

Excused absences:

- Personal Illness (*Parent note or doctor verification required upon student's return*)
- Illness or Death in the Immediate Family (*Parent note upon student's return*)
- Chronic/long-term illness (*with medical documentation and parent notes*)
- Judicial Actions (*copy of the subpoena or court summons or notice of juvenile detention*)
- Medical Appointment of the student (*Doctor note upon student's return*)

Pre-Arranged Absences (form will be given to student once parent note is received and approved).

Written notification must be received at least two days IN ADVANCE.

- Religious Holidays
- Educational Trips
- Trips with Parents
- Take Your Child to Work Day
- Other Activities (*IE: Athletic functions, participation in theatrical performances*)

If not preapproved, absences for reasons above shall not be excused.

Notes must include student's name, date and reason for absence, and signed by parent or legal guardian to be excused.

Absences due to extreme weather conditions or communicable disease outbreaks will be determined by the School District.

Unexcused absences:

Any absence that does not meet the previously listed criteria of an excused absence, including any unexplained absence.

**Note: Community Service hours cannot be earned during school hours..*

Tardies & Early Checkouts:

For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students. After six unexcused tardies (and every three thereafter) students are assigned lunch detention or work detail. Excessive unexcused tardies will be treated as a discipline issue. A tardy is the absence of any student at the start of class. Tardies will be defined the same as an absence.

Early checkouts should be arranged as to cause the least disruption to class time, either the end or beginning of class. Do not call the school in advance to have a student wait to be checked out. Students will remain in the classroom until the parent is physically at the school. No checkouts during 8th period (after 2:14 pm).

A parent shall notify the school, with written documentation or doctor note, as to the reason for the tardiness or early check out. Excused, unexcused tardies and early checkouts will be defined in the same way as excused and unexcused absences.

If your child MUST be checked out early, do so prior to 2:14 p.m.; otherwise, school policy is not to release students until the final bell. Students checked out early are unexcused. This means your child may not receive credit for make-up schoolwork, unless a doctor's excuse is submitted to the front office or guidance office the next day (or upon your child's return to school).

Makeup Work

Students are expected to make up all work missed. Parents may email teachers or, upon the student's return, the student should ask each teacher for makeup work.

If the absences are unexcused, work missed during the student's first three days during a semester is expected to be made up. This includes absences caused by out-of-school suspensions. The right of students to make up work for credit on the fourth unexcused absence and all other days of unexcused absences, per semester, will be at the teacher's discretion.

Students will have no fewer than the number of days absent, plus two, to complete and hand in work for credit. For example, if a student is absent two days, he/she will have four days after returning to school to hand in work for credit. End of the school year absences may affect your child's grades, as grades must be posted for report cards by 8 a.m. the day after students' last day of school.