

# Attendance

*(Source: HCE Student Handbook, page 2; Additional information available in the SJCSO Student Code of Conduct Handbook, pages 16-17. )*

**It is imperative that students be present and arrive to school on time. Students are expected to be in their classroom at the 8:30 a.m. bell. Students will be marked tardy accordingly.**

Students arriving late miss important directions and messages that set the tone for the day's activities. **If late, please escort your child to the front office rather than dropping him/her off at the curb.**

Likewise, absences make it difficult for students to recapture instructions. Unless your child is ill, please make every effort to have him/her present at school. Valuable lessons are presented each day that directly affect your child's progress.

Please keep in mind that our students strive to achieve recognition for perfect attendance. Tardies and absences negate that possibility.

1. Perfect attendance medallions are given to students at the end of the year who arrive in class on time every day and were in attendance the full school day.
2. A student must be present 160 of the total 180 school days. **If a student is absent more than 15 days**, it is the responsibility of the parent or guardian to provide proof as to the legitimate causes of the absences including a doctor's verification for all absences due to illness. In cases of excessive absences, the principal contacts the Student Services Department. Students absent for 10 days or more during any grading period will be given grades for that period if the absences are proved to be justifiable and the class work is made up.
3. A note explaining an absence should be given to your child's teacher on the day of return.
4. A doctor's statement may be required for an extended illness.
5. If a student cannot go out for recess, he/she must bring a signed note stating the reason. Frequent or extended absences from recess or P.E. may require a doctor's statement.
6. Make-up work is required when a student is absent. The teacher should be given advance notice when make-up work is needed. One day for make up is granted for each day absent.
7. If a student leaves during the school day, parents must check him/her out in the office anytime prior to 2:00pm, 1:00pm on Wednesday. The student will be called to the office. **For safety reasons, all parents and visitors must report to the office rather than go directly to the classroom. Students will be called to the office when necessary.**
8. Parents are encouraged to make dental and medical appointments after school hours.