

BASIC SCHOOL OPERATING PROCEDURES

HOURS OF OPERATION

The school year for students is 1160 hours. Good attendance is the key to student learning. The daily schedules are as follows:

Mon., Tues., Thurs., Fri.

Breakfast 7:30 a.m.
Recess 7:40 a.m.
Report to class 7:50 a.m.
Tardy Bell 8:00 a.m.
Student Dismissal 3:05 p.m.

Wed.

Breakfast 7:30 a.m.
Recess 7:40 a.m.
Report to class 7:50 a.m.
Tardy Bell 8:00 a.m.
Student Dismissal 1:00 p.m.

No students are allowed in the building before 7:30 a.m. unless participation in a school activity requires it. Likewise, students are expected to leave the building at the conclusion of the regular school day unless they are participating in a school-sponsored activity.

School will begin at 9:50 a.m. when we have a 2 hour late start. There will be no breakfast or before school recess on late start mornings. Students arriving more than five minutes late on those days will be counted as tardy.

STUDENT ATTENDANCE/TARDINESS/ILLNESS

Regular school attendance is very important. If it is necessary for your child to be absent, please call the school at 890-2228 or 890-2226. If you do not have a phone, please send a note the next day explaining the reason for the absence. If the absence is due to illness, we request that you tell us the type of illness since it is necessary to monitor contagious diseases. We may request a doctor's note in cases where absences are prolonged or frequent. We will contact you if we aren't notified by 9:00 am.

Students are counted tardy after 8:00 a.m. daily. Hot breakfast ends at 8:00am. Students arriving between 8:00 a.m. and 9:30am will be offered a cold to-go breakfast to take to their classroom. All breakfast ends at 9:30 a.m. so the nutrition staff can transition to lunch. Students arriving at school by 10:00 a.m. will be considered tardy and students who arrive at school after that time will be considered absent for half of the day. Students leaving the building at or before 1:00 p.m. will be considered absent for half the day. If you know your child will be absent in advance (doctor, dentist, etc.), please notify the office so that we may make arrangements for your child to receive assignments.

Truancy policy:

- 4 excused or unexcused absences per trimester will result in a letter to parents.
- 6 excused or unexcused absences per trimester or 10% of the total student days in the year will result in notification to the Cedar County Attorney's office as well as a certified letter to parents.
- 9 excused or unexcused absences per trimester or 15% of the total student days in the year will result in a letter/phone call to parents and a School Engagement Meeting will be held to develop an Absenteeism Prevention Plan. (Meeting will include student, parent/legal guardian, administrator, school counselor, superintendent, and member of the Cedar County Attorney's office)
- 12 excused or unexcused absences per trimester or 20% of the total student days in the year will result in notification to the Bennett CSD SRO and referral of the truancy over to the Cedar County Attorney's office. If a student misses 20% of school days (approximately 12 school days per trimester) they may be withdrawn from the class and be ineligible to receive credit.

*ALL absences count. There is no difference between excused and unexcused absences when calculating truancy. (Truancy does not apply to the following: students attending religious services or receiving religious instruction, students who are excused under Iowa Code §299.22, students who are exempt under Iowa Code §299.24)

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances, and school activities. Unexcused absences include, but are not limited to tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students will not be allowed to leave school without parental consent. If your child needs to go to the doctor or dentist during the school day, we ask that you send a note stating the purpose and time the child must leave. This note must be approved by the office, so that there is an official record. If there is no note, we insist that you come to the office and pick up your child.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. The principal, only in extraordinary circumstances, may waive this rule.

Students with excused absences will be expected to make up missing work in an appropriate time frame with the help of their teachers.