

STUDENT ABSENCES AND EXCUSED ABSENCE CRITERIA

Attendance Office 314-854-6607

An absence is defined as *missing a minimum of one class period up to an entire school day*.

ATTENDANCE: Teaching and learning begin with regular student attendance. Clayton High School values students being in class every day. When a student must be absent from any class, a parent/guardian is expected to call the Attendance Office (854-6607) before 10:00 a.m. on the day of the absence.

The number has a 24-hour voice message system for your convenience. If a telephone call is not received, the Attendance Office will call the parent or guardian after 10 a.m. **If no contact has been made within 24 hours of the absence (next school day), the absence will be unexcused.** Attendance letters are sent home after 3 and 5 absences regardless of whether the absences are excused or unexcused. When a student reaches 8 absences, a conversation will be had to discuss academic consequences and options for preserving credit for coursework.

EXCUSED ABSENCES:

1. Illness of the pupil.
2. Serious illness of a member of the family or other family emergency which necessitates the absence of the student.
3. Death in the immediate family.
4. Medical or dental appointments that **cannot** be made during non-school hours. A note from the doctor's office confirming the appointment must be turned in.
5. Religious observances.
6. During AP exams, parents may choose to excuse a student from classes on the day of the exam.
7. College visits.
8. Absences which have **prior approval** of the principal. Students who will be absent for reasons other than those listed above must seek approval by presenting a signed and dated note from a parent or guardian to the principal.

UNEXCUSED ABSENCES: Absences from classes that do not fall under the eight excused absences criteria will be "unexcused." Parents and/or Guardians will receive an email each evening informing them of any unexcused absences received that day. A detention will be assigned for each unexcused absence.

*Teachers are not obligated to accept work from students with unexcused absences.

Students may receive zeros for any or all assignments or tests/quizzes on the next day.

TARDY POLICY: Prompt attendance to class is essential for student success. Any student who is not in the classroom when the bell rings is considered tardy. Repeated tardiness to class will result in disciplinary action by the teacher or administrator. Detention will be assigned for the accumulation of 3 or more tardies.

SCHOOL DAY ILLNESS: Students who become ill during the school day are not to miss class without permission from the school nurse or administrator. A student must obtain a pass from his/her teacher to receive treatment from the nurse during class time.

*Please visit our website for the most up to date attendance policy and procedures.

<https://www.claytonschools.net/Page/3299>