

# LAGRANGE MIDDLE SCHOOL

## LATE TO SCHOOL PROCEDURE

**HOMEROOMS ARE PART OF PERIOD ONE.** All students will report to their first period classes as soon as reasonably possible after they leave the buses. The beginning of the period at 7:30 a.m. is the time that PA announcements, attendance, Pledge of Allegiance, etc., take place. Students **must be** quiet during announcements and show respect during the Pledge of Allegiance.

## ATTENDANCE AND TARDINESS PROCEDURES

7:20 A.M. BELL	Pupils are allowed to enter building/go to their lockers and report to homeroom.
7:30 A.M. BELL	Warning Bell (4 minutes school starts!)
7:35 A.M. BELL	Tardy Bell – Start HR/1st Period

## TARDINESS

Students have a legal obligation to arrive to school on time. If a student arrives late to school, after the 7:30 a.m. tardy bell, students must go directly to the **ATTENDANCE OFFICE**, with a note stating a valid reason for arriving late. Students may sign in and get a pass to class.

## EARLY DISMISSAL PROCEDURE

Students may be excused for part-day absences of a legal nature. He/she should bring a signed note requesting this permission to the Main office **before** going to homeroom. An early dismissal pass will be issued to the student. The student will be called out of class after the parent arrives, signs the student out and shows proper identification. Students **will not** be released to anyone other than a parent and or guardian without written permission and proper identification. **If a student is to be picked up by someone other than the parent/guardian a signed note by the parent/guardian is required.** Please include a phone number on the note where the parent/guardian can be reached to verify the information. The person designated to pick up your child should be listed on the back of the emergency card as an emergency pick up alternative. If a student returns the same day, he/she should return to the Attendance Office to sign in and receive a pass back into school in order to get credit for the rest of the day.

Everyone, including parents/guardians, will be required to show identification when signing a child out of school.

No student is permitted to leave the school grounds without written parental/guardian permission submitted to the Main Office or an Administrator.

*PLEASE CONTINUE..*

## **ABSENCES**

When you return from being absent, report **DIRECTLY** to the **ATTENDANCE OFFICE** with a written excuse from your parent and or guardian stating your full name, the dates of the absence, and the reason for the absence. This excuse is a legal document and must be kept on file for one year. Failure to present a note following an absence will result in the absence being recorded as “unexcused absence” until corrected. (See sample note) You may print out a School Note from Attendance tab under School Note Print-Out which covers tardiness, early dismissal and bus notes as well as an absentee note.

### **SAMPLE ABSENTEE NOTE**

Date:

To: Attendance Office

Please excuse (Student's Full Names) absence on (Full Date).  
He/she had a sore throat.

Yours truly,  
Parent and /or Guardian's Signature

### **Examples of Legal Absences are as follows:**

- |   |  |
|---|--|
| 1. Personal illness                         | 5. Quarantine                          |
| 2. Critical illness or death in the family  | 6. Impassable roads/weather conditions |
| 3. Recognized religious holidays/observance | 7. Attendance at Health Clinic         |
| 4. Required attendance at court             |  |

Illegal absences fall into the category of: **Unexcused Absence**

**All students must check into attendance after being absent whether or not they remembered their note.**

## **BUS NOTES**

### **PASSES TO RIDE A DIFFERENT BUS**

Notes for permission to ride a different P.M. bus home from school, signed by a parent/guardian, should be brought to the **Main Office** during homeroom. \* **Telephone permission is not acceptable, it must be in writing.** \*

### **LATE BUS PROCEDURE**

If a school bus arrives late, there will be an announcement and the students will be admitted to class.

*PLEASE CONTINUE..*



## *TO THE STUDENT AND PARENT*

### ATTENDANCE/MISSED SCHOOL WORK

Regular attendance and punctuality are necessary to insure success in school. Make-up of school work missed because of absence becomes the responsibility of the student. Students who are absent more than one-half of the school day is ineligible to participate in after school activities, unless prior approval has been granted.

Students who are absent must check with their teachers to be sure all missed work is made up. "I was absent" is an unsatisfactory excuse for incomplete assignments. Extra time may be allowed for assignment completion after a prolonged absence.

Students absent for illness or illegal reasons **may not** take part in extracurricular activities that day.

### HOMEWORK REQUESTS

For absences in excess of two days or extended legal absences, you should contact the **Guidance Office at 486-4884** before 8:30 in the morning to send out a homework request from the teachers. (REMINDER: Family vacations during the regular school calendar are not considered to be legal absences.)

### PARENT/GUARDIAN GOING OUT-OF-TOWN

If you are planning a trip out-of-town and are leaving your child in the care of someone else, please notify the school in advance with the name of the person in charge, their phone number, if different from your own, and the length of time this will be in force. Please have your child bring the signed note to the Main Office and they will distribute copies to those offices with a need to know.

### EMERGENCY CARDS

It is very important for the school to have all emergency cards filled out both front and back and signed on all three. These are distributed to three different offices that require all information. If you have more than two emergency contacts, please list them where there is room on the back of the card numbered in the order you wish us to contact them if you are not available.

Please submit any changes you may wish to make during the year in writing to the Guidance Office through your child. They may bring the note stating changes any time they have a study hall or lunch.

If there are times you wish a sibling to pick up your child during school hours a written note must be sent in with the student and the sibling should be listed on the emergency card as well.

Please note that emergency contacts are not permitted to come in and pick up a student without prior written permission and verification from a parent/guardian unless they are called by our Health Office to go home.