

## **ATTENDANCE/OFFICE PROCEDURES**

### **SCHOOL HOURS/TIME OF ARRIVAL:**

The school day begins at 7:55 a.m. with dismissal at 2:00 p.m. Monday through Thursday. Friday dismissal is 1:05. **Children should not arrive at school PRIOR to 7:30 a.m. There is no supervision for students before 7:30.** Breakfast service will begin at 7:40.

### **STUDENT ABSENCES:**

Please call the office between 7:30 and 10:00 if your child is going to be absent. The phone number at COTTAGE HILL is 268-2808. If a phone call is not possible, send a note with the reason for the absence upon return. The school will decide whether the absence is excused or unexcused, based upon parent's note/phone call.

### **SCHOOL ASSIGNMENTS FOR ABSENTEES:**

Homework for students who are absent due to illness may be requested. Please call the office before 9:00 a.m. and homework will be ready at 2:00 p.m. that day.

### **TARDY TO SCHOOL/CLASS:**

Students arriving at school after 7:55 must report to the school office before going to class. In order for the tardy to be excused, students must present a note from home, which gives a satisfactory explanation. Missing the school bus is not a valid excuse. Student illness or a doctor/dentist appointment are satisfactory excuses for tardiness if verified by parent or physician. If the school bus is late, an excused tardy will be recorded.

### **APPOINTMENTS AND EARLY DISMISSALS:**

Students may not leave the campus until signed out by the person picking them up. If a student will be signed out by anyone other than those persons indicated on the emergency card, a note from the parent or guardian is required.

Parents are reminded that, in addition to the effect upon their own children, interruptions to a classroom affect all students in the classroom. The following guidelines will help to decrease interruptions:

1. Parents should ensure that students arrive at school on time.
2. The withdrawal of students during the school day should, if at all possible, be prearranged and occur during non-instructional times.
3. Delivery of items to students at school will occur by the office staff during recesses, lunch or other non-instructional times.
4. Messages to students, other than those of an emergency nature, will be delivered by the office staff during recesses, lunch or at dismissal.

### **PERFECT ATTENDANCE AWARDS:**

While we acknowledge that illness and emergencies are a fact of life and sometimes unavoidable, we also recognize that those students who have perfect

attendance deserve to be recognized. Cottage Hill awards Perfect Attendance Certificates at the end of each trimester for students who:

- Have been enrolled the full trimester
- Have no absences for any reason
- Have no unexcused tardies over 30 minutes
- Have not more than 3 tardies less than 30 minutes for any reason

At the end of the year, students who have earned all three Perfect Attendance Certificates will receive special recognition.