

# ATTENDANCE

**Absences:** Parents should call the school at 364-0830 if the student is going to be absent for the day. All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within 24 hours of the absence. If the parent has not informed the attendance secretary of a student absence and the attendance secretary has been unable to contact the parent, the absence will be considered unexcused. Acceptable excuses include the following:

1. illness of the student
2. serious illness in family which necessitates absence of student
3. death in family
4. special and recognized religious holidays
5. court appointment
6. other reasons approved by the principal – a written request for a principal approved absence should be received in the main office one week prior to the date of absence

A written statement by a physician may be required when a student misses more than 10 days during the school year due to illness.

**Tardies:** If a student arrives after 8:30 a.m., they are considered tardy to school. The student must check in with the attendance secretary in the main office before going to their first block class. Tardies are excused under the following circumstances:

1. court appointment
2. illness of the student
3. medical appointment

A note of phone call from a parent and/or a note from a doctor/dentist will be required to verify the above. If a student arrives without a note or is not accompanied by a parent, his/her tardiness is considered "unexcused".

**Early Dismissals:** For unavoidable situations that cannot be taken care of after school or during school holidays, a note from a parent must be brought to the main office prior to the start of school on the day of the early dismissal. For the child to be dismissed, the parent must come to the office and the student will be called out of class at that time. No requests for early dismissals will be taken over the phone. Students must be signed out by a parent/guardian in the office. A student is not released to anyone other than a parent unless you so specify in your note and that person is listed on the "permission to pick up list" you submit at the beginning of the year. Identification may be requested.

Students should not arrive at school before 7:45 A.M. or remain after 3:15 P.M. without permission from a teacher or staff member.