

ABSENCES: POLICIES AND PROCEDURES

Attendance Office Phone – 241-7206

Excused Absences: When a student is absent from school, his/her parent/guardian must do one of the following for the day(s) missed to be counted as an excused absence:

1. Bring the student to school to the attendance office and explain why the student was absent. If the explanation of the absence meets all established criteria for excused absences, an excused absence will be issued.
2. Write a note and send with the student. The note must contain the student's full name, reason for absence, date(s) missed, and parent/guardian signature for admittance. The attendance office will review the note submitted and determine if it is an excused absence. **Only 5 parental notes per year will be accepted as an excused absence.**
3. The student can also bring a doctor's excuse, court papers, or other documentation.

Phone calls are NOT an acceptable means to excuse a student's absence.

Unexcused Absences: Any absence from class or school that is not excused by the Attendance Office or an administrator is an unexcused absence. All unexcused absences that are not cleared within five (5) days of the absence by an approved method will remain unexcused. A letter from the Lowndes County Attendance Officer will be sent to the parents/guardians of students who have five or more unexcused absences.

Admission Slip: Students must pick up admission slips from the attendance office in adequate time to make it to class prior to the tardy bell.

Arriving to School Late: The tardy bell rings at 8:00 a.m. Anyone arriving after 8:00 a.m. will receive a tardy. Students arriving late to school between 8:00 a.m. – 8:10 a.m. will report to their 1st block class and will receive a tardy from their teacher. Students arriving after 8:10 a.m. must report directly to the Attendance Window to check in. The student will be given a *Temporary Admit to Class* and will receive a tardy from the attendance office. **Any student that arrives to school after 8:30 a.m. must have a parent/guardian check them in at the Attendance Window.**

Make-Up Work: The student is responsible for contacting the teacher before or after school to acquire make-up work assignments. Work missed under an excused absence must be made up within five (5) school days of the absence or the student must make special arrangements with the teacher. Work missed under an unexcused absence must be made up within three (3) school days of the absence.

College Visits / Non-Emergency Absences: Graduating seniors are permitted four (4) college visits per year. Official documentation must be brought to the Attendance Office upon the student's return to school to receive an admission slip. Students are responsible for the missed assignments during the absence and must make-up any necessary work upon their return.

Checkout: Any student who needs to leave school during the day must check out through the Attendance Office prior to leaving the school building. No student will be dismissed unless one of the following has occurred:

1. The parent/guardian has contacted the Attendance Office by phone and arranged for the dismissal. If a student is checked out by phone, he/she must bring a note upon their return to school to receive an excused absence; otherwise the absence will be unexcused.
2. The office has contacted the parent/guardian to arrange for the dismissal (in the case of illness).
3. The student can bring a note from their parent/guardian with details of the check out.

Students must remain in their assigned class until called by the Attendance office for checkout. Any student that does not remain in class until called will be considered cutting class.