

ATTENDANCE SCHOOL GUIDELINES

All attendance schools will be held in the **Media Center**.

- *Students – please be prompt*
 - *During the week:*
 - *Doors open at 6:00*
 - *Doors locked at 6:05*
 - *Completed at 7:00*
 - *On Saturday's:*
 - *Doors open at 8:00, 9:00, 10:00 & 11:00*
 - *Doors locked at 8:05, 9:05, 10:05 & 11:05*
 - *Completed one hour after start.*

During attendance school, all **students** shall:

- *Report on time*
- *Turn in completed attendance school slip to receive credit*
 - *Be sure the following is filled out:*
 - *Name*
 - *Grade*
 - *Class*
 - *Absence date and/or period*
 - ***Teacher signs original/Students receive yellow copy***
 - *Teachers will deliver original with receipt to Attendance Secretary-Attendance Secretary will not accept the white copy from students. If you receive, give it back to the teacher. Yellow copy is for your records.*
- *No phones*
- *No electronic devices*
- *No talking*
- *No sleeping*
- *Read or work on class assignments*

After attendance school:

- *Original copy along with finance receipt will be turned into the Attendance Office by the Teacher.*

Thanks for everything!

Janice Johnson

OCTOBER 2018

Attendance School

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Attendance School Media Center 6am-7am	3 Attendance School Media Center 6am-7am	4 Attendance School Media Center 6am-7am	5	6 Attendance School (4 Sessions) Media Center 8am,9am, 10am, 11am
7	8	9 Attendance School Media Center 6am-7am	10 Attendance School Media Center 6am-7am	11 Attendance School Media Center 6am-7am	12	13 Attendance School (4 Sessions) Media Center 8am,9am, 10am, 11am
14	15	16 Attendance School Media Center 6am-7am	17 Attendance School Media Center 6am-7am	18	19	20
21	22	23 Attendance School Media Center 6am-7am	24 Attendance School Media Center 6am-7am	25	26 Attendance School (4 Sessions) Media Center 8am,9am, 10am, 11am	27
28	29	30	31			

NOTES

During attendance school, all students shall: Report on time, Turn in completed attendance school slip to receive credit.

Be sure everything is filled out: Name, Grade, Class, Absence date and/or period. Teacher signs original/Students receive yellow copy.

REMEMBER: No phones, No electronic devices, No talking, No sleeping, Read or work on class assignments

After attendance school: Original copy along with finance receipt will be turned into the Attendance Office.

Attendance School Forms: Must be received in the office and the \$5 fee paid.
