



ATTENDANCE

For all absences, late arrivals and early sign outs, please call the 24 hour automated absence line (480) 484-7299.

Procedure to sign a student out early

1. Call the attendance line in advance (preferably the night before or morning of) with your student's name, ID# and time they will be leaving (480) 484-7299.
2. The office will write a pass for your student.
3. Let your student know to pick up their pass from the office before scheduled time to check out (between classes, at lunch, etc.)
4. Student will come to office at arranged time to sign out.
5. This procedure will minimize your wait time and be the least disruptive to the classroom.
 - Please arrange pick up between class periods whenever possible, especially if giving less than 1 hour notice.
 - Please note that if a student is feeling ill, they should go to the nurse. If necessary, the nurse will call home and excuse the absence. Parents do not need to call to excuse a student sent home from the nurse.

REGULAR BELL SCHEDULE

0 HOUR	6:45 - 7:39
1 st HOUR	7:45 - 8:39
2 nd HOUR	8:45 - 9:47
3 rd HOUR	9:53 - 10:47
4 th HOUR	10:53 - 11:47
5 th HOUR (LUNCH)	11:47 - 12:26
6 th HOUR	12:26 - 1:20
7 th HOUR	1:26 - 2:20