

# Attendance Policy

**EXPECTATION:** All Students are required to attend classes daily and be present in their classes on time. If a student is absent, he/she will submit an excuse note to the office **on the day they return to school no later than morning recess.** The excuse note must have the following information: (1) student's legal name, (2) date(s) of absence, (3) reason for absence, (4) signature of parent, and (5) contact phone number.

The note must be submitted to the attendance clerk from before school and during morning recess. The student will receive an admit form to indicate to teachers this was an excused absence. All notes are subject to verification by attendance clerk and vice principals.

## CONSEQUENCES FOR UNEXCUSED ABSENCES:

- Absence 1 - 3 – Warning and counseling by teacher, no make-up work.

### Level 1

- Absence 4 –7 Parent notice to be sent home/Consequence: no make-up work, after school detention or school service.

### Level 2

- Absence 8-11 Parent notice to be sent home/Consequence: no make-up work; after school detention or school service. Possible referral to Attorney General's Office for Truancy Petition

### Level 3

- Absence 12+ Parent notice to be sent home/Consequence: no make-up work, after school detention or school service.
- Referral to Attorney General Office for Truancy Petition – Court involvement.
- Subsequent absences may lead to this action:
  1. Outreach recommendation and GED screening.
  2. Act 162 – Exception to Compulsory Education.

## CONSEQUENCES FOR UNEXCUSED TARDIES

- Students who are tardy for school and for classes during the school day, receive lunch detention for that day.
- Students who are tardy after lunch will serve lunch detention the following day.
- Morning lockout is held in the courtyard from 8:35am to 8:45am