# Some things to review . . .

***Tardy Policy:***
Students who arrive to homeroom after 8:15 a.m. will be considered tardy. If a proper excuse is provided, the student will be *tardy, excused*. If no excuse, or an excuse that is not acceptable is provided, the student will be recorded as *tardy, unexcused*. The following disciplinary actions will occur per marking period:

- First Offense – Warning
- Second-Fourth Offense – Detention
- Subsequent Offenses – 1 day of In-School Suspension

***Excessive Absences:***
Once a student has been absent for a total of ten (10) school days, the student may be placed on *Doctors Note Required.* This requires the student to provide a note from a doctor every time they are absent for the remainder of the school year. If the proper excuse is not provided, the day will be recorded as *Unexcused.*

*After three (3) unexcused absences, a citation may be filed with the magistrate.

***Attendance Eligibility for Athletes:***
Any student who is absent from school for a half-day (does not report by 11:10 a.m.) or more will be ineligible to practice or participate that day.

Students who arrive more than 30 minutes late to school on the first school day after a performance will not be permitted to practice or participate that day. If a student has a scheduled appointment, and will be arriving late to school on the day following an event, the student must get *prior approval and the necessary paperwork* the day before.

***College Visitation:***
Junior/Senior students planning to visit a college must complete a *Planned Absence Form* five (5) days in advance. It must include parent and guidance counselor signatures. The maximum days allowed for visitations are three (3) per school year.

***Field Trips:***
Students must complete a *Field Trip Permission Form*, including parent signature and medical information. Forms must be submitted to the office in advance.

***Family Trips / Educational Travel:***
Students must complete a *Planned Absence Form* five (5) days in advance. It must include parent signature and signatures from all scheduled teachers. The Principal/Assistant Principal will determine whether permission is granted or denied. Failure to complete this form prior to a trip will result in unexcused time off school.

***Homework Request:***
Homework may be requested after 2 consecutive days of absence. The request must be made by 9:00 a.m. for pick-up after 3:00 p.m.

***Reminders:***
- ***Students have three (3) school days following an absence to provide an excuse.***
- ***Please remember to inform the guidance office of any address changes, etc.***