

Important Attendance Information

- To report an absence, parents/guardians please call the **Absent Reporting Line at 328-5110**.
- We do not accept notes.
- Students need to check into the attendance office when arriving late or returning from an appointment.
- Students check out through the nurse's office when ill.
- A blue pass issued by the attendance office is required to leave class early.
- Lunch hours are closed campus to grades 9 and 10.
- Students will be pre-excused for sports and field trips by their teachers and coaches. Parents do not need to call the attendance office.
- Students/parents have 48 hours to clear up unexcused absences.
If the absence is in error, students stop by the attendance office and pick up a slip to have their teacher verify and return to attendance office.
- Finals are held at the end of the 1st and 2nd Semester. Refer to the final schedule that is posted prior to finals. All students are required to remain in class during the entire final hour. To avoid disruptions, students will not be allowed to leave a final early. If there is a conflict with a scheduled final, please see Mr. Fogarty for approval to reschedule.
- Please refer to student planner or district Rules, Rights and Regulations for clarification on student absences.

Classification of Absences

All absences will be classified by the school administration as "Excused," "Unexcused," or "Tardy's." Parents/Guardians and 18 year old who have a permission form on file in the attendance office are required to follow the District Attendance Policy and Procedures. Absences may be excused in the Attendance Office at the discretion of the building administration.

- **Excused Absences**

Work missed during an excused absence must be made up for credit to be granted. Excused absences include the following categories:

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Acute or emergency medical or dental treatment
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc...
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
- Religious holidays

The following reasons may be sufficient to constitute excused absences, but will be limited on mandated federal and state testing days unless specific arrangements with building administration have been made which include confirmation of attendance on make-up testing days.

1. Routine medical and dental appointments
2. Official school field trip or other school sponsored outing
3. Work at home not to exceed 3 days per semester
4. Prearranged travel

- **Unexcused Absences**

All unauthorized absences are unexcused absences. Any absences not verified within two (2) school days after a student returns to school will be considered unexcused. Work missed during unexcused absences must be made-up, however credit may not be granted. Unexcused absences may result in disciplinary action.

- **Tardy's**A student who is not in class when the bell rings is considered tardy. If a student is more than ten (10) minutes late to class, he/she will be considered absent. Three tardy's are equivalent to one unexcused absence in the class. Excessive tardiness may result in disciplinary actions.