

# Attendance Rules and Information

Students are expected to be in regular attendance in all classes. Entry must be made through front doors only. In the event a student must be absent from a class or the entire school day, the following procedures are to be followed:

When a student is absent and returns to school, by state attendance laws, he/she must present a written note signed by the parent/guardian. The note should state student ID #, the reason for the absence, and the daytime phone number where the parent can be reached. The note must be given to the attendance office before 9:00 a.m. If a student fails to bring a note, the absence will be considered unexcused. After three days, the absence will remain unexcused. A note is still needed to be placed in the attendance folder. Tardies due to obtaining class permits will be unexcused.

- **Entry Into Building:** Students must enter building through the main front doors only. No entry may be made through other doors unless student is accompanied by a staff member.
- **Absences:** Any time a student misses school resulting from personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal, the absence will be considered excused. State law requires that students attend school (in each class) 90% each semester in order to receive credit. Any student out of school for reasons other than those listed above will be considered truant and the absence will be unexcused.

School Board policy FDD (Local) states, "In order for a student to make-up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance a written notification of the planned absence to the principal. The principal will determine if makeup work is permitted. When no prior notification is given, students shall receive a zero for all work assigned during the absence."

- **Checking In:** If a student arrives at school after the 9:00 a.m. bell, he/she must sign in at the Attendance Office.
- **Checking Out:** If a student plans to leave during the school day, he/she must present a note from the parent/guardian to the Attendance Clerk prior to 9:00 a.m. The student will then receive a pass to leave class at the appropriate time. A parent/guardian must come into the school to sign the student out. Parental notes may be confirmed by phone.
- **Tardies:** Students are tardy if they arrive within the first ten minutes of a class. After ten minutes, students are considered absent unless extenuating circumstances exist. Disciplinary measures will be as follows:
  - Tardies to All Classes - 30-minute administrative detention
  - Missed Administrative Detention - 3 hour Friday Night Live detention
  - Missed Friday Night Live -1 day school suspension unless excused by Dean of Students
- **Make-up work:** Students must make up assignments or tests after excused absences. Students who do not make up the work receive a zero. The student shall be responsible for finding out about the assignments and making up the work. Make-up work may be requested on the third day of student absence or when the student returns to school. Students are responsible for material covered during the absence. Students have 3 calendar days to make up work. No late work will be accepted (for either regular or make-up work). **INCOMPLETES MUST BE CLEARED WITHIN 2 WEEKS.**

# **Parking and Parking Permits**

All students must park in the student parking lot on the east side of our school. Students must purchase a parking permit and will be charged a replacement fee if a permit is lost or stolen. Vehicles that do not display a proper parking permit or are illegally parked will be towed at the owner's expense. Reckless driving and/or speeding will result in loss of privilege to drive a vehicle to school.

Parking permits will be sold during the second full week of school, August 15-19. Parking permits can be purchased for \$5 at that time and will be available at the front of the cafeteria during all three lunch periods and during the entire year from the Dean of Students.