

## 0341- Arch Creek Elementary School Information

- **Bell Schedule**

<b>Grades: Pre-K, Kg, 1st</b>	<i>8:20 a.m. - 1:50 p.m. M-F (Daily)</i>
<b>Grades: 2-5</b>	<i>8:35 a.m. - 3:05 p.m. M, T, R, F</i>
<b>Grades: 2-5 Wed.</b>	<i>8:20 a.m. - 1:50 p.m. W</i>

- **Attendance Policy**

Attendance plays a prominent role in a child's educational success. When students are in school, they learn. Consequently, if they are frequently absent, their academic progress is negatively impacted. Therefore, students are expected to be in school **EVERY DAY** and **ON TIME**. **In the event a student is ill, the parent MUST send a note to the attendance office upon the student's return to school.** Parents whose students are absent for one (1) day will receive a phone call from the attendance office, and for two (2) days will receive a phone call from the principal. If a student is absent for three (3) days and the school has not been contacted, a home visit will be conducted and documented, and a conference will be held with the principal. If a student exceeds ten (10) absences within the school year, a truancy evaluation will be conducted.

- **Early Sign Out**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the **final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).**

- **Late Arrival**

Students who are tardy to school **MUST** report to the Attendance Office **ACCOMPANIED by a PARENT** to secure an admission slip. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension.