

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

IT'S THE LAW FOR YOUR STUDENT TO BE IN SCHOOL!

The following are just a few of the Attendance Rules that a student might encounter during a school year. Please refer to the student hand book for a detailed listing of all the Attendance Rules.

Attendance Procedures for Truancy.....

- *5 Unexcused Absences – a letter will be sent to the parent/guardian at each successive accumulation of 5 unexcused absences.
- *7 Unexcused Absences – Student and parent/guardian will be summoned to the District Truancy Review Board. A representative from the Maury County Juvenile Court will also be in attendance.
- *8 Unexcused Absences – If after 8 unexcused absences and the attendance has not improved, the **student will be petitioned to juvenile court.**

*A student who exceeds **3 absences** in any class period during a 9 week grading period shall not receive credit for the course and will receive a **grade of 65** until the absences are resolved.

*Students have **10 days to turn in a parent note** for missing any school day. Students are allowed **3 parent notes per 9 weeks.** All parent notes **must** include a valid phone number.

*A doctor's note may be turned in anytime during the school year.

*Students who are **TARDY** to school have **1 DAY TO TURN IN A TARDY NOTE.**

*There are **NO SIGN-OUTS after 2:20.**

*There will be no changes made to a student's contact information in the computer unless a parent/guardian comes into the attendance office and changes the information themselves. **NO NOTES WILL BE ACCEPTED TO CHANGE CONTACT INFORMATION.**

*Parents/Guardians are not allowed to call the school and add someone to a student's contact list to sign that student out. **PARENT/GUARDIAN MUST MAKE THE CHANGE IN PERSON AT THE ATTENDANCE OFFICE.**

*Anyone under the age of 18 **MUST BE SIGNED OUT** by someone on their contact list. **NOTES AND PHONE CALLS FOR A STUDENTS DISMISSAL ARE NOT ACCEPTABLE!**

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Attendance Procedures for Truancy.....

*5 Unexcused Absences – a letter sent to parent/guardian

*7 Unexcused Absences –summoned to the District Truancy Review Board with a Court Representative present

*8 Unexcused Absences – **student will be petitioned to juvenile court.**

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