

ATTENDANCE POLICIES AND PROCEDURES

I. EXCUSED ABSENCES

- Personal Illness: 5 or more consecutive days require a doctor's note
- Death of a Family Member
- Student's Health Services or Family or Student's Counseling Therapy Appointments
- Religious Holy Days and Major Activities.
- Authorized School-Sponsored Activities. May not exceed more than 5 per class per semester
- Required Court Appearance

II. UNEXCUSED ABSENCES

AN ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE SHALL BE CLASSIFIED AS UNEXCUSED.

More than 2 unexcused at the end of the semester will require a student to file a credit appeal provided the student is passing the class at the time. See Credit Appeal information on the back.

REQUIRED DOCUMENTATION FOR ABSENCES

- Students returning from an absence must bring a note from their parent/guardian to their Family Office **within three (3) days of the absence.** **After the three (3) days, the absence will be marked unexcused.**

The following information should be clearly written on the note:

- Student's first and last name
- Date(s) of absence
- Exact reason for absence. **If reason is other than those listed above, the absence will be considered UNEXCUSED.**
- Phone number where parent or guardian may be reached
- Parent's signature

III. TRUANCY

Any unauthorized absence from school will be considered truancy and will be **unexcused.** **This includes leaving campus without following the proper check-out procedures.**

IV. CLOSED CAMPUS POLICY

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students who leave campus without following the proper procedures will be disciplined. **Students may not leave campus during lunch.**

V. LEAVING SCHOOL EARLY

- Send a note or call to fax a letter
- Phone number where the parent or guardian may be reached to verify note. **Students will not be released without parent or guardian verification.**
- Parent's signature
- Time and reason student is leaving. **If the reason is other than those listed as excused, the absence will be considered unexcused.**
- The parent /guardian must report to the Family Office and present a photo ID before the student is released.

