

## **ATTENDANCE POLICY**

- **Absences** – A student is absent for the entire day if he or she misses more than half of the school day. Absent students are required to bring a written excuse to the front office upon return to school. The note should include the following: date(s) of absence, reason for absence, parent/guardian daytime phone number, and signature of the parent/guardian. If you are absent from school, you may not participate in any extracurricular activity that day or night. If a child has 5 or more unexcused absences, a Child Study Team Meeting will be scheduled with the District's Social Worker.
- **Prearranged Absences** – If a parent/guardian knows in advance when their child will be absent, a pre-arranged absence form must be completed and the school will determine if it is excused. The forms are available in the front office.
- **Tardies** – Any student who arrives to school after 9:30 a.m. must report to the main office for a late slip. Five tardies to school equals one absence. If you have been detained in the office or by a teacher, please ask for a pass to your next class. Repeated tardies will result in consequences.
- **Leaving School Early** – All students must be signed out by a parent/guardian prior to leaving the school grounds during school hours. Only persons listed on the emergency card are allowed to sign students out of school. Leaving the school property without permission is considered truancy. No students will be checked out after 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays at 2:30 p.m. on Wednesdays. Five early departures equals one unexcused absence.
- **Make-up Work** – The student is responsible for making up all work that is missed during an absence. The student is given the same number of days to make up work as the number of days absent plus one additional day.