

# ***IMPORTANT ATTENDANCE POLICIES, PROCEDURES AND GUIDELINES***

## **ABSENCES**

When students are absent from school, a parent or guardian should call the Attendance Office (297-3900, extension 2401 or 2402) on the day of the absence giving the reason for the absence (see ABSENCE CLASSIFICATION CHART). If it is impossible to call, students must bring an absence note (in ink) signed by a parent or guardian when they return to school. The note should state the student's full name, the date(s) and the reason for absence. If an absence is not cleared within 3 days, students become liable for disciplinary consequences and may be marked truant.

## **LEAVING CAMPUS EARLY**

Whenever possible, schedule appointments before or after school hours. If a student must leave during school hours, the student should bring a note to the office before school. If unable to bring in a note, a parent/guardian may call the attendance office to arrange for the student to be released. **In accordance with district policy all 9<sup>th</sup> and 10<sup>th</sup> grade students needing to leave the campus between noon and 1:00 pm MUST be signed out by a parent/guardian at the time of release.** Any time a student arrives late to school or returns to school after a release, the student must check in at the attendance office for a clearance.

## **SUCCESS IN HIGH SCHOOL STARTS WITH GOOD ATTENDANCE**

An absence reduction program is in effect for all students. The program has four levels based on the total number of absences from a class. School suspensions and Opportunity Room placements also count as an absence; school activities do not.

- LEVEL 1** (5 absences) – Parent notified by Attendance Office  
**LEVEL 2** (8 absences) – Parent contacted by teacher  
**LEVEL 3** (11 absences) – Parent contacted by counselor  
**LEVEL 4** (15 absences) – Parent contacted by Administrative Designee

## **ABSENCE CLASSIFICATION CHART**

<b>Absence Marked</b>	<b>Examples</b>	<b>Procedures for Parent</b>	<b>Make-up Work Allowance</b>
<b>EXCUSED</b>	1. Illness/injury 2. Medical appointments 3. Funeral 4. Quarantine 5. Verified family emergency 6. Religious activity 7. Essential family travel 8. Job interview 9. Court appearance or jury duty	Note or phone call AT TIME OF OR FOLLOWING THE ABSENCE	Student is allowed to complete work with full credit
<b>WARRANTED</b>	1. Community disaster 2. Exclusion 3. Unforeseeable circumstances	Note or phone call AT TIME OF OR FOLLOWING THE ABSENCE	Student is allowed to complete work with full credit
<b>UNEXCUSED</b>	Absences that are not cleared (i.e.: UNV, UNX and A) within 10 days will be changed to truant	Note or phone call AT TIME OF OR FOLLOWING THE ABSENCE.	Teacher discretion on make-up work
<b>UNVERIFIED</b>	Reason for absence has not been verified. (If left unverified for 3 days the absence will be changed to unexcused)	Note or phone call AT TIME OF OR FOLLOWING THE ABSENCE.	Teacher discretion on make-up work
<b>SUSPENSION</b>	Absence due to class suspension or out of school (all day) suspension		Teacher discretion on make-up work.
<b>TRUANT</b>	Student intentionally and deliberately failed to report to class without reasonable cause		NO MAKE-UP WORK SHALL BE PERMITTED