

## **Attendance Policy**

- The first bell each school day rings at 7:55 a.m. signaling that there are five minutes until the official start of school at 8:00 a.m.
- Being late to school because of routine traffic conditions, missing the bus, or having siblings or parents who are slow starters are not acceptable reasons. If you arrive after 8:05 a.m., report to the main office to get an admit slip before going to class. School ends every day at 2:00 p.m. except for Wednesday which ends at 1:20 p.m. and Monday which ends at 2:40 p.m.
- If you have a medical appointment and will be tardy to school, check in to the main office with a note upon your arrival to school.
- **If you will be absent, your parents must contact the school at (808) 307-6801 (answering machine) by 8:30 a.m. on the morning of the absence.** If the school is not contacted, the office staff will call parents/guardians to confirm your absence.
- **To report an extended absence or trip**, your parents must notify the school one week prior to your absence or as soon as plans are known of any upcoming extended absences by completing the Absence/Trip Notification Form and submitting to the main office.
- If you need to leave campus during the day, please bring a note from your parent/guardian to the main office before 7:45 a.m. A pass may be picked up during recess. Your parents/guardians will be required to show a photo ID when picking you up from school.