those families with regular medical appointments – such as orthodontist or physical therapy appointments.

EARLY DEPARTURES

If your student needs to leave school early, please send a note to school with your child and have your child bring it to the Attendance Office. At that time, we will issue the student a pass, allowing them to get out of class to meet you at the Attendance Office at the scheduled time. If the note is forgotten, please call or email the Attendance Office as soon as possible with the time you will arrive to pick up your child and we will do our best to get a pass to the student. Please keep in mind that it is your student's responsibility to keep track of the time indicated on the pass and to let his/her teacher know that he/she needs to come to the attendance Office. ***All students must be signed out by a parent/guardian listed in Infinite Campus with an ID. Students are not allowed to leave EMS without an adult present.***

HOMEWORK REQUESTS

After a student has been absent for three consecutive days, a homework sheet may be generated upon parent/guardian request from the Attendance Office. Homework requests for absences totaling less than three consecutive days need to be handled directly with the team via email.

MESSAGES

Please limit phone messages left for students to **EMERGENCIES** only. Messages left before 2:30p.m. will be delivered the same school day. All attempts will be made to deliver messages left after 2:30 p.m., but cannot be guaranteed. Please

call prior to 1:00 p.m. when possible. Students will not be pulled out of class 20 minutes prior to the end of school, unless prior notice has been given.

ITEMS DROPPED OFF

In order to minimize classroom interruptions, please bring only items your child has requested. If a student has requested a "school needed item" be dropped off, please bring the item labeled with the student's name to the Attendance Office. The student is responsible for picking up any dropped-off item at the Attendance Office. Students may check for dropped-off items during passing period. No excused tardy slips will be issued for item pickup. Only "school needed items" may be delivered to students.

LOST & FOUND

Please remember to label everything with your student's name, especially outerwear, planners, books, and lunchboxes. Each classroom/pod and the cafeteria have lost and found boxes. School supply lost and found is located outside our Counseling Office. Clothing lost and found is located in the cafeteria on the stage. We will return any labeled items to the owner. If looking for a lost item, please check in the classrooms/pods and the cafeteria. At the end of each quarter, found items are displayed on tables in the main lobby area. Due to the volume of lost and found items, EMS donates any items left at the end of each quarter to charities. Smaller, more valuable items, such as watches, jewelry, cell phones, flash drives, calculators, glasses, etc., are locked up in the Bookkeeping Office. Please contact us if you would like us to check through those items. Valuables are only given to charity at the end of the school year.