



# Attendance



## Arrival

School begins at 8:15! Please ensure that your child is in the classroom no later than 8:10 in order to be in their seats and ready to begin on time. When students enter the building, they will head directly to their classrooms. There will be a teacher at the entrance to the Education Wing Hallway and another present in the hallway at 7:45 to supervise the children.

Parents and caregivers are asked to say goodbye to their children at the entrance to the hallway. When children come into the hallway they will need to sit outside of our classroom area quietly and wait for me to invite them in. This will help build the routine of transitioning between home and school and eliminate some of the crowding and noise while also building confidence in the children.



## Dismissal

We will leave our classroom at 3:00. The children will be dismissed at the Seven Hills Entrance. We are unable to release the children to you from the classroom or while walking in line transitioning to the pick-up area. This is to minimize confusion and to ensure the safety of your children. Please notify me or call the office, if someone other than you will be picking up your child. For your child's safety we will be checking driver's licenses before we release your child to anyone other than you. Please inform the person of this procedure, so they will have their license available. Thank you for helping us create a safe environment.

## Attendance & Tardiness



Please remember that school begins promptly at 8:15. Children who arrive a bit early rather than late tend to adjust better to their day. Children need a few minutes of informal transition time to socialize with their friends and adjust to the school environment before "getting to work." Children who arrive late miss this important opportunity. Please carefully read the following information which is quoted from the FBA Policies/Procedure Handbook, **"Students who arrive after 8:15 will need to be signed in by parents, in the FBA office with a given reason. Students will be allowed three excused tardies with reason and signatures. After three excused tardies, students will be assigned disciplinary consequences for each additional tardy. Disciplinary consequences include: missed recess time, noon detention, and after school detention."** If your child should be sick during the year, please call the attendance hotline and leave a message (618-726-6041). In case of sickness, homework can be picked up at 3:00 each day. For each day absent, children will have that same number of days to make up their work and turn it in for grades (example-child misses 4 days, upon returning, they will have 4 days to complete the assignments or they will receive unsatisfactory for a grade). Finally, if you're having difficulty deciding if your child should attend school or not due to possible illness, please review the FBA Handbook rules about illness.