

POLICIES FROM THE ATTENDANCE OFFICE:

254-6600 OPTION 1

LEAVING DURING THE SCHOOL DAY:

Prior to leaving campus during the school day a student must obtain prior parental approval and sign out in the Attendance Office. The consequences for not signing out will be a verbal warning the first time, second offense will result in lunch detention. A student leaving because of illness must checkout through the school health assistant.

PROCEDURES WHEN ABSENT FROM CLASS:

In order for an absence to be excused, written or telephone verification of the absence must be provided within 24 hours of the student absence.

Parents/Guardians of students who are absent from school are asked to assume these responsibilities. Telephone the Attendance Office at 254-6600 OPTION 1 from 7:00 a.m. until 3:30 p.m. We prefer you calling on the day of the absence to inform the school of the reason for the absence.

PREARRANGED ABSENCES (ADVANCED EXCUSES):

Prearranged excuses must be requested by a parent or guardian by telephone or in writing 24 hours in advance. Students will be provided a form from the attendance office to have their teachers sign. Absences will remain unexcused for those students who do not complete this process. Students who do not have prearranged absences during final exams will receive a “zero” calculated into their grade.