

Attendance Policies “At A Glance”

For more detailed information, please see the Hebron High School Student Handbook.

LATE ARRIVAL PROCEDURES Students arriving after 8:10, **with an official note** (doctor's note, court note, etc.), are required to check in at the Attendance Office upon arrival. Students arriving **without** an official note must go to the Tardy Cart to get a pass to admit them to class.

Students arriving after 8:30 are required to check in at the Attendance Office upon arrival.

Please note that missing ANY class time without an EXCUSED note will result in a detention.

TO LEAVE CAMPUS Students must have a pass to leave campus during the school day. If you need your student released, please call the Attendance Office one (1) hour ahead of time. This is to ensure that we have time to locate them. If your student will be driving, we **must** receive a telephone call from a parent or guardian for verbal confirmation that the student is allowed to drive off campus. **Students leaving campus without a pass will be reported to their Assistant Principal for disciplinary action.**

SICK WHILE AT SCHOOL Students who become ill during the day must report to the nurse's office. It is an *unexcused absence* to leave for illness without going through the nurse, even if a parent's note is received. Students may not call or text parents to go home if they are not feeling well; *the nurse is the only person who may excuse for illness.*

GENERAL INFORMATION

- Notes regarding absences can be delivered to the Attendance Office, Suite A or faxed to 972-350-9258.
- Notes are only accepted for three (3) school days from the return date of an absence.
- While we appreciate a telephone call when a student will be absent, a telephone call *does not* excuse an absence; we must receive a written note or email from a parent for the absence to be excused.
- Only five (5) “ill per parent” notes each school year can be excused.
- For planned absences of two (2) or more days, please complete a *Pre-Planned Absence* form and turn it in to Mr. Buckels, or the front office. To access the form, click [HERE](#) or contact MaryJo Hill at hillm@lisd.net.
- Official College Visit Information – Click [HERE](#) or email MaryJo Hill at hillm@lisd.net.
- Make-up work/tests will be permitted for **excused** absences. Students have one day (1) to make up work for each day of absence.
- **Students will not receive credit for work on any day designated as an unexcused absence.**

TARDY POLICY

- If a student arrives within the first 20 minutes of a period, **without a note**, they are considered tardy; if they arrive after 20 minutes, **without a note**, it is considered an unexcused absence, and truancy, and its consequence, could be considered.
- **PLEASE NOTE** - Parent notes **are not** accepted during the tardy time to excuse an absence due to illness. Students can request to meet with their Assistant Principal to review exceptions.
- There are no warnings for tardies.
 - Tardies #1- 5 will result in a one (1) hour detention.
 - Tardies #6-9 will result in one (1) day of in-school suspension (PAS).
 - Tardies #10-14 will result in two (2) days of in-school suspension (PAS).

***If a student accumulates 10 or more days of in-school suspension due to tardies, the student could be referred to DAEP (Alternative School) at their Assistant Principal's discretion.**