

## How to Report an Absence

1. Call the Attendance Office at 563-8050 on the same day as the absence. Make sure to state the reason for the absence. Voicemail is available 24 hours a day.
2. REMINDER: Email will NOT be accepted since we cannot verify the sender.
3. Late arrivals/Early dismissals should be called by 9:00 AM.

## What's Excused? (Subject to inclusion in the five-day rule)

Personal Illness or Injury  
Religious Observances  
Verified Automobile Accident  
Medical Appointment  
Death in the Immediate Family (Please work with administration in determining number of days)  
Injury  
Pre-Arranged Absence (5 per year, no more than 3 in one semester)  
Verified Court Appearances  
College Visitation (2 per year for Juniors/Seniors)  
Quarantine or Exclusion Because of Exposure to Disease

## What's Unexcused? (Will be included in the five-day rule)

Oversleeping  
Missing the Bus  
School Closing Assumptions  
Personal Business  
Transportation Problems Before/After a Scheduled Vacation  
Truancy  
Working  
Administratively Determined Unexcused Absence

IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE MAKE-UP WORK WITH EACH TEACHER!

NOTE: STUDENTS SUSPENDED FROM SCHOOL ARE EXPECTED TO MAKE UP ANY MISSED ASSIGNMENTS SO THEY CAN KEEP CURRENT WITH ACADEMIC ISSUES TAKING PLACE IN THE CLASSROOM.

## Late Arrivals

Late Arrival to first period - When a student arrives after the tardy bell has rung, he/she should go directly to the Attendance Office and sign in.

If a student arrives within the first 14 minutes of 1st period (between 8:10 and 8:24), then they will be counted as tardy to 1<sup>st</sup> period.

If a student is 15 minutes late, or more, to 1st period (after 8:24), then they will be counted as unexcused by the administration.

Late Arrivals to periods 2 through 9 - Students arriving more than five (5) minutes late to class will be assessed an unexcused absence unless the student presents an excused pass. Tardies to these class periods will be determined by the teacher.

# Penalty for Late Arrival to Class

1<sup>st</sup> tardy to class in a semester: Warning

2nd & 3rd tardies to class in a semester: Detention

4th, 5th, & 6th tardies to class in a semester: Assignment to Friday School

7<sup>th</sup> tardy and beyond: Day Reporting, possible removal from class or expulsion

## Frequently Asked Questions

\*How do I arrange an early dismissal for my child?

Please make early dismissal calls by 9:00 A.M. to enable the staff to facilitate your request.

\*We're going on vacation. How do I pre-arrange an absence?

An excused pre-arranged absence may be obtained only if the student leaving town is being accompanied by his/her own parents or guardians. Pre-Arranged Absence Forms may be obtained in advance from the Attendance Office. Parents or students must return the completed school form to the Attendance Office at least two days in advance of the absence. No excused pre-arranged absences are granted:

during the last week of any grading period or administered standardized testing.

when a student has accumulated five (5) days of absences in a given semester.

if the requested days would cause the student to exceed the 5-day limit in a given semester.

\*My child has a doctor's appointment. What do I need to do?

Follow the same procedure for an early dismissal. Medical documentation is strongly encouraged any time a student misses school due to a doctor's appointment. If the attendance office does not receive a call, note, or FAX with medical documentation, the absence will be considered unexcused.

\*What are the consequences of unexcused absences?

Unexcused absences from a class will result in disciplinary consequences and may cause a student to be removed from the class and lose credit. Parents will be notified before a student reaches the point of being removed from class. Please refer to the school handbook for additional consequences.

\*When do I need to provide medical documentation?

Medical documentation is needed any time a student misses school due to a doctor's appointment. It is also required any time a student misses three consecutive days or five cumulative days in a given semester.

If you have any questions, please refer to the Student Handbook or call the Attendance Office at 260-563-8050.