

## Attendance Policy Definition of Terms:

A. Absence: Students will be considered absent from his/her class if he/she is more than 10 minutes late. School sponsored activities will not be considered an absence but students will be required to make up assigned work.

B. Excused Absence: The following reasons for being absent from school will be considered excused: 1. Personal illness; 2. Death or serious illness in the immediate family or household; 3. Request to accompany parents/guardians (or an individual(s) approved by the parent/guardian) on trips; 4. School initiated suspensions; 5. Medical, dental or legal appointments that cannot be made other than during school time; (Verification from the doctor's office or Clerk of Court is required upon return to school to have the time excused.) and 6. Special exceptions if approved by the principal/designee. Excuses not submitted within 24 hours of the absence may be treated as unexcused.

C. Unexcused Absence: Any absence from school classes, other than those included in the areas of excused absences, will be considered an unexcused absence.

D. Tardy: A student is considered tardy when he/she does not meet the instructors' definition for classroom readiness as stated in their classroom expectations. Classroom expectations will be distributed at the beginning of the course by each teacher. Tardies may be excused by the classroom teacher or an administrator, or may be excused by any staff member who detains a student, which causes the student to be late.

E. Truant: A student who elects not to attend class or school, or leaves the building without permission from his/her parent/guardian and a school official, or is not where he/she is assigned or has a pass to be, will be considered truant. Being truant is counted as an unexcused absence. Truancies accumulate throughout the entire school year.