

SCHOOL ATTENDANCE

Students are expected to assume the responsibility for regular and prompt attendance in each class.

School Attendance – Students, as per school board policy, are to be counted in attendance only if they are actually present for at least two (2) hours in school or are engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period.

After an absence:

1. Students are expected to provide the school with a written explanation from the parent or legal guardian **within three (3) school days of having been absent**. No faxes, phone calls or emails are allowed to excuse absences.
2. An absence will be considered **excused** only if it is a result of one of the following: **student illness, medical appointment, court/immigration appointments, one to two days taken for a death in the immediate family, school sponsored event, observance of a religious holiday, and/or an educational/enrichment activity as determined by the principal or the principal's designee.**
3. Note must be presented **by the student** to the attendance office to be excused either in the morning **between 6:50 and 7:15 or during the student's lunch time.**
4. **An original doctor's note (no faxes, emails nor photocopies) is needed to excuse any absence after the 9th absence and/or any time a student is absent for three (3) or more consecutive days.**
5. **Students must keep all excused notes, tardy passes and early release slips for your record in case of a future discrepancy. Attendance office cannot provide copies.**
6. **Five (5) or more absences in a semester class and ten (10) or more absences in an annual class may result in receiving a No Credit (NC) for the class.**
7. **You must present an excused absence note to your teacher in order to make up any missed work.**
8. Make arrangements with your teacher to make up or turn in assignments and make up quiz/exam as soon as you return to school. School board rule states that you only have the number of days that you were absent to turn in the work or within the time frame specified by your individual teacher.
9. **Any student who accumulates ten (10) or more absences forfeits the right to represent the school in athletic/interscholastic competitions and/or performances, in addition to being able to participate in field trips, and all 11th and 12th grade activities such as, but not limited to, the Junior Trip, Ring Ceremony, Senior Brunch, Prom, GradBash, Senior Picnic.**
10. **All students who are late to school will have an unexcused absence to any class missed due to being late to school unless a parent accompanies the student into the attendance office. This procedure is acceptable for tardies 1-9 only. Once a student accumulates 10 or more tardies, documentation from a doctor or hospital is necessary in addition to parent being present in order to excuse a tardy to school.**

EARLY DISMISSAL:

Permits to leave school are granted in emergencies. Students are urged to arrange doctor, dental and other appointments at hours that are not in conflict with school time. Anyone requesting a permit to leave school must present a picture ID. Only adults (over 21) who appear on the emergency contact form will be allowed to sign the student out of school prior to dismissal. Confirmation from parent/guardian might be necessary when family/friend attempts to sign a student out from school.

School Board Policy states that no student shall be released within the first and last thirty (30) minutes of the school day.