

ATTENDANCE POLICIES-PROCEDURES

1. **ABSENCES ARE TO BE CALLED IN DAILY by 7:00 A.M.** to Becky Olivieri (8th grade) or Nhoua Yang (7th grade) at 248-7280. This is very important!
2. If students arrive at school late, they must stop at the attendance office for an Admit to Class slip. Students also need to stop at the office when they return from a doctor's appointment.
3. Students may not leave school for any reason (illness, injury, appointment) during school hours unless students have been cleared by the office. (Calling home on a cell phone does not allow students to leave)

Excused Absence - Sickness, accident, death in the immediate family, medical/dental appointments and other emergencies authorized by the school are considered excused absences.

Unexcused Absence - Out-of-town, being needed at home, or leaving school without proper clearance are not excused absences.

Truancy - Absence without the knowledge or consent of the parent or guardian is considered a truancy.

Class Cuts – Students will be referred to the main office following the cut if proper clearance has not been obtained.

Tardy Policy - Students are expected to be on time to all classes. When a student is tardy, he/she will be given notice by his/her teacher or the attendance secretary. The tardy is recorded as excused or unexcused.

Excused Tardy - If a student is late for school because of illness, medical, or dental appointment, etc., he/she is required to bring a note to the office, have the parent call the office or the parent must accompany the student into the office for admittance to class. This facilitates the procedure.

Unexcused Tardy - If a student is late for school or class for a reason other than illness or a medical appointment, it is recorded as an unexcused tardy. Teachers will place students on the Assertive Discipline Steps for continued unexcused tardies. If students are late to advisory, they may receive noon-time detention or campus clean-up.

Request for Homework - If students are ill more than three school days, student's parent/guardian may request make-up assignments through the office. Please see the appropriate attendance clerk for more information. If student's illness is lengthy, students may be eligible for home instruction. The school nurse should be contacted to arrange for this.

When Students Become Ill – Students must ask the teacher for a pass to see the nurse. The nurse has students' health records and will be able to help students. Persons in the office and the nurse must be aware of student's ailment; it is not acceptable for students to go to a restroom for any length of time when they are not feeling well. This is for students' own safety.

Medication at School - The school nurse should be informed if students are taking medication on a continuing basis. Any medication to be taken at school must be kept in the nurse's office. This medicine cannot be given without student's doctor's and parent's/guardian's signatures on the medication slip.

Independent Study - If students is going to miss school due to a family emergency or special trip, parents may request an independent study packet. Please speak to the appropriate attendance clerk or guidance learning coordinator for more information.