

# AMHS Attendance Policy

Students are expected to attend school on time each of the school year's 180 days. Students may not miss more than **five (5) days in a ninety (90) day course**. **AMHS has an A – B 90 day class course attendance schedule**. Further information can be obtained from CCSD Student Code Of Conduct or AMHS Student Agenda's,

## Lawful Absences.

- **Illness.** All illness absences of three days or more must be accompanied by doctor's note
- **Medical appointment**
- **Serious illness or death** in a student's immediate family.
- **Recognized religious holiday.**
- **Court** appearance or court ordered activity with documentation.

Within three days after returning to school, students must submit a written excuse to the attendance office explaining the absence, signed by parent(s) or guardian, and accompanied, if applicable, by a doctor's statement. If students do not do so, the absence will be considered unlawful. The excuse should contain the following information:

1. Students first and last name
2. Reason for the absence.
3. Date of the absence.
4. Telephone number where parent or guardian can be reached during the day.
5. Signature of parent, guardian, and/or doctor.

We also encourage parents, if possible, to leave a voice mail or email when a student is absent. Always leave a daytime number for follow up. The district will not allow us to accept any excuses that are not handwritten. I do appreciate a phone call or email but just cannot code as excused until we have a handwritten note. Parents will receive a CCSD Parent Link phone call if teachers mark student absent. Attendance can also be monitored in real time with parent portal.. Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation

**·Early Dismissal:** Students are required to obtain a pass to leave early from attendance office and to try to leave between classes or at lunch time if at all possible. **We do not call into class unless it is an emergency.** (*Student's responsibility is to inform the teacher that they will be quietly leaving the classroom at the approved time.*) Students will be counted absent for a full course period if they miss more than half of the period. CCSD policy states that students not leave during last 30 minutes of school.

Every effort should be made to schedule doctor or dentist appointments before or after school or to stagger appointments for high school students so that the same course is not always missed. A medical statement from a physician will be required upon return to school

### **We appreciate your input or questions**

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