

## **ATTENDANCE**

\*Students must attend school regularly and be on time in order to benefit from the instructional program. Students who have good attendance perform better and have a better attitude toward school. Attendance is recorded for state purposes based on the students present at 9:00 a.m. daily. State law requires students to be in attendance at least 90% of the time in order to receive credit. A campus attendance committee will review all absences in excess of 18 days. Students coming in after 9:30 a.m. are considered absent unless they have a doctor's note (a doctor's invoice is not acceptable). Perfect attendance will be recognized at the end of the school year assembly.

## **ABSENCES**

\*When your child must be absent from school the parent must call the attendance clerk on the morning of each absence. Also, please send a note with your child upon returning to school. Failing to call or submit a written note will count as an unexcused absence. Any required notes must be submitted within 3 days or the absence will remain unexcused.

## **MEDICAL APPOINTMENTS**

\*If your child has a medical appointment that requires they miss part of the school day, be sure to have documentation from the doctor's office. They must bring this to the office upon return to school. The state allows a partial day absence such as this to be coded "medical" and it will not count as an absence for that time period. An all day absence with a medical note will be an excused absence.

## **STUDENTS LEAVING SCHOOL EARLY**

\*Any time a student leaves school early the parent is the only person allowed to sign them out. Any other persons must be listed on the enrollment cards as an authorized person. Any emergency changes in pick up who are not listed on the enrollment card must be cleared through the principal at her discretion.