Attendance Policy:

Please note the following district policies regarding attendance:

- Students will be allowed five (5) absences per semester which can be a combination of lawful* and unlawful** days. Students who exceed 5 absences per semester will not receive their high school credits. Students will have the option of attending Attendance Recovery Sessions to enable the student to change unlawful absences to lawful absences. A fee of $10 per period absence will be charged. Make-up work, excuses and the use of Attendance Recovery Sessions must all occur during the appropriate semester. No “carry-overs” will be allowed.

**Lawful Absences:** students in whose immediate family there is a serious illness or death; students who may be excused from attendance in school for recognized religious holidays of their faith; or students who may be excused from attendance in school according to local board policies. Approval must be obtained from a school administrator.

**Unlawful Absences:** students who are absent from school willfully without knowledge of their parents; students who are absent without acceptable cause with the knowledge of their parents; students who are absent for non-school sponsored trips; and for student illnesses with a written parental note.

If a student is aware that he/she is going to be absent and is unsure about that absence being lawful or unlawful, the student or his/her parents should discuss the absence with the attendance clerk prior to being absent.

- Written doctor’s excuses will be accepted for absences for medical reasons. *Medical excuses must be submitted within 5 school days after returning to school.* There is no limit on the number of doctor’s excuses which will be accepted, however, for the benefit of the student, homebound instruction should be considered if excessive absences occur or are anticipated.

- Attendance will be recorded in each period class every day. If a student misses a class due to leaving school early or arriving late, the absence must be excused by the guidance office or the main office or it will be considered an unexcused absence. **IF A STUDENT MISSES ANY PORTION OF A CLASS, HE/SHE WILL BE MARKED ABSENT. ANY EXCEPTION TO THIS MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL OR ASSISTANT PRINCIPAL.**

- Students will not be allowed to leave the school campus and return later the same day unless they have a medical/dental appointment or have the permission of an administrator.