TO: All Building Principals

FROM: Dr. Elizabeth Robison

DATE: August 2019

RE: Official start, ending, and tardy times for the 2019 – 2020 school year.

The times listed on the charts below are to be considered as the official times indicating:

1. Start and end of the school day
2. When children are considered tardy
3. When to list a child present

Absence – Students attending less than half (1/2) of the school day will be considered absent for the full day.

<u>Attendance secretary will note the starting, ending and tardy times in the system.</u>

<u>ELEMENTARY SCHOOL SCHEDULE</u>

QUESTION	CREC/CRIS/SEC/SIS/TEC
At what time does school start?	9:05 AM
At what time does school end?	3:40 PM
At what time is a student considered absent? (Tardy – If he/she arrives prior to this time, but after the school start time.)	12:25 PM
1 HOUR DELAY	10:05 AM
2 HOUR DELAY	11:05 AM

THESE PROCEDURES SHOULD TAKE EFFECT IMMEDIATELY FOR THE 2019 - 2020 SCHOOL YEAR.
    (It is not necessary to make changes to any student records prior to this school year.)

1. When an **elementary** student arrives at school after their start time, but prior to their tardy time, the child is counted as tardy.

2. When an **elementary** student has an early dismissal after **12:25 PM (CREC, CRIS, SEC, SIS, TEC)**, there should be an (ED) early dismissal code in the computer. They will get credit for a whole day of attendance.

3. Whenever a child has an early dismissal, they should be signed out in the office where the attendance secretary is located, even when they are sent home by the nurse.

SECONDARY SCHOOL SCHEDULE

QUESTION	EHS/EJHS/WHS/WJHS/ACADEMY
At what time does school start?	7:13 AM
At what time does school end?	2:24 PM
At what time is a student considered absent? (Tardy – If he/she arrives prior to this time, but after the school start time.)	10:45 AM
1 HOUR DELAY	8:13 AM
2 HOUR DELAY	9:13 AM

THESE PROCEDURES SHOULD TAKE EFFECT IMMEDIATELY FOR THE 2019 - 2020 SCHOOL YEAR.
(It is not necessary to make changes to any student records prior to this school year.)

1. When a **secondary** student arrives at school after their start time, but prior to their tardy time, the child is counted as tardy.

2. When a **secondary** student has an early dismissal after **10:45 AM (EHS, EJHS, WHS, WJHS, ACADEMY),** there should be an (ED) early dismissal code in the computer. They will get credit for a whole day of attendance.

3. Whenever a child has an early dismissal, they should be signed out in the office where the attendance secretary is located, even when they are sent home by the nurse.

cs/feo