

ABSENCES

Parents must call 209-8190 prior to 7:30 a.m. to report student absences for the day. When a student is absent and a call has not been received, the school will make reasonable efforts to contact parents to verify that the absence is legitimate. A note from parents is required if there has been no phone communication.

PHONE CALLS AND MESSAGES

School phones are off-limits to students, except for the one located in the front Office. Students may use the phone in the front office with permission from a staff member before and after school and during lunch. Parents are asked to contact the Front Office to ensure contact of students. **No messages will be delivered to students after 2:00 p.m.**

SCHOOL HOURS/SUPERVISION

School is in session from 7:30 a.m. (9:30 a.m. on Late Start Wednesdays) until 2:30 p.m. All students are expected to be on campus no later than 7:25 a.m. (when the front gates will be locked) and are also expected to be in their assigned seats in Period 1 no later than 7:30 a.m. (9:30 a.m. on Late Start Wednesdays). **Students who arrive after 7:25 a.m. (9:25 a.m. on Late Start Wednesdays) MUST be signed in by a parent at the Front Office** and get a late pass to enter Period 1. Students may not be on school grounds prior to 7:00 a.m. (9:00 a.m. on Late Start days) or after 2:45 p.m. unless enrolled in a Community Schools activity or granted special permission.

ECMS Students are not permitted on the Canyon View campus or in the Canyon View and ECMS back parking lot areas between 8:00 am and 3:00 pm, while Canyon View is in session. Students with siblings at Canyon View who are picking up his/her sibling or meeting his/her ride at Canyon View must report to the ECMS library annex at dismissal and will be supervised until they are released at 2:50 pm.

To make sure your child is supervised on campus after school, any student not picked up by 2:50 p.m. will be sent to Study Hall to wait for his/her ride. Study Hall is a fee-based program operated by Community Schools. It is available to students who pre-register at the beginning of each quarter. In the event your student is not picked up by 2:50 p.m. and is sent to Study Hall, you may be assessed a fee.

SIGN-IN/OUT PROCEDURES

SIGN-IN

If at any time a student comes to school after 7:25 a.m. (9:25 a.m. on Late Start days) that student **MUST** be signed in by a parent at the Front Office and get a pass to enter the current period. This includes when a child comes/returns to school from an appointment or activity. Any notice from a physician or other person that states the student was out for a specific reason only serves to excuse that student for the time the student was off campus. The student still must be signed in at the Front Office.

SIGN-OUT

Students may not be picked up after 1:30 pm. In the event it is necessary to sign out a student from the school before 1:30 pm, the student will be called out of class when the parent arrives at the school to request the student be taken out of class. Students will not be called out of class before a parent arrives at the school.

PLEASE NOTE: If you are signing your student out during their PE class or lunch time, it may take an extended period of time to get them, so please plan accordingly.

IDENTIFICATION CARDS (IDs)

In order to support campus safety and security, ECMS students will be issued ID cards which must be displayed at all times during the school day on a lanyard around the neck. At any time during the day, students without IDs displayed will be assigned to lunch detention. Students will use these ID cards to ride CFSD buses to and from school, and they may also use these cards to access food services, library services, and for identification at activities.

Lost, stolen, or damaged IDs must be replaced by purchasing a new one through the Front Office at a cost of \$5.