

BULLDOG LATE ARRIVAL & EARLY CHECK-OUT EXPECTATIONS



To maximize instructional time and support student success, we ask families to help students arrive on time and remain at school for the full school day whenever possible.

LATE ARRIVALS

1. Report directly to the Front Office.
2. Sign in using the student kiosk.
3. Obtain a tardy pass.
4. Report immediately to class.

Please Note:

- Parents/guardians may be contacted regarding excessive tardiness.
- Interventions may include a Parent-School Attendance Agreement and incentives to support improved attendance and punctuality.
- For students attending through School Choice, excessive tardiness may impact continued enrollment eligibility.

PARENT/GUARDIAN PROCEDURES FOR EARLY CHECK-OUT

1. Notify the school in advance whenever possible if an early check-out is necessary.
2. Report to the Front Office upon arrival.
3. Present a valid photo ID to Front Office staff.
4. Be listed as an approved emergency contact for the student.

Please Note:

- Parents/guardians may be contacted regarding excessive early check-outs.
- Interventions may include a Parent-School Attendance Agreement and incentives to support improved attendance.
- For students attending through School Choice, excessive early check-outs may impact continued enrollment eligibility.

STUDENT CHECK-OUT PROCEDURES

1. The student reports directly to the Front Office.
2. Front Office staff complete the check-out process (picture ID required).
3. The student is released only to an approved parent, guardian, or authorized emergency contact.

Student check-out is coordinated directly between the parent/guardian and the school. For safety and security reasons, parents/guardians should not contact their student to arrange or notify them of an early check-out prior to completing the school's check-out procedures through the Front Office. Once the check-out process has been verified, school staff will notify the student and facilitate their release.

WORKING TOGETHER FOR STUDENT SUCCESS

Regular attendance, on-time arrival, and remaining at school for the full instructional day are essential to student achievement. Thank you for partnering with us to ensure every Bulldog has the opportunity to learn, grow, and succeed. Students need to arrive on time and stay through dismissal for each and every class period to receive important directions, class instruction, upcoming testing information, and to avoid disrupting other students' learning.

STUDENT ATTENDANCE



When	Who	How
Every unexcused	MyStudent (district generated)	Auto call, text, and email
3 days unexcused in 30 days	MyStudent (district generated) Teacher or Designee	Auto call, text, and email Contact family by email
5 days unexcused in 30 days	MyStudent (district generated) Teacher or Designee	Auto call, text, and email Contact family by phone
6+ days unexcused in 90 days	Student Services Team (Micro SIT)	Phone call and meeting
10 days unexcused in 90 days	Student Services Team Superintendent Home Ed. Representative	Mandated SIT Meeting Monthly Report
15 days unexcused in 90 days	Student Services Team Superintendent School Board	Continue SIT Meeting Refer to outside agencies Monthly Report