

## Attendance Policy

Regular school attendance is a vital part of a student's academic success. Students must be in attendance. It also allows proper scheduling of school staff and behavior staff with PBS as well as outside service providers such as Speech and Occupational Therapists.

If your student is going to be absent from school, please call the school at 321-3490343 to report the absence at your earliest convenience. If there is a planned absence (vacation, doctors appt etc.) please submit a letter to the school with the date(s) and reason for absence.

A student who is absent more than nine (9) days within a semester or more than four (4) days within a 9 -week period will not receive a passing grade for the semester.
Extenuating circumstances will be considered by the administration.
All students must be in attendance a minimum of four (4) hours of instructional time to be considered present each day.

Absences not counted in the 9 days per semester/4 days per 9 week period attendance policy are as follows:

## 1. Court Dates

2. Religious holidays
3. Illness with medical documentation and/or
4. Chronic and extended illness
