

ATTENDANCE GUIDELINES:

ABSENCES

The following absences will be excused:

- Personal illness when a doctor/parent note is received within one week of the absence
- Serious illness or death in the student's immediate family when a note is received within one week of the absence (three day limit)
- Religious holidays requested in advance
- Prearranged absences for other reasons when approved by the Principal

Only two (2) parent notes will be accepted each semester. All make-up work must be turned in within five days of the student's return to school. Students should give their absence notes to their homeroom teachers.

Accrued student absences may not exceed ten (10) days (excused or unexcused) during the school year. Absences in excess of ten days may result in the student's loss of credit for the year.

PERFECT ATTENDANCE

To be counted present, a student must be in school at least three and one-half hours. If a student is tardy more than three (3) times each nine weeks, he/she will not be considered as having perfect attendance for that nine weeks. If the student is tardy more than six (6) times during the school year, he/she will not be eligible for perfect attendance for the year. To be eligible for perfect attendance, a student cannot be dismissed early more than five (5) times.

Absences and Extra-curricular Participation: Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event or the students will not be allowed to participate on that day.

Make-Up Work: Students will be required to make up work regardless of reason for absences. Students must make up all work within 5 days of returning to school. In cases of extended absences (in excess of four consecutive school days), a plan of action for make-up work will be developed by the teacher and the student. Parents may request a copy of the make-up plan of action through the teacher. It is the responsibility of the student to initiate make-up work for all missed assignments. Parent concerns or requests for make-up work may be addressed with each individual teacher.

SCHOOL DAY

The school day for Banks Trail students is from 8:05 a.m. to 3:20 p.m. Beginning at 7:45 a.m. students may enter the building and report to their designated areas. Students eating breakfast at school may enter the cafeteria at 7:45 a.m. Banks Trail will not be responsible for students who are dropped off prior to 7:45 a.m. or who are picked up after 3:45 p.m. **Students who arrive prior to 7:45 a.m. are not permitted to enter the school. All students must wait outside until a school employee approves their entry into the building.**

The homeroom bell rings at 8:05 AM. All students should be seated in homeroom by the 8:10 AM bell. **Students are marked tardy if not in their seats at 8:10 AM.**

Tardy to School/Class:

Students are expected to be on time to every period to ensure maximum learning time. The following consequences will be issued for excessive tardies every nine weeks.

- 1st – 3rd Tardy – Warning
- 4th Tardy – Lunch detention and parent notification
- 5th Tardy – Lunch detention and parent notification
- 6th Tardy – ISS
- 7th Tardy - OSS