

## **Students Attendance:**

**Regular daily attendance is important to school success. It is critical for students to have consistent attendance in order to be successful and have a positive learning experience. If your child is ill or must miss school, please call the school office/attendance line at 272-2410 and leave a detailed message stating student name, teacher name, and reason for absence by 8:00 a.m. You may choose to enter absence in Parent Portal Go to Campus Parent >More> Absence Request.**

**School work missed during an absence must be made up. The Board of Education defines the following reasons as excused absences: illness, religious observance, death of a family member or close relative, family emergency, or a medical, dental or mental health appointment that cannot be scheduled before or after the school day. Unexcused absences, such as missing the bus, oversleeping, or those that are not acknowledged by note, or telephone call, are subject to truancy procedures. When no excuse is presented to the school, the absence will be considered unexcused.**

**You are strongly encouraged to take family vacations during school holidays such as winter or spring break. In the event this is not possible, the principal's office as well as the child's teacher should be informed in advance of any special vacation that will cause student absence from school. Students taking short trips with their family must get prior approval from the Assistant Principal. All work must be done before, during, or after the trip. More than one trip per year and/or a total of more than five (5) individual days is discouraged.**