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every time your student will be  
absent from school.**

**558 – 2498**

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## ATTENDANCE REGULATIONS

### ABSENCES

1. All student absences must be excused within **48 hours** of the absence via a telephone call (**notes not accepted**) from a parent or guardian.
2. Absences will be excused for the following reasons:
  - a: illness
  - b: professional appointments
  - c: bereavement
  - d: religious observance
  - e: court summons
  - f: pre-arranged family activity
3. Any absence from school for reasons other than those listed above will be designated as an unexcused absence.
4. Through a telephone call or an e-mail notice, the attendance office personnel will attempt to notify parents or guardians of an unexcused absence.
5. The third unexcused absence in a class may result in the student being dropped from the missed class or the student's assignment to after-school detention. An appeal to this decision may be made to an associate principal.
6. A total of ten absences in a class for any combination of excused and unexcused reasons may also result in the student being dropped from the missed class or the student's assignment to after-school detention. Hospitalization or extended illnesses under a doctor's care will be considered as exceptions to the "ten absence rule." An appeal of this decision may be made to an associate principal.
7. A reinstatement policy exists for students who have been dropped from a class for unexcused absences. The student **must see an associate principal or attendance facilitator** for guidelines.

### TARDIES

1. Students must be through the door of the classroom and **in their seats** when the tone sounds. Students who are not in their assigned classrooms will be counted as tardy. Students who arrive at the classroom after the first five minutes of class will be counted as absent.
2. Generally, teachers handle tardies according to their individual classroom rules. The administration supports those classroom rules.

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