

# BYRON HIGH SCHOOL

## ATTENDANCE PROCEDURES

### How do I let the school know my student will be absent?

Please contact the office by hand written note, email or a phone call. Include the following information in your communication:

1. Student's name
2. Date and time of absence
3. Reason for absence

EMAIL: [bhs.attendance@byron.k12.mn.us](mailto:bhs.attendance@byron.k12.mn.us)

PHONE: 507-775-2301

### Absences & Reporting

#### Unexcused & Excused Absences

- ▶ 8 Total absences - 1st Letter sent home
- ▶ 12 Total absences - 2nd letter sent home. Any future absences without a doctor's note are considered unexcused.

#### Unexcused Absences

- ▶ 3 unexcused absences - Phone call home from assistant principal.
- ▶ 5 unexcused absences - 2nd letter sent home & parent meeting at school.
- ▶ 7 unexcused absences - Truancy filed with county

#### Unexcused Tardies

- ▶ 3 unexcused tardies = 1 unexcused absence
- ▶ 3 unexcused tardies = 30 minutes of detention
- ▶ Each tardy beyond 3 = 30 minutes of detention

Questions or concerns, please contact  
Kelly Braun, BHS Assistant Principal

507-775-2301

[kelly.braun@byron.k12.mn.us](mailto:kelly.braun@byron.k12.mn.us)



*Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.*

### What is an excused absence?

Students may be excused from school with no effect on grades for the following reasons:

1. Illness
2. Death in the Family
3. Medical, dental or orthodontic treatment
4. Counseling appointments
5. Prearranged travel or work
6. Other urgent reasons as interpreted by principal
7. Religious holidays
8. Curricular & extracurricular activities
9. Removal of a student due to suspension

Excessive excused absenteeism may effect a student's grade. Suspected cases of excessive absenteeism will be report to administration before the grade is effected. Examples would be:

1. Consistent absence on certain days of the week.
2. Always missing on the day of a test.
3. Missing more than one day per week

### Make up work due to absence

- ▶ Must be turned in within 2 days of returning to school.
- ▶ Any work not completed within 2 days will result in no credit for the missed assignment.
- ▶ Classroom teacher or building principal may extend this time in the cases of extenuating circumstances.