

Attendance Policy

- Students who arrive after the school day has begun are required to check in with the attendance office.
 - Students may not check themselves out of school unless they are 18 or older. Students leaving campus without following proper check-out procedures will be considered truant.
 - **Excused Absences:** Three (3) absences per class per quarter
 - **Pre-arranged absences:** Five (5) per semester. The form is available in the attendance office. Completed form must be returned to Mr. Linnens at least two days before student is to be absent.
 - **Excuse notes:** Absences must be excused within one (1) week of the absence date.
- ❖ ***NO GRADE: NG = 59% = F*** (NG) will immediately show when a student has one (1) unexcused absences four (4) or more excused absences or three(3) or more tardy(s) in a class. The NG will remain until the student makes up the absence(s) or tardy(s) in Attendance School.

ATTENDANCE SCHOOL

Monday – Thursday 3:30 - 4:20 = 1 session / Friday 3:30 – 5:20 = 2 sessions

Saturday 8:00 - 12:00 = 8 sessions



MONDAY
Kramer
308

TUESDAY
Soltes
318

WEDNESDAY
Garcia
310

THURSDAY
Evans
Library

FRIDAY
Aboyme
319

All unexcused absences or tardy(s) must be made up in attendance school within two weeks of the absence or tardy.

A full day of unexcused absences will require a student to attend four(4) consecutive days in attendance school, or four (4) hours on a Saturday.

Appeal letters: Only one (1) appeal letter per semester will be accepted.

Deadline for appeal letters will be on Friday by 3:30pm, three weeks before the end of the quarter.