

Attendance

School Hours: 8:00 AM to 3:00 PM (4 Year-Old Full day Kindergarten – Grade 5),
8:00 AM to 11:00 AM (3 Year-Old preschool)

Breakfast: Served at 7:35 AM in the Commons.

Start of the Day: The doors will remain locked until 7:35 AM at which time students may enter the building for breakfast. Students who arrive between 7:35 AM and 7:45 AM are to proceed directly to the Commons for breakfast or to the playground. Students will be released to their lockers at 7:45 AM. All elementary school students are asked to enter the building through Door #2 between 7:35-7:45 AM. Starting at 7:45 AM, 1st-5th grade students may enter Door #1 and 3K/4K/5K students may enter Door #29. Students that arrive prior to 7:25 AM will be directed to the district's Before/After school program and billed appropriately, rounding up to the next quarter hour. (\$5/hr)

Tardiness: Students who are not in their classroom by 8:00 AM will be considered tardy. Students who are tardy are to bring a note from a parent explaining the tardiness and to report to the office for a pass before being admitted to class.

1. Students who come to school between 8:00 AM and 9:00 AM are considered tardy. [Please escort your child to the school office if they are arriving late.]
2. Parents will be notified if their child has been absent or tardy an excessive number of times.

End of the Day

1. The doors will remain locked until 3:00 PM. Parents are asked to pick up their student by driving in the circle drive after the buses have moved, remaining in their vehicle to pick up their child. A bus stop in Juneau will continue to be available for students that live within the city of Juneau.

Parents/guardians picking up students should not leave vehicles idling without a driver. Please do not leave toddlers unsupervised.

2. Students in the 4-year old and 5-year old kindergarten classes will be released at 3:00 PM from the Kindergarten Wing door (door 29).
3. The bell rings at 3:00 PM.
4. Students must go directly home when dismissed at 3:00 PM unless they are participating in a supervised learning or extra-curricular activity.
5. There is no supervision of students after 3:00 PM. To ensure the safety of all children, we ask that you consistently follow these guidelines. Students that are not picked up by 3:10 PM will be directed to the district's Before/After school program and billed appropriately, rounding up to the next quarter hour. (\$5/hr)

The Dodgeland Den Before/After School Program (the district run program)

The district provides before and after school programming for students in grades 3K-5, Mondays through Fridays following the school calendar. (All day care will be provided on the PD days in the district calendar, as well as all Early Release Days starting at 12:20pm.) The Dodgeland Den

is closed on snow days and regularly scheduled school breaks indicated on the district school calendar.

The Dodgeland Den hours are 6:30-7:35 AM for grades 3K-5th grade. 11:00 AM - 3:00 PM for students in 3K, and from 3:00 PM-5:45 PM for grades 3K- 5th grade. The cost for this care is \$5 per hour. Parents will be billed bi-monthly by rounding up to the nearest quarter hour. Please refer to the before and after school handbook for more details.

Any student that is present at school prior to 7:25 AM or after 3:10 PM will be directed to the Dodgeland Den and parents will be billed for the appropriate amount of time. This will be billed at the same rate, \$5/hr or \$.42 for every five minutes.

Regular School Attendance has been shown to benefit students academically and personally. State law requires that parents assure regular attendance by their children. Irregular attendance results in considerable educational loss. Students are considered absent if they miss more than one hour of the morning or afternoon. When a student is absent or will be tardy, the parent must contact the school during the morning, on the day of absence or tardiness. If such notice is not given, it will be assumed that the absence is unexcused (truant). The school secretary or designee will follow up with the parent or guardian on all absences. The school secretary will be available to take calls starting at 7:30 AM. During extremely busy times in the office or when the office is closed, you may wish to leave a message on the voice mail (ext. 1010) indicating the student's name, teacher's name, whether the absence or tardiness is all or part of the day and the reason. The school secretary or designee will follow up with parent/guardian on any absences we have not been notified on. Personal illness, serious illness in the immediate family, or death of a family member or relative exemplifies excused absences. Students who come to school after 9:00 AM are considered absent for ½ day. Students who leave school after 1:00 PM will also be considered absent for ½ day. A written excuse from a certified physician, or other medical practitioner as described in state statute for this purpose, may be required and shall state the time period for which it is valid, not to exceed 30 days (Board policy 5200).

In the case of unexcused absences, the student will be permitted to make up schoolwork and receive full or partial credit. District policy requires that parents be notified by mail of tardiness and/or unexcused absences in excess. Excessive tardiness and/or unexcused absences may be considered a form of truancy and will be referred to the court or to Social Services.

Prior Parent-Excused Absences

A student who is excused in writing by his/her parent/guardian in advance of an absence will be excused from attendance at school. Parents/Guardians are requested to submit such written verification to the office at least 2 days prior to the scheduled absence. A student may be excused by the parent/guardian under this provision for not more than 10 days during a school year.

If it is necessary for a child to leave school early, parents or guardians need to make arrangements with the school office for the child's release. The child will be sent for and excused from the office. Parents/guardians are to make arrangements with the classroom teacher(s) for satisfactory make

up of class work. Students will only be released from the office to a parent or a person designated (in writing) by the parent. If the adult is unknown to office staff, identification must be presented.

Release from School- -Appointments During School Day

We encourage parents to make medical and dental appointments after school hours so as not to interrupt learning. If your child does need to leave the building during the school day, PLEASE COME INTO THE OFFICE TO GET HIM/HER AND TO SIGN HIM/HER OUT. This is for the safety of the child. It is our way of knowing that the child has left the school with the proper person. Also, send a note ahead of time, if possible. A child returning to school from an appointment needs to be checked into the office with a note for our documentation to assist with maintaining accurate attendance records. This note does need to be on letterhead or other means from which your child had their appointment.

Homework During Absences

Parents concerned about students missing assignments during an absence should arrange for assignments to be sent home with a brother, sister, neighbor, or to be picked up at the end of the school day by a parent. Please arrange for the homework by calling the office in the morning. This gives the teacher time to prepare assignments the child can successfully complete. In addition, students in grades 4-5, should check their schoology account for information regarding that day's school work.

Extended Absences

Please try not to take a vacation while school is in session. While a vacation can be educationally profitable, it can seriously impact the following points: 1) It is impossible to "make-up" the classroom lessons missed. 2) Since many assignments and follow-up practice are a part of each day's classes, it is not possible to furnish all materials in advance or do so accurately. 3) Your child will not have the resource of teacher direction. 4) Missed instruction could affect grades and attitude.

Parents are encouraged to coordinate extended absences such as family vacations with school vacations so as not to interrupt learning.

Extended absences must be received through the office. Make-up work should be organized through the classroom teacher.

Attendance Letters

Attendance letters are sent out of concern to advise parents of their students' absences. If a student has 5 unexcused or 10 excused absences parents will be notified by letter of the requirement to have a professional/medical excuse for any absences in the remainder of the semester. Letters/contacts will also be made to request a parent meeting if habitual truancy continues. **Habitual truancy** is defined as the student being absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a school semester.