

Parents,

We wanted you to be aware of our tardy and unexcused absence policy, which has been updated for this school year.

Here is the updated Unexcused Absence Policy:

Truancy = ANY unexcused absence from ANY ONE PERIOD or more during ANY ONE DAY counts as ONE DAY

Truancies	Action
1-3	Automated call home
4	Email home; Skyward offense entered; acts as warning step
7	Skyward offense entered; one lunch detention assigned
13	Truancy Board initiated; Stay Petition meeting; lunch detention assigned for this and all future truancies
26+	Stay Petition violated; Truancy Board Mtg

Here is the updated Tardy Policy:

Tardies (per period)	Action
4	One lunch detention assigned.
7	One lunch detention or period in In-School Detention (ISD) (based on teacher preference) assigned
10	One lunch detention or period in In-School Detention (ISD) (based on teacher preference) assigned. Offense will be forwarded to Dean for parent meeting and Attendance Contract.
13+	Dean of Students will follow up with student/parent.

If you need help clarifying which codes mean what in your student's attendance record in Skyward, here is a legend for you:

Absence Codes		Reason Codes	
E	Excused	CO	Counseling/Student Services
U	Unexcused	FE	Family Emergency
W	Absent	FT	Field Trip
T	Tardy	HO	Homeless, Related to
L	Late	HR	Health Room
O	Other	II	Illness
I	In School Suspension	LE	Jury Duty, Court
X	Expulsion	ME	Medical appointment
S	Suspension	OF	Office
		PA	Professional Appointment
		RC	Religious/Cultural
		SR	School Related
		UT	Unexcused Tardy
		RE	Search and Rescue
		NR	No Reason Provided
		OC	On Campus
		SS	In School Discipline
		SI	Suspension In School

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