

School Hours

School is in session from 8:00 a.m. to 3:00 p.m. daily. Car riders are dismissed at 2:50 p.m. Students may not arrive before 7:00 a.m. Teachers will not be responsible for students before 7:00 a.m.

Attendance

The Smith County School Board and the State of Tennessee believe that regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Students are expected to arrive at school promptly each day. *A student must be at school for the majority of the school day to be counted present. The student must arrive before 11:15 a.m. or check out after 11:15 a.m. to be counted present.*

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal; where applicable. Excused absences shall include:

1. Personal illness (a doctor's statement will be required for students being absent after the fifth day of personal illness).
2. Illness of immediate family (doctor's statement required after third day).
3. Death in family or if death is non-relative, day of funeral only.
4. Religious observances.
5. Subpoenaed court appearance.
6. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

A student shall be required to have a note from the parent stating the reason for the absence. The student is unexcused until a note has been presented at school. Notes after the student's third day of return will **not** be accepted. At that point, the student will remain **unexcused** and zeros will be given for all work turned in on the day of the absence. **After any absence, a note from parents or a doctor MUST be sent to school OR the absence will be Unexcused.** On the first day back to school, the student must check in at the office with his/her note. They will not be admitted back to class without an admit slip from the office. The teacher must sign the slip and return to the office. Any student, who has more than one teacher daily, should have all teachers sign the slip. The student's grade level teacher will return the slip to the office.

A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. **Suspended days are unexcused absences and no make-up work will be given.**

All absences on the computer attendance program shall be either:

- E - Excused
- U - Unexcused
- S - Suspended

Attendance (continued)

Students participating in school sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school sponsored," the activity must be school planned, school directed, and teacher supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction is made up in full,

All missed class work or tests (from excused absences) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

After any five (5) unexcused absences during the year, including suspensions, the student's name will appear on a truant list printed by the Board of Education. **Not sending a note will result in an unexcused absence regardless for the reason of the student's absence.** The student along with the parent/guardian will then be required to appear before the Truancy Board at the appointed time. The student's attendance will be monitored for the remainder of that school year and the next year. If a student receives any future unexcused absences after appearing before the truancy board, further action may be taken.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to retain a driver's permit or license, or to obtain such if of age.

After ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements that will allow him to pass the course, be promoted, or retain or obtain a driver's permit or license.

Any administrative decision regarding attendance may be appealed initially to the superintendent and ultimately to the Board. The appeal shall be made in writing to the superintendent within five (5) days following the action or the report of action, whichever is later.

Tardies and Early Check-outs

Any student not in their classroom at the 8:00 a.m. bell will be sent to the office for a blue slip. To be excused, students must provide a doctor's note or provide circumstances in which the student has no control per principal discretion. Any student leaving before dismissal at 2:50 p.m. must provide the office with a doctor's statement the following day to be excused. (Principal discretion) After receiving a total of 4 unexcused tardies or early checkouts, the student will receive detention. Further continuing problems will result in other disciplinary actions. Any student leaving school must check out from the office. All parents should check in at the office before their child is excused. **Please do not interrupt the student's class. Someone will call for them to come to the office.**

The student must have all of his/her teachers for the remainder of that day sign a check out slip before leaving campus. Parents will be asked to fill out permission forms designating whom they allow to pick up their child. Only persons whose names appear on this form will sign out that child.

Make-Up Work

Arrangements for make-up work (excused absences only) must be made by the student immediately upon the student's return to school. All make up work will be completed within 3 days of the student's return to school. If a student fails to complete the make-up work in the time required, a **zero** will be earned for the make-up work unless an unexcused absence for that time is presented. Students with an excused absence may then request another time for make-up work. The above arrangements will be made so that class time is not taken from other students. Student must make up work missed even on school related absences. It is the responsibility of the student to arrange for make up work, not the teacher.

Arrival and Leaving School & Traffic Safety

All visitors must check in with the principal before proceeding into the building.

All students arriving before 8:00 a.m. are to go directly to the gym. Students are not allowed in any other part of the building without permission of a teacher or staff member. When dropping off students, let them out as quick as possible to prevent traffic backup. If you need to come in the building, please park on the left side of the parking lot by the sign. Please do not block the drop-off/bus lane.

Students arriving after 8:00 a.m. are to go to the office for a tardy slip. If the student is given an unexcused tardy, the student is not allowed to make up missed class work.

Please wait in your car in the pick-up line in the front of the building. Your child will be brought to you. Please do not go to the classroom to get your child as this is very disruptive. Do not block the driveway by leaving an unattended vehicle in the drop off lane.