

## **Visitation Policy**

Just as you have established a safe environment for your child at home, the staff at Clay Elementary wishes to ensure a safe and nurturing environment for all children that enter the school. With this goal in mind, we believe three revisions need to be made. The following procedures and guidelines have been established.

**Doors:** Anyone who wishes to enter the building must use the main entrance located on Church Street. Simply push the button on the intercom by the main door and wait until you hear the door unlock.

### **Visitors:**

1. All visitors must sign in at the main office.
2. Each visitor must wear a visitor's pass while in the building.

### **Students Leaving Early or Arriving Late:**

1. If it is necessary to pick your child up before the end of the school day, report to the main office and sign your child out.
2. The office will have your child brought to you. Please do not go directly to the child's classroom.
3. Teachers have been instructed to release students only to school personnel.
4. Students arriving late also need to report to the main office and sign in. Children should not go directly to the classroom.

**Conferences:** If you wish to have a conference with your child's teacher, please call to make an appointment. Planning ahead will help prevent disruptions to the classroom.

Parents/guardians are always welcome. We encourage you to visit your child's classroom and become involved in his/her education. We simply ask that you comply with these procedures as together we strive to ensure the safety of all children at Clay Elementary School.

## **Attendance Policy**

- Clay Elementary School's Policy permits five (5) parent/guardian excused absences per semester, ten total for the entire year. HOWEVER, after that, a doctor's excuse is required for excused absences.
- After your child accumulates ten (10) unexcused absences, a written notice will be sent from the county Attendance Director to parents/guardians. If unexcused absences continue after ten days, the case will be referred to the Clay County court system for legal action.
- Please keep in mind that an excused absence is still an absence and therefore will count against perfect attendance status for rewards.
- The Community In Schools Coordinator will have meaningful contact with the parent/guardian after three (3) and five (5) unexcused absences.