



Attendance Policies

It is important that parents and students understand the following State and District guidelines. Be advised that parents must call the school office or send in a note to clear an absence. Any absence not verified by a parent/guardian within 5 days will be marked as unexcused.

Excused Absences: Absences or tardies are considered excused only for the following reasons and with proper documentation:

- Illness such as vomiting, fever or contagious disease
- Medical/dental appointments (time excused will only be for a reasonable time to attend appointment)
- Court appearances requiring student's presence
- Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home)
- Religious Observance

Illness: Students are allowed 10 excused absences/tardies per year for illness. After 5 a doctor's note will be required and students may be referred to administration per district regulations.

Medical/Dental Appointments: Please try to schedule medical appointments on minimum days or before or after school hours to avoid lost instructional time.

Unexcused Absences: An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, traffic, family celebrations.

Independent Study Contract: Students who will be absent for 5 days or more due to unavoidable reasons should request an Independent Study Contract from the attendance office at least 1 week prior to the absence. All assignments provided by the teacher must be completed by the date of return to school for class credit or the absences will be unexcused.

Excessive Absences: Excessive absences/tardies due to illness may require a doctor's note or 504 plan; Excessive Absences for other reasons may be referred to administration.

See [Student/Parent Handbook](#) for further details.