



## ATTENDANCE/TARDY

To receive an excused absence, the student must bring a doctor's note, if they went to the doctor, or a written note signed by a parent/guardian explaining the valid reason for the absence to the front office. This note must be received within five days of absence in order to receive an excused absence. Examples of excused absences are: illness or medical care, death in the family, approved religious holidays, financial and certain other special circumstances, or insurmountable conditions. If a student is absent due to a religious holiday, a RELIGIOUS HOLIDAY(S) EXEMPTION REQUEST form must be completed in order to receive an excused absence; obtain this form from the front office or on the Leon County website. Students will not be penalized for excused absences. However, it is the student's responsibility to obtain and complete all required assignments. Failure to complete assignments will affect their grade. Unexcused absenteeism sufficient enough to jeopardize academic progress is defined as a student being absent or tardy five times per grading period or ten times per semester. Examples of unexcused absences are: shopping, haircut, piano lessons, missed bus, overslept, and truancy. **Remember: A written document is required for all absences even when students are sent home from the clinic or class due to illness or accident.**

Students who arrive after the tardy bell must report to the front office to sign in and receive an admit slip. Students may have tardies/absences excused by having parents/guardians sign them in and provide a valid excuse. Additionally, a note from a doctor's office or parent/guardian validating the tardy/absence may also be submitted.

Students who leave school before the end of the day also have their learning interrupted. If a student needs to leave early, a parent/guardian must sign the student out at the front office. If the parent/guardian wants the student to be ready to go in the front office, the parent/guardian may either send in a note with the student to the front office or call in advance. Students are not allowed to wait outside the front office to be picked up. No student will be called out of class after 3:45 P.M.

**REPORTING AN ABSENCE:** Parents are required to report a student's absence by calling 414-2670 the day of the absence. The student's name and reason for absence from calls received by 9:30 A.M. will be reported via email to all Swift Creek employees. A written note, explaining why the student missed school, is required upon the student's return to school and must be submitted to the front office within five days of student absence in order to receive an excused absence. Please print the Attendance Notification Form from the Swift Creek website or pick up from the front office and complete. If a written note is not received in this timely manner (five days), the absence will remain unexcused.

**PRE-APPROVED ABSENCE:** Students who anticipate an absence for an "educationally valuable experience" other than a field trip or school sponsored activity may receive an excused absence, if a parent/guardian's written explanation of the absence is pre-approved by the principal or designee at least one week in advance of absence. It is the student's responsibility to make up any work assigned by teachers and/or administrators during that absence.

**EMERGENCY MESSAGES:** Sometimes parents need to notify their child of unexpected changes in after school arrangements. Parents may call the front office at 414-2670 by 3:30 P.M. to leave a message for their child. In order to protect instructional time, these messages are put on the scroll at the end of the day. It is the student's responsibility to read the scroll daily, especially at the end of the day. We understand "emergencies" and know parents will take precautions so that the calls do not become routine.

Students are allowed to call parents only if given permission by their classroom teacher. Since these requests disrupt valuable learning time, they are carefully screened and reserved for special needs or unusual circumstances only.