



memphis college prep
• ELEMENTARY SCHOOL •

October 21, 2019

ABSENCE INFORMATION

24 Hour ~ All Day Absence Line:

For an all day absence, please leave a message on the message line stating the reason and how long the scholar will be absent from school.

Early Dismissal/Late Arrival:

Please call (either the night before or by 9:00 AM) or send a note before school with your scholar so that teachers receive advance notification to adequately prepare scholar's assignments and gather materials.

EARLY DISMISSAL POLICY

Regular school attendance is essential for a scholar to make the most of his or her education - to benefit from teacher-led school activities, to build each day's learning on the previous day's learning, and to grow as an individual. Missing any part of the day may result in serious disruption of a scholar's mastery of instruction. Picking up scholars prior to regular dismissal time is extremely disruptive to the class and your child's education. Scholar dismissal from school before the end of the day should be avoided when possible. Scholars should have every opportunity to stay the entire school day to receive high-quality instruction. Check scholars in and out through the office. **Arrival after 10:30 AM or dismissal before 1:30 PM will be counted as an absence for the day.** Please notify the classroom teacher in writing if your child is being dismissed prior to the close of the instructional day for medical or dental appointments.

No scholar can be checked out of school after 2:30 PM. Families should only pick up scholars early for doctor appointments and provide a doctor's note. If a scholar has to leave school early, a note should be written to the teacher by 9:00 AM the morning of the expected early dismissal or absence. We encourage late afternoon appointments (after 3:45 PM) so instruction is not interrupted.

The note should include the following:

- Scholar's Full Name
- Week Day(s) absent
- Reason for absent or early release
- Legal Parent / Guardian signature

1500 Dunn Avenue Memphis TN 38106

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- Current phone number

IMPORTANT NOTES:

1. It will be required that a parent/guardian come into the main office to check out any scholar. In case of emergencies, other adults who may be sent by parents to check a scholar out of school must be included in the scholar's emergency information and cleared by an adult on the scholar's approved pick-up list.
2. Scholars who need to be dismissed from school early must bring a note signed by a parent, stating the reason for leaving. The note should include telephone numbers for a parent for verification by the office. Notes for early dismissal must be brought to the teacher by 9:00 AM and will not be accepted after that time. The failure of a scholar to bring this note by 9:00 AM places an unnecessary hardship on the staff to verify the note in a timely manner and places the request in jeopardy. In such cases, a parent has the choice of coming in to sign the scholar out or having the scholar remain at school. Leaving school without approval and proper office sign-out will result in disciplinary action.
3. Early dismissals will only be allowed during class transitions to minimize class interruptions. 10:00 – 10:10 11:40 – 11:50 1:50 – 2:15
4. **There will be no early dismissals after 2:30 PM to minimize classroom interruptions at the end of the day.**
5. A scholar waiting to be checked out must remain in class until the parent/guardian arrives and the scholar is called to the office. Parents will not be allowed to visit classrooms unless requested by the scholar's teacher to minimize distractions.
6. Forged communication will result in disciplinary action.
7. When bad weather poses the possibility of hazardous road conditions, parents are advised not to call the school to ask for scholars to be dismissed early. All scholars will be dismissed in accordance with appropriate policies.

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LATE ARRIVALS/TARDIES

Scholars arriving to school or to class after 7:45 AM must report to the main office to sign in tardy and receive a pass to class. Scholars who are tardy are only considered excused for illness – with a note from a parent/guardian, a doctor’s appointment, and a late bus. Scholars who arrive on a late bus will not be penalized with a tardy but should stop by the main office to receive a pass so that they are marked appropriately. Scholars will be responsible for turning in a note for their tardy within 3 days of the tardy. After the 3rd day, it remains unexcused.

Scholars who check in late without a note will receive an unexcused tardy and will need to sign an unexcused check-in record. Below is the discipline framework for each tardy.

- Tardy 1-3: Verbal Warning
- Tardy 4: 1 Day of Administrative Detention and Written Warning
- Tardy 5: 2 Days of Administrative Detentions
- Tardy 6: 1 Day of ISS and Mandatory Parent Conference
- Tardy 7: 2 Days of ISS and 3 Days loss of outside play
- Tardy 8: 3 Days of ISS and 5 Days loss of outside play
- Tardy 9: 5 Days of ISS and 7 Days loss of outside play
- Tardy 10: 1 Day of OSS

EXCUSED ABSENCES

- Personal illness
- Serious illness or death in the immediate family (mother, father, brother, sister, grandmother, grandfather, or guardians)
- Court Order
- Religious Holiday
- Instances in which attendance could be hazardous as determined by Shelby County Schools
- Up to five (5) days excused absences per year to scholars whose parents are in the military and are being deployed or are on leave.

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