



Highpoint Academy



2010-2011

PRE-SCHOOL POLICIES REGARDING ABSENCES & TARDIES

STUDENT TARDIES:

It is essential for all Students to arrive to school **ON TIME EACH MORNING!** In order to avoid class disruption and/or inconvenience to the teachers and classmates, the following rules will apply:

1. Students arriving at **8:15 a.m. or later** are considered late and must pick up a "Late Pass" at the office; (Students arriving during National Anthem are considered late.)
2. Students arriving to class late without a pass will be sent back to the office.
3. On the **fourth** time student arrives late to school during **ONE QUARTER**:
 - a. Student will NOT be allowed in school and Parents will be called.
 - b. Students dropped off will remain in the office until they are picked up and/or until Parent arrives and pays a **\$25.00 late fee.**

STUDENT ABSENCES:

- a. On the morning that student is absent, Parent must contact the school; (via phone or e-mail) and explain reason for absence.
- b. Students returning to school from an absence must bring a note from home, signed by parent, explaining reason for absence.
- c. ALL excused absences require a Doctor's note detailing illness/injury and an explanation.
- d. We highly discourage early dismissal unless absolutely necessary.

**GOOD ATTENDANCE
&
PUNCTUALITY
ARE ESSENTIAL!**

**PARENT COOPERATION IS KEY
TO A CHILD'S SUCCESS IN SCHOOL.**