

Attendance: Nolachuckey School emphasizes using instructional time productively. Our intent is to clearly establish teaching and learning tasks as the priority activity. Furthermore, in order to benefit from the strong emphasis on instruction, students must be punctual and attend class regularly. Absences shall be classified as either excused or unexcused, as determined by the principal or his designee. Excuse absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observance; or
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Your child (ren) must be at school by 8:00 A.M. and leave not earlier than 3:00 P.M. unless given permission by school authorities. School personnel cannot accept phone calls alone for absences. The student must bring a written excuse to school personnel. Please call the office each morning your child is absent.

K-8th Attendance

1. A parent note may be accepted for a maximum of two (2) days per nine (9) week period.
2. Notes must be presented to the office the day the student returns to school. The student's absence will be classified unexcused without a note.
3. All other absences must be accompanied by a physician's statement, other documentation such as an obituary, or prearranged with the principal to be classified excused.
4. A student who comes to class late (after the late bell) or leaves early (prior to the dismissal bell) will be considered tardy. Three unexcused tardies in nine weeks will be considered an unexcused absence. The same rules for classifying absences excused or unexcused will apply to tardiness.

5. Any student that accumulated three **unexcused absences** during a nine (9) week period may be assigned to attend a two-hour make-up session after regular school hours. This will be scheduled at the discretion of the principal. For each unexcused absence, after the third, an additional two-hour session may be required. Students have the opportunity to complete any work during the make-up sessions. All make-up sessions must be completed before the end of the nine (9) week period. If assigned students do not stay for the after-school session, they will be required to spend a day in In-School Suspension.

6. Excessive absence, even when accompanied by a physician's statement or a parent note, may result in truancy charges.

7. Students who are absent five (5) days without adequate excuse will be reported to the Director of Schools or his designee who will, in turn, provide written notice to the parents/guardians of the student's absence.

School Hours: The school day for students is **8:00 A.M.-3:00 P.M.**, Monday –Thursday. Students will be dismissed at **2:45 P.M.** on Fridays. **Students are to be picked up by 3:15.**

Arrival at School: To ensure the safety and well-being of student, **they should not arrive before 7:20 A.M.** since there will be no adult supervision until this time. Upon arrival, the 5th -8th grade students should go directly to the gymnasium and K-4th grade students should go directly to the cafeteria. When breakfast is ready, bus duty teachers will let students know. Upon completion of breakfast the students will go directly to their assigned areas and remain there until dismissed to class.

Leaving School: Any student who needs to be picked up at school during the regular school day must be signed out in the main office. **Photo ID will be required.** Parents arriving to pick up children before dismissal are required to come to the school office. The school must have a note on record or a phone call before we will release any child to anyone except an authorized person. Any student leaving before 11:30 A.M. will be counted absent for the school day in accordance with the state attendance laws. A student must be present the majority of the school day to be counted present.

Car Riders and Walkers: Parents who come to school to pick up their children before school ends, must come in the school to sign them out. Parents must stop at the office, and we will call the child. Parents must remain in the office unless escorted by school personnel. Parents who arrive at the end of the day to pick-up their child need to wait in your car in the pick-up line with your name card in your windshield; the children will be sent out for dismissal when called. Many teachers work on important assignments until the dismissal bell so your child's attendance for the whole day is very important. No student will be allowed to walk home unless we have a parent's note on file in the office that gives the child permission to walk every day. This is for the student's protection.