

Attendance

To receive credit in a class, a student must attend at least 90% of the days the class is offered. This means no more than 9 absences each semester, or 18 absences for the entire school year.

When a student is absent from school, he/she must return with a written note to the office signed by the parent or guardian stating the reason and dates of the absence. The student will receive an admit slip that needs to be signed by all his/her teachers. Admit slips are written 8:00 am until 8:25 am each morning or when a student checks into school after 8:30 am.

Excused absences: Students may be excused for personal sickness, sickness or death in the immediate family, or any other unusual cause acceptable to the principal. Notes must be received within **3 school days** of the date the student returns to school. After 3 days, an unexcused absence will be given.

When a student's absences for illness exceeds **four** consecutive days, the student must present a statement from a physician or health clinic verifying the illness or other condition.

Unexcused absences: Unexcused absences include, but are not limited to: truancy/expulsion, personal or family vacation, business trips, babysitting siblings, non-school related trips, classes, private lessons, and off-campus PE activities that cause the student to miss other classes. Students accumulating 5 or more unexcused absences will be referred to the Student Service Department.

Students leaving campus during the day must sign out through the main office. Parents need to come into the office and sign the student out on the school's sign in/out sheets.

Medical notes: If a student misses any portion of the school day for a medical or dental appointment, the student **MUST** bring a note from the doctor verifying the appointment. The absence during the time of the appointment is then changed to medical and will not count as an absence against the student. A note from the doctor or dentist for a whole school day will be an excused absence, but cannot be counted as medical.

Religious Holy days: The district will excuse students for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if **BEFORE** the absence, the parent or guardian submits a written request for the excused absence.

Cheryl Johns, Attendance Secretary To Report an absence: 469-593-7900