

## **TARDIES**

Students who come to school after 8:00 a.m. are tardy. All students will check in at the office and receive a pass to class. After 3 tardies each nine weeks a parent/guardian must come into the building to sign in his/her child. Doctor and dental appointments are excused tardies with an official doctor's note. **ALL OTHERS WILL BE UNEXCUSED.**

## **Early Checkouts**

We will closely monitor the students that are repeatedly checking out early. As many appointments as possible **should be made after school hours.** Students should not be checked out early to go shopping, run errands, visit friends or relatives, brother or sister checking out, going out of town, etc. When students check out early, they are missing valuable class time. We understand that students do get sick at school and that other emergencies do arise during the day. We are willing to work with all parents/guardians on an individual basis.

**Excessive absences** are turned over to the Burke County Schools Attendance Counselor. We will look at detention for students that are repeatedly checking out early without doctor's appointments.

## **ATTENDANCE**

When a student is absent from school, he/she must bring a handwritten note from a parent/guardian indicating the reason for the absence or a doctor's note. In addition to sending a handwritten note, it would be helpful for parents to contact the teacher the morning of the absence. Absences are coded only as excused or unexcused (truant). Illness, court, and death in the immediate family are excused. If a student fails to bring a note from the parent, the absence is coded as unexcused.

Students with six (6) or more unexcused absences will be reported to the Attendance Intervention Team.

After eight (8) absences total, a doctor's note is required for future absences. After a total of ten unexcused absences, the district attorney and/or juvenile court will be notified, and parents and students will have to appear in court to justify absences.

Upon returning to school, it is the **student's responsibility to arrange make-up work** within 3 days.