

## ATTENDANCE & TARDINESS

### ABSENCES:

Punctual and regular attendance is an extremely important part of one's official permanent school record. All students are required to attend school daily.

### EXCUSED ABSENCES and TARDIES:

It is recognized that from time to time dependent children may be excused from school. Excused absences are those that are the result of the written consent from the physician, or sponsor for:

- Illness
- Medical or dental appointments which cannot be scheduled outside school hours
- Diseases, which require quarantine
- Death in the immediate family
- Emergency leave taken by the family
- Passport/visa requirements
- Absences considered to be in the best educational interest of the students approved by the principal.
- Recognized religious holidays

### Examples of excused absences & Tardies

- Illness
- Medical treatment
- Pre-arranged study trip
- Pre-arranged family trip
- Pre-arranged family obligation

### UNEXCUSED ABSENCES and TARDIES

Unexcused absences are those, which occur without written consent of the sponsor/guardians or with reasons other than stated above.

### Examples of unexcused absences:

- Oversleeping
- Missed ride/bus
- Helping with packing/unpacking/moving.
- Baby-sitting
- Attendance at non-school-sponsored activities without prior written permission of the school administration
- Absent without an explanatory note from the sponsor upon return to school.
- Taking care of business.

### RE-ADMIT PROCEDURE:

According to the new EUCOM policy, whenever a student is absent or tardy from school for any length of time (1 period, 1 day, etc.), it is the responsibility of the parent/guardian to call the school by 9 AM at 469-8874 or 0951-300-8874 **EVERY** time a student is absent. If the school is not notified by 9 AM, the attendance office will call the parent/emergency contact. If the parent/emergency contact cannot be reached, the sponsor's command/ supervisor will be contacted. In addition, parents **MUST** send a note with the student after the absence. The absence will be considered unexcused until the attendance office receives a note. The student is responsible for seeing the attendance officer before 0810 upon return to school. The attendance officer will provide a blue slip (no matter which period he/she missed the day before.) The student has two school days to clear the absence, or it will result in an unexcused absence and possible detention.

### LEAVING SCHOOL:

All students leaving the school complex must obtain written parental permission and sign-out in the main office prior to leaving campus. Students reported off school grounds without permission and/or do not sign-out in the main office are considered truant and will receive disciplinary consequences.

### TRAVEL/EXTENDED or PREARRANGED LEAVE:

Parents are encouraged to plan family trips and other outings to coincide with school vacations. We encourage students to pick up work ahead of time. If extenuating circumstances cause parents to remove a student from school for an extended period of time, the following procedure should be followed:

For Extended Absences we need two weeks' notice and in accordance with DoDEA Regulation 2095.01, a **Student Education Pre-Arranged Absence Plan** (formerly Family Trip Form) is required, *except for Emergency Leave, and unique family circumstances warranting absence*. When sufficient notice is not given parents will need to meet with the principal or vice principal.

One of the key reasons for providing two weeks' notice is to **allow adequate time for teachers to prepare, post, and communicate with the student all assignments and/or projects that will need to be accomplished during the absence**. The New School Attendance Policy has been implemented with the intent of establishing solid communication between parents, teachers, and school administration with the overall objective of ensuring academic success for the students.

For more information on the New Attendance Policy use this link <http://www.dodea.edu/attendance/index.cfm>.