**2020-2021 Middle School Attendance Policy**

For the entire year a student has a total of fifteen (15) days that he/she may miss. This total includes

**EXCUSED and UNEXCUSED** days. **Early dismissals are considered as one of the fifteen (15) days**. Once

the fifteen (15) allowed days are used, a doctor note will be required to have all other absences excused.

**Suggested used of excuse notes for each nine weeks:**

**Limit the absences to no more than four (4)**

***Excused absences: (all of these are part of the 15 days)***

Personal illness or illness of an immediate family member

Death in the family

Doctor or dentist

Required court appearance

***Absences that cannot be excused are:***

Pleasure/vacation trips

Shopping trips

Truancy

Other avoidable absences

**Reporting absences**: Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school ***stating the cause of the absence***. Failure to bring in a note will result in an automatic unexcused absence. Acceptance of notes for excused absences will be at the discretion of administration.

**Truancy**

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.