



### ***WHAT SHOULD I DO IF MY CHILD IS TARDY?***

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We encourage promptness since tardies affect everyone and disrupt classroom time. If you know you will be late for school, please call ahead to the main office. Late students must report to the office and sign in as "late." Afterward, we will issue the student a "Tardy Slip" before he/she goes to class.



### ***WHAT SHOULD I DO IF MY CHILD IS ABSENT?***

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Please notify us when your child is absent by calling the school office. Absent students need to return with a note explaining the reason for being gone. An absence note is a must! Otherwise, we record your student's absence as "unexcused." Please note that if a student has excessive absences in a school year, they may be in danger of not advancing to the next grade level.

#### ***Report Tardies and Absences to:***

Colonel Johnston Elementary School	(Grades K – 2)	459.8798
General Myer Elementary School	(Grades 3 – 5)	459.8986
Colonel Smith Middle School	(Grades 6 – 8)	459.8892