

School attendance is the primary responsibility of the parent/guardian and the student. Students may have ten (10) cumulative absences per semester or twenty (20) cumulative absences per school year.

Cumulative absences can be excused or unexcused and will count toward the limit of absences a student may have.

- **Excused Absences**
 - Illness with a parent note, but no doctor's note
 - Medical appointments
 - Family vacations with preapproval of the administration after the five (5) noncumulative days are used. All school work must be completed upon return.
- **Unexcused Absences**
 - Failure to attend school but not due to illness

Non-cumulative absences are excused absences that do not count towards the limit.

- Illness excused by a doctor's note
- Death in the immediate family
- Impassable roads
- School-related events/field trips
- Family vacations with preapproval of the administration up to five (5) days. A two-week notice must be given to allow teachers to prepare. Schoolwork must be completed upon return to school. **If work is not completed, the absence will be deemed an unexcused cumulative absence.**

If a student is absent for three (3) consecutive days, a doctor's note may be required.

Students acquiring more than twenty (20) cumulative absences could be asked to repeat the grade level. State law requires that excessive absences be reported to the truancy office of the student's home district.

Make-up assignments due to absence must be completed as follows.

- It is the responsibility of the student/parent to make arrangements with the teachers involved regarding make-up assignments.
- Students will be given the number of days they are absent plus one (1) more day complete any missed assignments.
- Other arrangements may be made for absences that extend beyond a week.
- Missing assignments for unexcused absences, unexcused tardies, or absences due to administrative discipline may be assessed an academic penalty.

LATE ARRIVAL		EARLY DISMISSAL	
8:30 - 9:45 AM	TARDY	BEFORE 11:30 AM	FULL DAY ABSENT
9:45 - 11:30 AM	1/2 DAY ABSENT	11:30 AM - 1:30 PM	1/2 DAY ABSENT
11:30 AM - 3:00 PM	FULL DAY ABSENT	1:30 PM - 3:00 PM	NO ABSENCE