

ABSENCE NOTES Students who are absent from school or from any class shall present a note signed by the parent, guardian or the student if 18 years of age or older or an emancipated student, stating the reason for the absence. Presentation of such note does not necessarily ensure that the absence will be considered excused by the principal.

In case of divorced parents, notes excusing absences shall be accepted only from the enrolling parent with legal custody of the student, unless permission to release the student to the other parent has been documented. In this case, notes excusing absences may be accepted from either parent.

ADMIT SLIPS The principal or designee shall issue a permit to enter class after a student has been absent.

DENTAL AND MEDICAL APPOINTMENTS Dental and medical appointments should be scheduled outside of school hours if possible. Students who cannot schedule these appointments before or after school shall return a signed note from the doctor to verify the appointment in order to receive an excused absence.

TARDIES A tardy is defined as:

1. Entering a classroom after the tardy bell rings without the properly signed admittance slip at the secondary schools.
2. Arrival in the classroom or school office after the morning bell rings at the elementary schools.

Students shall report to the office for a class admit slip if they are tardy to any class after the first roll check. When a student is detained at the end of a class period by a teacher, a signed statement from that teacher shall be provided for the student's next teacher.

Three tardies shall count as one unexcused absence for exemption purposes only; a student who is tardy more than 50 percent of a class period shall be considered to be absent. Each campus shall publish the above tardy guidelines in its student handbook.