

Attendance

EXCUSING ABSENCES

- Students that must leave during the school day shall sign out with the attendance clerk or school official. **It is strongly recommended that the parent contact** the attendance clerk **or** send a note excusing the student **prior** to the student's leaving.
- A **parent/guardian** must call the attendance line at **613-5290**, within two days of the absences.

EXCUSED ABSENCES INCLUDE:

Illness or injury	Medical/dental appt
Religious observances	Court appearances
School-sponsored activity	Family emergency or death

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PARENT NOTIFICATION

At 6 unexcused absences per class/semester parents will be notified via letter, email or voice mail that their student has excessive absences and or tardies. If you have a "blocked" or delayed phone answering system you may not receive an immediate notification.

TARDY POLICY

Teachers issue consequences for the first 3 tardies. On the 4th tardy, an administrator is notified via referral and discipline issued.

- Tardy = ½ class period
- Absent = ½ plus class period

APPEALS PROCESS

Students or parents have the right to appeal any attendance decisions. The parent or student must initiate appeals to the teacher or principal.