

## **Ecker Hill Middle School**

### Attendance, Pre-Arranged Absences, Check-In and Check-Out Procedures:

**nce:** If your student is going to be absent, please call the main office the morning of the absence. ry to send a note, after the fact, if you have contacted the office. However, if you are unable to cor ease send a note with your student the day following the absence.

**anged Absences:** When you are aware of an upcoming extended absence, Ecker Hill requires your lete a 'Pre-Arranged Absence Form' if they will be absent for 3 or more consecutive days. Form sl ed and submitted to the main office prior to the absence.

**1:** Any student who is tardy must report to the office. This helps us to account for all student ke your student's tardy to be excused, please send a note with your student. We do not accep y student without a note will receive an unexcused tardy for the morning.

**ut:** A note is required for any student that needs to be picked up during the school day or before s. Your student needs to bring the note to the office where we will exchange it for a 'Early Relea ir student's responsible to keep track of time and leave class at the appropriate time. These n nt because they cut down on classroom interruptions, which lead to interruptions for all other s lass. Students must be signed-out at the main office by a parent or someone on your student's em list. A government issued photo ID will be required to check out any/all students. We cannot all with pick-up people other than those mentioned previously. We do understand that eme ). Please come to the office and let us know you need to check-out your child and we will be happy

## **Ecker Hill Middle School**

### Asistencia, Ausencias Extendidas, Entradas y Salidas de la escuela:

**ia:** Favor de llamar a la oficina de la escuela, en el transcurso de la mañana, en caso de que su hij sente. Si ya ha contactado a la oficina, ya no es necesario que envíe una nota. Sin embargo, si n en contacto con la oficina, por favor envíe una nota con su estudiante al día siguiente de la ausen

**as Extendidas:** Cuando usted sabe que su estudiante va a tener ausencias largas, Ecker Hill requ iante llene un formato de ausencias justificadas, si son más de tres días consecutivos. El formato er entregado en la oficina de la escuela antes de su inasistencia.

**s:** Cualquier estudiante que llegue tarde debe de reportarse a la oficina de la escuela. Si quier sea justificado, por favor mande una nota con su estudiante. No aceptamos llamadas telefóni r los retardos. Cualquier estudiante sin una nota del porque llego tarde, será anotado con un ret r.

Todo estudiante requiere una nota de salida si es que requiere salir durante horas de la escuela.