

## ATTENDANCE PROCEDURES

If a student is ill, please call the attendance line at **849-2110** before 9:30 a.m. **Please leave a message. You can leave a message any day and any time. This line is checked continually between 6:30 a.m. and 2:45 p.m.**

If a student is going to be late in the morning please call the attendance line at 849-2110 in advance to excuse the student. If a student will need to leave for an appointment during the school day, either call before 9:30 a.m. and a pass will be written for the student to leave, or send a note with the student, who then should bring the note to the Attendance Office **BEFORE** the start of the school day for a pass, **or between 1<sup>st</sup> and 2<sup>nd</sup> hour**. This note should include the student's full name, the date, and the time the student should be excused from class. If a student needs to leave before 9:45 a.m. a call should be to the attendance line, 849-2110, before 8:00 a.m. **Students are paged only during passing times. These times are: Before 8:15, 9:45, 11:30, and 1:40. Please plan accordingly.**

Please do not send messages via e-mail. There are various reasons for this. Please follow up all absences with a written note.

If a student becomes ill during the day they are to come to the Health Office. If the student feels they need to go home a STAFF member will contact the parent.

If a student is leaving during the day without prior arrangement, they should come to the office where the office staff will assist the student. **Under no circumstances should a student be leaving the High School without having a pass.**

When a student is entering or leaving the High School during the school day, they are **REQUIRED** to sign in or out of the attendance book which is in the Attendance office. Failure to sign in/out will result with a detention.

Students who are involved in extra curricular activities are **required to be in attendance by 11:30 a.m. to participate in the activity. This includes practices and games.**