

# ATTENDANCE SCHOOL GUIDELINES

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All attendance schools will be held in the **Media Center**.

- Teachers – please be prompt
  - During the week:
    - Doors open at 6:00
    - Doors locked at 6:05
    - Completed at 7:00
  - On Saturday's:
    - Doors open at 8:00, 9:00, 10:00 & 11:00
    - Doors locked at 8:05, 9:05, 10:05 & 11:05
    - Completed one hour after start.

During attendance school, all **students** shall:

- Report on time
- Turn in **completed** attendance school slip to receive credit
  - Be sure the following is filled out:
    - Name
    - Grade
    - Class
    - Absence date and/or period
  - **Teacher signs original/Students receive yellow copy**
- No phones
- No electronic devices
- No talking
- No sleeping
- Read or work on class assignments

After attendance school:

- Original copy of Attendance School Slip along with the finance receipt will be turned into the Attendance Office.

Thanks for everything!

Tina Marcus



# ATTENDANCE SCHOOL

February/March 2018						
◀ Feb 2018						Apr 2018 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>26</b>	<b>27</b> NO SCHOOL <b>ACT TESTING</b>	<b>28</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>1</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>2</b>	<b>3</b> ATTENDANCE SCHOOL 8 AM – 12 PM (AS NEEDED) MEDIA CENTER
<b>4</b>	<b>5</b>	<b>6</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>7</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>8</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>9</b>	<b>10</b> ATTENDANCE SCHOOL 8 AM – 12 PM (AS NEEDED) MEDIA CENTER
<b>11</b>	<b>12</b>	<b>13</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>14</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>15</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>16</b>	<b>17</b> ATTENDANCE SCHOOL 8 AM – 12 PM (AS NEEDED) MEDIA CENTER
<b>18</b>	<b>19</b>	<b>20</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>21</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER	<b>22</b> ATTENDANCE SCHOOL 6:00 – 7:00 AM MEDIA CENTER  END OF QUARTER	<b>23</b> NO SCHOOL	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>