

## **TARDINESS**

Students who are continuously tardy will be subject to disciplinary actions in accordance with the discipline policy. Students who arrive after the 8:25 bell must be signed in at the office by the parent/guardian. If the student is not signed in, the student may not be permitted to attend class until the parent/guardian signs the student in at the office. Three tardies per quarter will result in disciplinary action, which will include after-school detentions.

## **ABSENCES**

A parent/guardian must call the school office absentee line (233-1054 ext. 300) before 9:00 AM for each absence. The office will call home to verify an absence if no call from the parent has been received. The Swansea Police Department officers will be used to check on absent students when no call from a parent has been received.

10% of 180 days (18 days per year) is considered to be at risk of not completing an education. Students who are absent for 3 consecutive days or 10 cumulative days may have to provide verification that they were seen by a physician before they will be allowed back in class. Students who accumulate 18 unexcused absences during a school year will be referred to the Truancy Department and other organizations as deemed necessary.

## **PLANNED ABSENCES**

Parents must complete the "Request for Planned Absence" form when a student will miss school for reasons other than illness. This form can be requested through the office and returned at least three days prior to the absence. Students who are not in attendance during the school day may not attend after school or evening events.

## **APPOINTMENTS/ABSENCES**

The following time frames coincide with state guidelines for attendance. Students who are not at school and not under these guidelines will be considered absent.

AM appointments: students should return to school before 9:00 AM

PM appointments: students should leave school no earlier than 2:15 PM

Lunch appointments: students can leave during their 45-minute lunch period

## **LEAVING SCHOOL**

Students will not be permitted to leave school grounds during the day. Students who must leave for appointments must be picked up in the office at the designated time. A sign out sheet will be used to record the student's departure.