



ATTENDANCE POLICY

- **Children under 18 years of age cannot legally sign themselves out.** A parent or guardian signature is required.
- **If your child is under 18 but drives to/from school, walks or takes the bus - and they have an early dismissal** – parents needs to write a note stating the reason for the early dismissal and giving the school permission to release their child to drive themselves/walk/take bus. The student will sign on the signature line and we will write “ok’d per parent” and attached the written note to the dismissal slip so we have documentation to prove the release per parent permission. (Waiting on an official letter from District)
- **Excusable tardies** – Medical/Dental/Court Appts with documentation (print out of visit) **notes from parents are not accepted - NO EXCEPTIONS!**
- **Excusable Absences** – Medical/Dental/Court Appts with documentation, attending funeral services (Personal). If your student is home sick, we understand not every time parents take them to the doctor. A written note from a parent/guardian will suffice for clearance. If you exceed 10 days of **HEALTH** absences, a letter will be sent home for **“Excessive Excused Absences”** and you will need to provide a doctor’s note for **every absence** after the 10 days or it will not be excused.
- **Inexcusable Absences/Tardies** – woke up late, alarm didn’t go off, car trouble, transportation issues – anything that is of personal reason is **NOT** excusable **NO EXCEPTIONS!**