

STUDENT ATTENDANCE PROCEDURES

I. Homeroom Attendance

- Please log into your **Infinite Campus** account and be sure to take accurate attendance for this period of the day. The list of phone calls made home to inquire about absent students is generated immediately after the homeroom period.
- Please allow students into homeroom late. Simply mark their attendance as late.
- If a student comes in during the latter part of the homeroom period, please note the change in a timely fashion. To that end, taking attendance toward the end of the homeroom period might be the best practice.
- Any computer difficulty is to be handled by taking attendance on paper for that attendance day and getting that to the attendance office at the end of the homeroom period.

II. Period 1-9 Attendance

- You must log into your **Infinite Campus** account and take attendance period by period **by the end of each class.**
- You may go back and alter/update your attendance records up until 3:20pm that attendance day.
- Any computer difficulty is to be handled by taking attendance on paper for that attendance day and getting that to the attendance office before you leave the building.

III. Items to Note

- **Please keep extra, updated class rosters in your substitute folders.** Substitute teachers will not have access to **Infinite Campus**. They will have to make notations on the roster(s) you leave and then turn them in to the attendance office at the conclusion of the attendance day.
- Please refrain from using the comment field on the attendance screen. Any and all comments will be entered via the Main Office.
- **Students who do not register as “present” by the conclusion of period 5 are not permitted to participate in any and all extracurricular activities.**

Thank you for your anticipated cooperation.



LATENESS PROCEDURES

One of our major goals as a school is to have students show a concern for themselves as well as for others students. Being on time helps fulfill that goal.

LATENESS TO SCHOOL

1. Students arriving to school **between 8:20 a.m. and 8:30 a.m.** should report to homeroom. They will be marked tardy (T) for the day.
2. If a student arrives to school **after 8:30 a.m.**, he/she should report to the main office to sign in, with a written note from home.

All students who enter school late should report to the main office for an admit slip before reporting to class.

LATENESS TO CLASS

1. Students who are late to class must be admitted by the teacher. The tardy column on **Infinite Campus** should reflect such lateness.
2. **All students must be admitted to class. Teachers may not send students to main office for admit slips.**

UNEXCUSED LATENESS TO CLASS

1. **After the first lateness**, the teacher will counsel the student. **After the second lateness**, the student will make up the time with the teacher before, during, or after school with 24 hours notice to the parent.
2. The classroom teacher will contact parents **after the third lateness**. Teachers will remind parents that students will be expected to make up work that they miss.
3. **On the fourth lateness**, the teacher will bring the child's lateness to the attention of the main office. The office will type a "Parent Letter" and the teacher and an administrator will sign the letter.
4. **On the fifth and any subsequent lateness**, the teacher will send a referral slip to the deans indicating the dates of the lateness and the current total of latenesses.

CLASS PARTICIPATION is reflected in a student's grade. If a student is chronically late to school or class without a note or pass, that portion of his/her grade determined by class participation will be adversely affected.

