



Attendance Policies

Attendance matters to the success of all students. Makeup work does not replace what the student has missed for the entire day. We carefully monitor our students' attendance and make every effort to ensure that our students demonstrate outstanding school attendance. Accordingly, we follow the below outlined attendance procedures:

- *When a student accumulates five (5) days of absences, whether excused or unexcused, the assistant principal or designee will contact the parent or guardian by telephone regarding the absences.*
- *When a student accumulates seven (7) days of absences, whether excused or unexcused, a record of absences will promptly be mailed to the parent/guardian of the student. This letter/record of absences will include information about Truancy Court.*
- *When a student is absent ten (10) or more days, whether excused or unexcused, a second record of absences will promptly be mailed to the parent/guardian of the student. The parent/guardian may also be required to attend a conference which may include a school district truancy officer and school administration.*
- *Accruing excessive unexcused and/or validated absences will cause a student to be designated "habitually truant" and referral to Truancy Court may be made.*

Absences

Excused absences include:

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment.
2. An observance of an established religious holiday or for pre-arranged religious instruction.
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

The student's parent/legal guardian will give written notification to the school within 24 hours (or in advance, when possible) when a student will be absent for excused reasons.

Validated absences include:

1. Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements.

Such absences will be validated, but not excused, upon documentation by written notes or a phone call from the student's parent/legal guardian within 24 hours of the absence.

Unexcused absences include:

Unexcused absences shall include, but not be limited to truancy, class cuts, and absences about which the school does not receive notification from parent/legal guardian within 24 hours of the absence.