

- Absence with prior permission of principal or designee and consent of parent or guardian. Please do not wait until you return from a trip to ask if an absence can be excused. The trip must be pre-approved.**

Unexcused Absences- Truancies

Absence for reasons other than those defined above shall be considered as unexcused or truant.

“Skip Days”

There are no official “skip days.” Any such absence will be coded as unexcused or truant.

Written Excuses Required

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student’s parent or guardian for each absence and present it to the principal or designee. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two(2) days after his/her return or the absence(s) will be coded as unexcused.

The principal or designee shall ensure that the student’s teacher(s) are notified whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal’s office or other approved locations.

Absences Defined

Class Absence is defined as non-attendance any portion of a regularly scheduled class. To be counted present, a student must be present the entire scheduled class time. Check-out for any portion of the class period will count as an absence from that class in grades 7-12.

Tardies

A **tardy** is defined as a student’s arrival after the official time set for the beginning of each respective school’s regular daily activities. At elementary level, a tardy is recorded when a student arrives after his/her class has left the gym. Parents should know that the school day starts at 7:50; therefore, even a few minutes missed in the morning can result in your child’s missing valuable instructional or test time, causing him or her to fall behind. Please be on time to school. At the middle and high school levels, tardies will be viewed as student code of conduct offenses.

Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must check in through the designated office. Tardies are excused for the same reasons as absences. Only an excused tardy permits the make-up of assignments.