

ATTENDANCE

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. They are counted tardy if they are not sitting in their seats when the tardy bell rings, and they are counted absent if they miss a major portion of the class.

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Tardies are tracked and managed by the office. Excessive tardies will lead to after school detention or further punitive action by school administration. After five tardies in any given class a student will serve a thirty minute detention. All subsequent tardies (6,7,8 etc) will earn additional trips to after school detention. After school detention is managed by certified teachers but the student will not be allowed to work on homework. After school detention runs from 3:30 p.m. to 4:00 p.m. in room 173 or the managing teacher's room.

Parents are obligated to insure that their students attend school every day they are able. The school recognizes outstanding attendance with special awards at the end of the school year. Parents must contact the office of their student's building when the student will not be in school. Students may not call to inform the school of their own absence. Automated calls are sent to parents to notify them when their student is not in school.

There are two categories of absences — "school excused" and "not school excused." School excused absences are those outside the control of the parent or child and may require documentation. These include but not limited to illness (see nurse section), court, death of a family member, suspension, or attendance at a school sponsored activity in which a sibling is participating. Not school excused absences, in excess of 20, involve those that may lead to reporting to the county attorney and are divided into parent acknowledged absences (where the absences were the parent's responsibility to oversee or monitor but were at least communicated to the school such as undocumented illness, vacations and medical appointments) and other absences (those not communicated to the school or for which there was no apparent reason).

The school district will send parents written notice when a student has accumulated 5, 10, and 20 "not school excused" absences. **Anytime after 5 days of "not school excused" absences, a conference will be held which will include the student, parent, teacher(s) and school officials to address barriers to attendance.**

When a student accumulates 20 days of “not school excused” absences in the school year, the school district may report the student's absences to the county attorney for truancy.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days upon return to complete daily assignments, except for 1) long-term assignments with advance notification of due dates and 2) other arrangements made with the teacher.

Planned absences Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, may be required to complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) check in at the office if arriving after 1st period has begun 2) attend school four consecutive four periods during the day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences 3) check out of school at the office if leaving school during the school day. Student must be picked up by parent or designated adult from school grounds unless approval from

the school administration or designee per guardian request. 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to: 1) call the appropriate building office to inform the school of the reason for each absence; ; Parents are obligated to pick up students from school grounds unless approval from the school administration or designee.

2) submit a doctor's statement, if requested, for each period of absence due to illness.