

Basic Attendance Guidelines:

- Students being brought into school after 9:15 are considered tardy and need to be signed in at the office
- Students arriving after 10:30 will be considered absent for the 1st half of the day
- Students leaving before 2:30 will be considered absent for the 2nd half of the day
- If taking an Educational/Family Trip please fill out the appropriate paperwork (available in the office) before taking the trip
- Absences will be marked illegal until a written excuse is provided. Written excuses include doctor's notes, handwritten notes, emails or school excuse cards (available through teacher and in the office)
- If a student is sent home by the school (i.e. nurse, principal, etc.) the absence will count as excused
- If you send a note (or email) indicating that you are picking up your child for an appointment that may count as your excuse. If your child has excessive absences, the school may require doctor's notes.