

Attendance Procedure:

Check Out Procedure:

If you know that you are checking your student out for an appointment:

- **Last check out time is 1:30pm**
- **Send a note in with your student stating when and for what purpose they need to leave. Notes must include student number and parent phone number. They will drop it in the basket at the front desk.**
- **You will receive a call to confirm the check out.**
- **Your student will receive a pass to leave their class at the designated time.**
- **They must bring a note from the doctor/dentist, etc., in order to get the absence excused.**

ALL CHECK OUTS WILL BE UNEXCUSED UNTIL A NOTE IS RECEIVED.

All notes must be received within 10 days of absence.

Excused Absences:

Excused absences include: personal illness, serious illness or death in immediate family, court order, religious holiday or visiting a parent during leave from deployment to a combat zone.

Students may only have 15 parent notes per year.

Unexcused Absences:

If a parent note is not submitted within 10 days of the absence, the absence will be regarded as unexcused.

Parents will receive written notice when a student has 5, 7 and 10 unexcused absences. Ten unexcused absences may result in the loss or denial of a learner's permit or driver's license.

Tardy/Unexcused Check In Policy:

- (1-6) Warning with Documentation (Parent/Guardian notified at 6th)
- (7-9) 1 Day Restricted Lunch
- (10-12) 5 Days Restricted Lunch
- (13-15) 4 hour Saturday School
- (15+) Referral to Administration for OSS

If a student skips Restricted Lunch, Administration will be notified and further disciplinary steps will be taken.