

Agnew Attendance Policies & Procedures

Arrival to School:

- School begins each day at 8:15-students must be in their first period class promptly by 8:15
- If a student arrives after 8:15, but before 8:30, they will proceed to their first period class and will receive a tardy for that class
- If a student arrives at 8:30 or later to school, they will need to report to the front office, be given a slip to proceed to class and will be counted and marked absent-unexcused for that class or any classes that their late arrival caused them to miss unless they have a valid reason for being late. (see district guidelines for valid reasons for missing or being late to school)

During the School Day:

- If a student arrives five minutes late or later to a class, they will be marked absent-unexcused for that period
- If a student is sick, a parent or guardian must call in before 10am the day the sickness occurs which causes the student to miss school to notify school personnel of the sickness. If the sickness continues past three days in a row, then a doctor's note will be required to prevent further absences from being unexcused. Failure to call in by 10am will result in the student being marked absent unexcused.

Unexcused Absences:

- Letter 1-Court Warning Letter sent on 1st unexcused absence
- Letter 2-Court Warning Letter sent on 2nd unexcused absence
- Letter 3-Court Filing on the 3rd unexcused absence in a four week period or 10 unexcused absences within a six month period

All Absences (Excused/Unexcused):

- Letter 1-90% Rule for 5 or more absences
- Letter 2-90% Rule for 10 or more absences
- Letter 3-90% Rule for 15 or more absences
- Denial of Credit/Recoup on the 18th absence