

## Medina Junior - Senior High School's Attendance Procedure

At Medina Jr-Sr High School, we work hard to ensure that your child receives the best education possible. The first step in this process is for your child to arrive at school on time, every day.

### Arriving On Time for School and Class:

- Make sure that students don't miss out on the important learning activities that happen early in the day when they are most alert.
- Helps students to learn about routines and commitment.
- Gives students time to greet their friends before class and can reduce the possibility of disruptions in the classroom.
- Arriving on time every day makes children feel good about themselves.

Therefore, we will be closely monitoring the attendance of all students. Students who arrive late to school without written documentation of an excused absence will be expected to stay after school to make up the time they missed. Thank you for your cooperation in ensuring your child's academic success.

### What to include in a written excuse

An excuse must include:

- The child's name
- Date of the absence/tardy/early dismissal
- Reason
- Parent's / guardian's signature

### What is an excused absence/tardy?

Based upon our District's education and community needs, values and priorities, the School District has determined that excused absences and tardies are defined as follows:

- |   |   |
|---|---|
| ● Approved field trips                      | ● Approved college visits   |
| ● Personal illness                          | ● Job interview   |
| ● Illness or death in the family            | ● Job training  |
| ● Impassable roads due to inclement weather | ● "Take your child to work" day                                   |
| ● Religious observance                      | ● Driver's test   |
| ● Car Problems                              | ● Documented religious activities                                 |
| ● Quarantine                                | ● Approved cooperative work programs                              |
| ● Required court appearances                | ● Military obligations  |
| ● Attendance at health clinics              | ● Other such reasons as may be approved by the Board of Education |

### What is an unexcused absence/tardy?

Any other reason that does not fall into the above categories will be considered an unexcused absence or tardy (e.g., family vacation, hunting, babysitting, haircut, missing bus, oversleeping).