

SUCCESS IN HIGH SCHOOL STARTS WITH GOOD ATTENDANCE

ATTENDANCE OFFICE PROCEDURES

EXCUSING ABSENCES: When students are absent from school, a parent or guardian should call the ATTENDANCE OFFICE (259-7575, extension 133 or 134) on the day of the absence giving a reason for the absence. If it is impossible to call, students must bring an absence note (in ink) signed by a parent or guardian when they return to school. Doctor, dentist, court notes, etc. are acceptable, as well. The note should state the student's full name, the date(s) and the reason for absence. If an absence is not cleared promptly, students may receive disciplinary consequences.

OFF-CAMPUS PASSES: Whenever possible, schedule appointments before or after school hours. If a student must leave during school hours, he or she must obtain an OFF-CAMPUS PASS from the ATTENDANCE OR HEALTH OFFICES, before leaving. Please arrange for off-campus passes in advance with a phone call or note brought to the ATTENDANCE OFFICE by your student.

IT MAY TAKE AS LONG AS TWENTY MINUTES TO HAVE A STUDENT RELEASED FROM CLASS FOR PICK UP. FOR YOUR OWN CONVENIENCE, PLEASE CALL AHEAD AND MAKE ARRANGEMENTS AS EARLY AS POSSIBLE.

In accordance with district policy, all 9th and 10th grade students needing to leave the campus between noon and 1:00 PM (12:30 and 1:30PM for Late Start Wednesday) must be signed out by a parent/guardian at the time of release.

11TH and 12TH grade students, who have parent permission, may leave at lunch with their ID. A call or note is required to clear absences if the student does not return for afternoon classes.

If your student is sick and needs to be released from school, please direct them to the HEALTH OFFICE for the quickest release. The HEALTH OFFICE can be reached at 259-7575, extension 135.

READMITTANCE TO SCHOOL: Readmits will be issued to late students that are cleared with a note or phone call.

FUTURE ABSENCES: If you know of a future absence for your student, call the ATTENDANCE OFFICE ahead of time to excuse the absence. If a student will be out of school five or more days, ask us about arranging an Independent Study contract.