

		Examples (including but not limited to...)	Who Does What?		
			Parent	Student	Teacher
Early Dismissals / Leaving class	Planned/Excused	Appointments	<ul style="list-style-type: none"> <li>o Call or email the office to ensure the early departure is marked as excused.</li> </ul>	<ul style="list-style-type: none"> <li>o Remind/notify the instructor that you need to leave early by providing hard copy documentation. PLEASE NOTE: a text on a phone is NOT sufficient. Too many students have changed names in their contacts so that "Mom" is actually their friend to make it look like a parent is excusing them.</li> </ul>	<ul style="list-style-type: none"> <li>o Notify the office that the student has left the building/class.</li> </ul>
			<ul style="list-style-type: none"> <li>o Send a hard copy or email a note to the teacher AND email/call the office to ensure the late is marked as excused.</li> </ul>	<ul style="list-style-type: none"> <li>o At the appropriate time, quietly gather your belongings/materials, get the acknowledgement of the teacher with minimal disruption to the lesson and quietly leave the room.</li> </ul>	
				<ul style="list-style-type: none"> <li>o Sign out at the front office BEFORE leaving the building.</li> </ul>	
	Unplanned/Excused	Family emergency	<ul style="list-style-type: none"> <li>o Call the front office of the school so that the student can be paged in class and sent to meet you. This will ensure that the early departure is noted as being excused.</li> </ul>	<ul style="list-style-type: none"> <li>o Sign out at the front office BEFORE leaving the building.</li> </ul>	<ul style="list-style-type: none"> <li>o Notify the office that the student has left the building/class.</li> </ul>
			<ul style="list-style-type: none"> <li>o PLEASE NOTE: A text on a phone is NOT sufficient. It is entirely possible and too often the case that students change contacts information to make it appear that a parent is texting to get them out of class when in fact it is a peer. Many teachers also require that students put cell phones/devices away and not take them out during class.</li> </ul>		
	Unplanned/Unexcused	Student leaves school w/o permission		<ul style="list-style-type: none"> <li>o At 5 early departures, discuss strategies to improve attendance/timely arrival, first with Ms. Carrey, then with parents/guardians.</li> </ul>	<ul style="list-style-type: none"> <li>o At 5 early departures, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact).</li> </ul>
<ul style="list-style-type: none"> <li>o At 10, 15 and 20 lates, the teacher will inform the administration/counselors/CELC as appropriate. At 15 the office administration may intervene with consequences or support. At 20 the office/counseling may review attendance, learning achievement and potential for success in the course and make appropriate programming decisions.</li> </ul>			<ul style="list-style-type: none"> <li>o At 10, 15 and 20 lates, students will attend 1 x 25 min lunch detention scheduled for a Tues or Thurs. and/or other office instituted consequences as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>o At 10, 15 and 20 lates, contact home (Ms. Carrey will email by preference in order that there be documentation of the contact) and supervise 1 x 25 min lunch detention scheduled for a Tues or Thurs., and inform the administration/counselors/CELC as appropriate.</li> </ul>	