# PARENT'S GUIDE TO NORTHGATE HS ATTENDANCE RULES 2011-12

**ATTENDANCE OFFICE HOURS: 7:30am ~ 3:00pm (CLOSED 5TH PERIOD – See Student Services)**

## PERMITS TO LEAVE (during school day)

Call the ATTENDANCE OFFICE
938-0900 ext 3505
to request a Permit to Leave
at least 1 HOUR AHEAD (to allow time for pass to be delivered to class)

- ALL Students need a **PERMIT TO LEAVE *BEFORE*** leaving the campus.
- Absences will not be cleared if student leaves campus **without** a permit.
- Students may not use their cell phone to call home unless the call is made **in the Attendance Office;** the Attendance Secretary will speak directly to the parent or legal guardian.
- **The BEST way:** send a note with your student stating the reason, cell/home phone, and departure time from class; your student can bring it to the office before school.

## Students LEAVING campus WITHOUT a PERMIT TO LEAVE from the Attendance Office

(Northgate is a CLOSED CAMPUS)

We have noticed an increase in the number of students using cell phones to contact their parents and then leaving campus without permission from the attendance office. All calls home must be made from the Attendance Office.

Please DON'T PICK UP YOUR STUDENT WITHOUT A **PERMIT TO LEAVE,** THEN CALL IN LATER TO CLEAR THE ABSENCE. THE ABSENCE WILL NOT BE CLEARED AND WILL BE RECORDED AS **TRUANT** FOR ALL MISSED CLASSES**.**

Thank you for your support and cooperation in keeping our students safely on campus.

NOTE: **Upon returning from an appointment, or if arriving late to school, students must check in with Attendance Office** BEFORE going to class.

## Reminder for CLEARING ABSENCES (calling in sick) with the Attendance Office:

Clear ABSENCES within 3 days; call the
24 Hour Attendance Recorder @ 939-6911
and leave the following information:

- Student's name ~ ***SPELL THE LAST NAME***
- Grade
- **REASON** for absence
- **DATE(s)** of absence(s)
- Person (& relationship) making the call
- Your daytime phone number

**More than 13 excused absences** due to illness in school year is considered excessive (AR 5113); verification by physician wil be required for future absences.

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Absences **called in after 9:30 am** will be cleared by the next day; **do count** on receiving the automated phone call and/or email reporting the absence to you.

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**Student & Teacher** have 3 days to correct any **ABSENCE or TARDY ERRORS**; students can pick up CORRECTION FORMS in the office. **Please do not call to clear these as the office will not take any action on this.**

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**Always Check HomeLInk**: All "**A**" and "**T**" codes MUST be cleared within **3 days** (weekends/holidays don't count).

| CODES | EXAMPLES OF VALID EXCUSES FOR ABSENCES (for a whole period) |
|---|---|
| L | Illness or injury of the student |
| E | Student attendance at a doctor, dental, orthodontist, or other medical appointment |
| E | Student attendance at the funeral service of an **immediate** family member |
| E | A quarantine imposed by a city or county health official |
| E | Student service on a jury |
| E | Appearance in court |
| E | Employment interview or conference |
| E | Up to five days to obtain required immunizations |
| E | Exclusion from school due to head lice, lack of immunization, or physical examination |
| O | Prior approval of absence from the Principal |
| U | **UNEXCUSED (INVALID reasons): Counts towards placing student on a truancy contract** |

**See complete ATTENDANCE POLICY in the STUDENT HANDBOOK 2011-12: www.NorthgateHighSchool.net**