

Late Arrivals and Attendance



All students must sign in at the attendance window in the main office if arriving to school after 7:45 a.m.

(8:00 a.m. on Wednesdays).

Students arriving to school between 7:45 a.m. and 7:55 a.m. are considered **tardy** unless riding school provided transportation, extraordinary circumstances, or with a Doctor/Dentist/Court excuse.

Students arriving after 7:55 a.m. are considered **absent** and must have a parent or guardian call the attendance line, provide a note, or sign the student in at the attendance window.

Meridian Middle School Attendance Policy

Attendance is an indicator of success in school and is necessary for maximum student learning. Joint School District No. 2 has established an attendance policy, which is available in entirety on our website (www.meridianschools.org) or on hard copy in our main office. A few major points of the policy are as follows:

- ◆ All students are expected to be in class and on time every school day. Joint School District No. 2 defines middle school attendance as missing not more than 6 days per semester. Middle school students who do not meet the attendance standard may be assigned other consequences to correct attendance problems, which may include several different options.
- ◆ Excessive tardiness may result in a loss of electives, administrative discipline, or denial of promotion to the next grade.
- ◆ Students accruing 15 consecutive absences will be dropped from school.
- ◆ Unverified absences will convert to and remain truanancies on the 6th school day after the absence.
- ◆ Any child who accrues 15 unverified absences and/or truanancies will be referred to the Board of Trustees. Following the action of the Board, the Prosecuting Attorney in the county of the student's residence will be notified of the violations by the Principal.
- ◆ The attendance office will make one attempt by telephone to clear an absence.
- ◆ On a case-by-case basis, students may be excused without penalty of the 90% attendance standard.
- ◆ Attendance codes are defined as follows:
 - Unverified: no information regarding absence; unverified absence will be noted as a truancy after 5 days; counts against attendance standard.
 - Parent Call: student is absent as verified by parent phone call; counts against attendance standard.
 - Truant: student is absent without the permission of parents or school officials; counts against attendance standard.
 - Illness (waived): legitimate and documented by medical personnel; does not count against attendance standard but will count against perfect attendance.
 - Extraordinary: administrative discretion, i.e. unforeseen emergencies, court dates, educational travel; does not count against the attendance standard but will count against perfect attendance.

Any absence must be reported to the attendance office @ 855-4230.

Absences:

Call the attendance line prior to or on the day of the absence. Provide the student's legal name, grade, reason for absence, and your relationship to the student. If no call is made, upon return to school the student must provide the attendance office with a signed note from the parent/guardian stating the reason and dates of the absence. Please give these notes **ONLY TO THE ATTENDANCE OFFICE.**

STUDENTS ARRIVING AFTER 7:45 A.M. MUST REPORT TO THE MAIN/ATTENDANCE OFFICE FOR AN ADMIT SLIP.

Permit to Leave Campus:

Students may not leave campus during the school day without checking out through the main/attendance office. Written permission is required from the parent/guardian, or you may call the main office at 855-4225 to request a permit to leave. **PLEASE DO NOT CALL THE ATTENDANCE LINE FOR THESE REQUESTS.** If written permission is sent with the student, the student must show it to their teacher **prior** to their departure time, then bring the note to the main/attendance office and sign out.

LEAVING CAMPUS WITHOUT SIGNING OUT OR WITHOUT PERMISSION IS A MAJOR TRUANCY.

Homework Requests:

It is the responsibility of the student to make up all work missed when absent. The student will be allowed a reasonable amount of time for each day absent. Additional time may be granted at the Teacher or Principal's discretion under extraordinary circumstances. **ON THE THIRD CONSECUTIVE DAY OF ABSENCE, IF THE REQUEST IS RECEIVED BEFORE 10:30 A.M.,** you may request homework on the attendance line. Homework will then be available to pick up in the main office between 3:00 and 4:00 on the day it was requested.

Powerschool Parent Attendance Information:

The absences you see recorded are the most current. If you see a single period absence, please wait 24 hours after the absence was recorded until you call the main/attendance office to inquire. In many instances, the absence will be recoded or erased.