

Jr / Sr High Attendance Procedures

**(PARENTS READ THOROUGHLY &
KEEP HANDY FOR REFERENCE)**



ATTENDANCE LINE: 877-9551 ext. 4
(available 24 hours a day, seven days a week)

- ◆ **Parents and / or guardians must notify the ATTENDANCE LINE (SEE PHONE # ABOVE) of all absences for partial, full or multiple days.** The attendance line will record your notification 24 hours a day, seven days a week. If **illness** is the reason for absence, **please state specific symptoms.**
- ◆ **TARDY arrival**-students are to report to the front office upon arrival. Student **must sign in** at front desk and will be issued a pass to class. ****Tardies are only excused if student brings 3rd party documentation to office i.e. note from Dr. office, etc. (See attached Excerpts from Parent Handbook on page 2).** Without 3rd party documentation the tardy is **NOT** excused & it is **NOT** necessary to phone the attendance office to report the tardy.
- ◆ **Dental, medical, funeral, court, or other partial day absences** must be called in to the attendance office. **Students will be excluded from any extra curricular activities for any partial day absence except with written confirmation from a medical or dental appointment.**
- ◆ **Illness while at school**-students **must** report to the medical clerk (or main office in her absence). Students are not to call home to be dismissed. School personnel will contact parents when a student falls ill at school.
- ◆ **Homework when absent**-**Check Skyward/Family Access FIRST (on RLS website)** for any missed assignments. A homework request may be made for extended absences of **more than 3 days.**
- ◆ **Illnesses lasting more than 3 consecutive days** require doctor's excuse for return to school.
- ◆ **Planned absences:** In the event it is necessary for a student to be out of school for **3 or more days** a planned absence assignment sheet will be given to the student after a parent has notified the attendance office of the pending absence. **The form must be turned in to the office after all required signatures are completed.**

Notes from the Health Office

- ◆ Athletes must have an **annual sports physical** on file before participation in any sport or practice.
- ◆ **All medications** must be administered through the medical clerk's office and there must be a signed form on file. See the medical clerk if medications are necessary from your doctor.
- ◆ **Medical Clerk's office hours** are from 7:30am-3:30pm.

****Excerpts from Rockford Lutheran Jr. & Sr. High School 2020-2021 Parent Handbook**

Any students *arriving late* for their first class *and submitting a medical excuse (Dr. Office Note)* will be considered excused. For those students *without a medical excuse the following will apply:* Students who arrive with more than 5 minutes remaining in 1st hour will be issued a tardy by the office and will report directly to class.

Students who arrive with less than 5 minutes remaining in 1st hour will be considered absent and will remain in the office until the passing period.

Students will be issued a detention for **every tardy after the 3rd first period tardy per semester and for every tardy thereafter.** Tardies maybe be excused when legitimate, objective, third party documentation is provided to the office i.e. Dr note, Police or Court documentation, etc.

Students tardy to **periods 2 -8** will receive, from the office, a detention for each tardy after the **8th tardy per semester.**

Teachers/administrators/office personnel will provide passes to students whom they have made tardy to subsequent periods.

Students approved for late arrival who arrive tardy to their first class period of the day three (3) times in one semester **will lose their late arrival privilege.**