

Carnage Magnet Middle School Attendance Overview for Parents/Students

Scenario	Description
My child is late to school.	<p>The instructional day starts at 7:35am. Students are allowed to start entering the building at 7:00am and should not be left unattended prior to that as there is no supervision.</p> <p>Students that arrive at school after 7:35am should ring the doorbell at the main entrance and enter the main office. Students will be required to sign in so that there is a record of their arrival time.</p> <p>If a student is late to school due to an excused reason, the parent/guardian may provide a written note or use the Absence Report form. Students may turn in the note/form to the main office or parents/guardians may email the note/form to attendance356@wcpss.net</p>
My child misses an entire day (or more) of school.	<p>All students who miss school must provide a note from their parent/guardian, medical/dental provider, or the court upon their return. Notes requesting absences to be excused must be received within 2 days of the return to school for review. Notes received after 2 days will result in the absence being unexcused. Some requests may require prior administrative approval or additional documentation.</p> <p>Parents/Guardians may provide a written note or use the Absence Report form. Students may turn in the note/form to the main office or parents/guardians may email the note/form to attendance356@wcpss.net</p>
My child needs to be picked up early from school.	<p>To be counted present for the school day, students must be in attendance for at least one-half of the day (11:00am). If a student needs to be picked up prior to the end of day dismissal bell, a parent/guardian or emergency contact in PowerSchool will need to ring the doorbell, be admitted to the main office and sign out the student using the security software in the office. ID will be required for anyone checking out a student.</p> <p>Students should not be checked out after 2:00pm as it is near the end of the day and busy. You will need to wait until dismissal.</p> <p>If a student is checked out early due to an appointment, etc., the parent/guardian may provide a written note or use the Absence Report form. Students may turn in the note/form to the main office or parents/guardians may email the note/form to attendance356@wcpss.net</p>
Additional Notes about Attendance	<ul style="list-style-type: none"> ● Students that are tardy to class but were on campus may be marked as “tardy” for the specific class period(s). ● All absences are unexcused unless appropriate documentation is provided within 2 days and the excusal meets district policy. Teachers do not determine whether an absence is excused. ● Students/parents may choose to also notify the teachers of a student’s absence in order to coordinate makeup work; however, the attendance note/form must be completed by a parent/guardian and submitted to the main office or attendance email. ● Questions about attendance in a specific class period should be directed to the teacher(s) first.