

#### PARENTAL NOTE ABSENCES SHALL INCLUDE:

1. Personal illness
2. Serious illness of an immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse);
3. Family emergencies
4. Circumstances which in the judgment of the principal warrant a parent note.

All absences that do not fall with in the excusable categories, or not verified with a parental note will be unexcused.

#### ABSENTEE NOTES

The first day back at school, a student should report to the office to present his/her note to the principal or other appropriate school official. All parental notes should contain the following information: student's full legal name, reason for absence, date of each absence, daytime phone number of parent, and parent's name in signature. All other notes must be on the stationary of the doctor, dentist, judge, etc. with a phone number and/or signature of the appropriate official. Each day absent or portion thereof must be listed on the note. All notes to excuse an absence must be presented within five (5) days of return from absence. The only exception will be notes accepted as a result of a meeting with the Juvenile Court's Truancy Board.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/ sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed

#### TRUANCY

Students who are absent (5) days without an adequate excuse will be reported to the director of schools, who will, in turn, provide written notice to the parents/guardians of the student's absence.