

ATTENDANCE POLICY

The following is the Willow Creek attendance policy:

1. Every student is expected to be in regular attendance.
2. Every student should be in his/her classroom when the class begins.
3. Students who have been absent cannot be readmitted to class without an admit slip from the office.
4. In order to get an admit slip from the office, students who have been absent must have been called in absent by their parent/guardian and/or upon returning to school present a written statement from their parent/guardian stating:
 - a. Name and grade of student
 - b. Date and reason for absence
 - c. Signature of parent/guardian
5. Students may receive full credit for make-up work if completed in a timely fashion as determined by the teacher. Typically, two days for each day absent is allowed to complete make-up work.
6. All work must be made up whether the excuse is approved or unapproved.
7. A student may not leave school during the day without a pre-excuse form from the office or the school nurse.
8. Permission or approval to miss school must be given by the office as early as possible prior to departure so that arrangements can be made with individual teachers for make-up work. Students will present an absence slip to each teacher for assignments and a signature.
9. Upon returning to school after an absence (excused or unexcused), students must obtain an absence slip from the office. *If students do not present an absence slip to the teacher, students must be sent to the office.*
10. Absence without parent/guardian/school permission is considered truancy.

ATTENDANCE PROCEDURES

1. **All teachers are to take attendance on-line every hour at the beginning of the class period. Accuracy is critical and impacts AYP results.**
2. Attendance will be reported on the students' grade reports and in the agile information system for parents/guardians.
3. The voice messenger will call parent/guardian of all unexcused students.
4. To check the attendance record of any student use on-line attendance.