

CSL's Attendance Policy

- 10 Parent Excused Absences per year
 - Once the 10 are used, every absence requires a doctor's note.
 - If no doctor's or court note, the absence is unexcused.
 - Please NOTE that approved educational days are limited to 5 days and will count towards your parent excusals total.
- Doctor Excused Absence - accepted indefinitely.
- **1st Unexcused Absence** – CSL will send home a letter explaining the process that comes with 3 unexcused absences.
- **3rd Unexcused Absence** – An email requesting a Student Attendance Improvement Plan (SAIP) meeting will be sent. If contact is not made with the parent/guardian, a certified letter will be sent. Please know, if there is still no response, we are within our rights to hold the SAIP meeting without the parent or guardian present.
- **6th unexcused absence** - CSL will **cite** the parent or refer to the **K/S truancy diversion program. If the student remains truant we will involve Children and Youth.**

Unexcused Tardies / Unexcused Leaving Early

- Tardy Unexcused (TU) – Arriving after the homeroom bell rings without approved excusal reason / note.
 - **4 tardy unexcused occurrences = 1 after school detention**
 - When a student checks in late:
 - No excuse note → Student will be marked Tardy Unexcused in Powerschool.
 - The school will contact the parents to inform them the student was tardy.
- Leave Early Unexcused (LEU) – Leaving prior to the end of the school day without approved excusal reason / note.
 - **4 leaving early occurrences = 1 after school detention**
 - When a student leaves early:
 - No excuse note → Student will be marked Leaving Early Unexcused in Powerschool.
 - Doctors, dental, other approved early dismissals are excused. With excusal note.
 - Parent excusals will be accepted 2 times per marking period.