

In addition to School Board Regulation 5-17.1 the following items apply specifically to Tallwood High.

#### **Absence Excuse Notes**

Students must submit documentation to verify an absence within three (3) days of their return to school, otherwise the absence will be considered unexcused. Appropriate documentation may include a physician's statement or a written note from the parent or legal guardian. The note should include the student's full name, the date and reason for the absence, and contact information for the parent or legal guardian. It is the student's responsibility to present the notes to the Attendance Secretary. There is a box outside the attendance office designated for this purpose. Parents may also e-mail the Attendance Secretary at <mailto:HTLAttendance@vbschools.com> **If an absence note is not received by the school, the student's absence is considered unverified. All unverified absences are considered to be truant.**

#### **Make-Up Work**

When a student is absent from school due to illness, parents may request that make-up work be collected from the teachers after the 3<sup>rd</sup> consecutive day (please allow 24-48 hours for the work to be collected). If the absence is less than three days, students will have the opportunity to make up the work upon their return. Students who are absent due to a pre-approved vacation are responsible for collecting their work prior to being absent, or making up the work upon their return.

#### **Late Arrival to School**

7:20am - 7:30am (the first 14 minutes of school). The student must report directly to the tardy window to receive a pass and will be marked tardy.

7:35am – 2:10pm (the remainder of the day). The student must sign in at the front security desk as he/she enters school in order to receive a pass to class. Tardy notes should be presented to the security staff as students sign in. Only those reasons listed under the excused absences category will be excused. If a student is tardy due to a doctor/dentist appointment, they must present a note from their doctor/dentist. Excessive tardiness due to illness will require a doctor's note after the third occurrence in a semester. A student who is tardy due to a court appearance must present a note from the court.

#### **Early Release from School**

Written requests from the parent or legal guardian for a student's early release should be delivered to the attendance office before first block. The written request should include the student's full name, the date and reason for the early release, and contact information for the parent or legal guardian. Students will not be released from school until verification has been made. After verification of the note, the student will receive an early release pass. At the time of release, the student will report to the front desk to sign out. The parent or legal guardian must present proper identification in order to have a student released to them. Within three (3) days upon returning to school, the student must bring appropriate documentation such as a physician's statement or a written note from the parent or legal guardian. Otherwise, the early release will be considered unexcused.