

A Message about Arrival, Attendance, and Pre-Approved Absences...

Arrival...The first bell of the morning sounds in the halls of JMS at 7:45 a.m. This pleasing sound invites every student to officially enter the building and begin preparing for the day. If our students need to arrive sooner than 7:45, they may go and visit the Breakfast Club, housed in the cafeteria starting at 7:15. The door to the cafeteria is the only one open at that time, so all students are required to use that entrance if they enter the school before 7:45. Please note: we do not have scheduled supervision of the Breakfast Club prior to 7:15 a.m. Students are not permitted to be in the building prior to the arrival of the supervisors at this designated time.

The tardy bell for school rings at 8:00 a.m. At this time, all students should be in their homerooms. If they are not, or if the students arrive to school after 8:00 without an excuse, homeroom teachers will mark them as an unexcused tardy to school. After the fourth tardy, students will be assigned a detention; each tardy after the fourth will warrant an additional detention. Please take extra measures to ensure the timely arrival of your children to our school. Transportation difficulties (such as car trouble on colder days) does not constitute an excused tardy to school.

Attendance... Regarding attendance to school, please remember that all excuses must be submitted within ten days of the return to school to the homeroom teacher. Any unverified absence not excused after ten days will become an illegal absence. Four illegal absences will warrant a hearing before the District Magistrate. Please make sure you are diligent in following up on any absence your son/daughter may have from school. Legitimate illness may become illegal if no documentation accompanies your son/daughter's return to school.

Pre-Approved Absences...Students may have no more than **5 pre-approved absences** within a school year. These absences cannot be taken during standardized testing!

If you are planning to take a trip during the school year, you must complete a pre-approved absence form. This form is to be submitted to the Vice-Principal five days prior to the trip. Included on the form is a place to describe the purpose/reason for the leave. This reason should be able to provide some educational experience for your son/daughter. The student must then take this form to all of his/her teachers and collect their signatures as well as work being missed. All of this must be completed prior to submitting the form to the Vice-Principal's office. It is important to know of the absence in advance so students have the opportunity to make up any missed work. Additionally, if this procedure is not completed in advance, the absence from school will be deemed illegal. Please make sure you are following the policy to properly document these types of absences.