

ATTENDANCE POLICY SUMMARY

- Students who reach **8 absences** (combination of excused/unexcused) in a trimester class, but have earned a passing grade, will receive an “G” (0.00 GPA) and credit for the class.
- **Students who reach three (3) unexcused absences in a trimester will receive no credit (NC) for that.**
- Parents will be notified by automatic alert when students are near 8 absences.
- Suspensions/school business/absences due to death of an immediate family member will not count towards a student’s excused/unexcused absence total.
- **Approved Family Vacations** - The first day of a vacation counts (toward the attendance requirement) as one day absent. If the student has turned in a trip slip prior to the vacation, the remaining days of a vacation will be counted as follows: 2 days absent equal 1 day counted toward your allowable days. **If the student does not turn in a trip slip prior to the vacation, all days will be counted.**
- **Extended Absences** - Extended absences that are beyond the student's control, such as an accident, hospitalization, death in the immediate family, or severe illness may be waived from the total days absent if the following conditions are met:
 - The student or parent is requested to contact the office at the beginning of the extended absence or as soon as possible so that the office is aware of the circumstances.
 - The student returns with a note from the doctor, when appropriate, stating the number of days it was necessary for the student to be absent.
 - The absence must be at least three (3) days in length in order to be considered an extended absence.

ATTENDANCE REPORTING SUMMARY

- **Signing In and Out of the School** - Whenever a student leaves the building during the course of the school day, **he/she must first sign out in the attendance office.** No student will be allowed to leave the building without parental permission. **Failure to sign out when leaving the building will result in disciplinary action.** A student who gets to school after school starts must sign in at the office. When returning to school after having signed out earlier in the day, the student must sign back in before returning to class.
- **The following is the absence reporting procedure:**
 - In order to be excused by the office for an absence for any part of the day, a student must present a note signed by one of his/her parents prior to 7:40 a.m. on the morning he/she returns to school. **A telephone call by the parent prior to 7:40 a.m. is an acceptable substitute for a written note.** An unexcused absence will be issued if this procedure is not followed. **The attendance office answering machine is available after school hours at 795-5431.**
 - If a student will be leaving school during the school day for a purpose that is pre-planned (e.g. appointments), please bring a note to the attendance office before 7:40 a.m. and receive a pass to leave class. This will help to limit class disruptions and ensure that the student is in the office when a parent comes to pick them up. **Please note: the student must sign out in the office.** If a parent has provided prior notification that the student will be leaving school and the student has signed out, the parent does not need to come into the office.