



ATTENDANCE & DISCIPLINE POLICIES

ABSENCE

A parent/guardian must call Elder before 9:00 A.M. to inform the school their son will be absent.

** A phone call from a parent/guardian is required for a student who misses more than one complete period during the day.*

TARDY

If a student arrives late to school (after 7:50 A.M. and before the start of the 2nd period), he must first report to the Main Office to get a tardy slip which will allow him admittance to class. The student must present his ID card when arriving late to school.

Students will be assigned to detention for exceeding the limit of two (2) days tardy per quarter. Once a student exceeds this limit, he will be assigned one hour of detention for each day over the limit.

EARLY DISMISSAL

Students will be permitted to depart early from school ONLY if a parental note of explanation is provided at the Main Office before 7:45 A.M. The note should include a reason for early dismissal and a phone number for verification.

DEMERITS

The demerit slip (yellow) must be signed by a parent/guardian and returned to the Main Office **the day after receiving the demerits.**

DETENTION

Detention must be served the Saturday immediately following receipt of the demerit slip.

If a student cannot attend an assigned detention, he must receive permission to be excused, prior to the day of detention, from Mr. Flaherty. A parental note stating the reason for the absence is necessary. Typically, two (2) extra hours of detention will be issued as a result of the planned absence.

If a student misses detention without prior approval then a parental note stating the reason for the absence is required by 7:45 A.M. the following school day. This note should be turned in to Mr. Flaherty. Typically, four (4) extra hours of detention will be issued as a result of the absence.