Attendance Policy

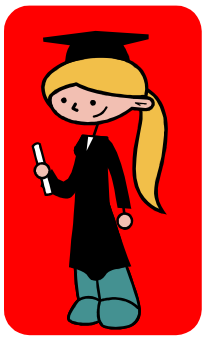
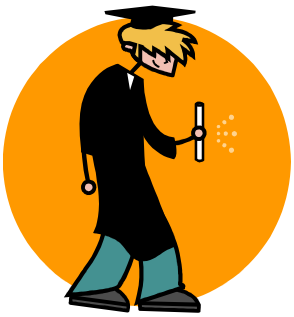
Students may accumulate **no more** than 10 absences **per period**, excused or unexcused, in order to receive credit for a class. Opportunities will be provided through Saturday school for students to make-up missed time. Students can sign up for Saturday school through the attendance office.

Tardies create a disruption to the learning environment. Consequences for students who are habitually late to class include detention, in-school suspension, and loss of credit. If a student has a note from a parent or the parent has phoned in the absence, the student should report to the attendance office to receive a pass to class. If the absence has not been excused by a parent or a note, the student should go directly to class and have the parent call the attendance office as soon as possible.

Starting the week of September 8, a new policy went into effect. Parents will now receive a phone call on one or more absences in a single day. If you feel there was an error, students need to stop by the attendance office to resolve this matter.

It is crucial that a parent or guardian verify excused absences with **48 hours.** This will impact whether or not the student is permitted to make-up missed work.

To excuse a valid absence, please contact the attendance office at:

619-938-9132

And lastly, in order to minimize classroom disruptions, office staff can deliver only EMERGENCY messages and items to students. All other non-emergency messages and items should be arranged for before or after school.