
Note: For information addressing attendance enforcement, see FED.

NONATTENDANCE
WITHOUT PARENTAL
CONSENT

Nonattendance without parental consent (truancy) will be considered an unexcused absence and will carry all penalties as such, in accordance with the Student Code of Conduct and Board policy.

TARDIES

A tardy is defined as the arrival to a classroom after the tardy bell has rung and before the attendance reporting snapshot.

A student must report to the office for a class admit slip if he or she is tardy to any class after the first roll check. Students arriving after the attendance reporting snapshot shall be marked absent unless an admit slip is provided to the teacher.

When a student is detained at the end of a class period by a teacher, the teacher must provide a signed statement for the student's next teacher. Each campus will publish the guidelines for tardiness in its student handbook.

PARTICIPATION IN
EXTRACURRICULAR
ACTIVITIES

A student absent from school on the day of a scheduled extracurricular activity will not be permitted to take part in the activity.

WITHDRAWAL
PROCEDURES

When a student withdraws from school, the parent or guardian must send a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. If possible, two days' notice should be given to provide teachers time to compute grades and clear all records.

On the last day the student attends classes, the student will obtain withdrawal clearance from the principal's office before first period begins. The student must turn in all books that were issued and pay any fees due for lost books.

The student will follow the regular schedule and obtain the signature of each teacher, verifying that the student has turned in all school property, including textbooks. If the student was in attendance for at least 15 days of the grading period, the teacher will provide a grade for the grading period.

After obtaining all his or her teachers' signatures, the student will be excused from class to obtain the librarian's signature, indicating that the student's library record is clear.

At the close of the school day, the principal will officially withdraw the student from school.