Attendance Policy – Key Points

Maintaining regular school attendance is critical for student success. Please review the following attendance guidelines carefully.

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1. Parent Notes for Absences

- Students may submit up to **5 parent-written absence notes per semester**.
- Each note must include:
  - Student's full name
  - Dates of absence
  - Reason for absence
  - Parent/guardian signature and contact information
- Parent notes must be turned in **within 3 school days** of the absence. **Late notes will not be accepted**, and the absence will remain unexcused.
- **After 5 parent notes per semester**, any additional absences require:
  - **Official documentation** (e.g., doctor's note, court papers, funeral notice) to be excused.

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2. Early Dismissals: (18-year-olds CANNOT sign themselves out)

- **Students are NOT permitted to leave campus during school hours unless:**
  - A parent or legal guardian **comes to the school office in person** to sign them out, OR
  - The student **brings a written note** from a parent/guardian **submitted before the school day begins.**
- The note must include:
  - Student's full name
  - Date and time of dismissal
  - Reason for leaving
  - Parent/guardian signature and contact information
- **Phone calls or emails will NOT be accepted** for early dismissal requests under any circumstances.
- Students are **not permitted to leave school during the day to run errands** such as picking up items from home, getting food, or other non-emergency tasks.

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3. Doctor, Dental, and Other Appointments

- Whenever possible, **schedule medical or personal appointments outside of school hours**.
- If an appointment during school hours is unavoidable:
    - Try to pick up right before passing period so we do not have to disturb the class.
    - Submit **official documentation from the provider within three (3) school days** of the appointment to ensure the absence is excused.
    - Please let your students **come to school after an appointment or pick them up early when possible.** Students will receive credit for the blocks they are present for.

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4. Dismissals During Testing

- **No students will be dismissed during standardized or school-wide testing sessions.**
- **Classroom interruptions are strictly prohibited** during testing to maintain a secure and focused environment.

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5. Truancy Policy

- **Tardy to School (<u>If student is not in class at 8:00 they are late</u>)**
    - Students arriving between 8:00 – 8:30 will be marked tardy. After 4 tardies, the student will receive a discipline referral and meet with their Assistant Principal.
    - Parent / doctor notes are accepted for arrivals after 8:30 am. Students arriving after 8:30 must provide a note or first block absence will be marked unexcused.
- **5 unexcused absences (cumulative for the school year)**:
    - The student will be referred to the **District Truancy Department**.
    - A **S.A.R.T. (School Attendance Review Team)** meeting will be scheduled to address attendance concerns and outline consequences.
- **Chronic tardiness and frequent early dismissals** may also be counted toward truancy and result in disciplinary action or a truancy referral.

Reminders:

- Attendance is **essential for academic success**. Excessive absences, even if excused, can impact student grades and promotion eligibility.
- **Bus Notes** – If you student will be taking a different bus homes students must turn those notes in **<u>before 12:00 pm</u>**. We will not except them after 12:00 pm.