

NOTE: Any approved early dismissal will be considered an absence from school and will be considered in the total number of absences for that school year.

C. Absences:

- a. Any student missing more than 37% of the school day or comes to school after 10:00 am will be considered absent. However, students with a valid excuse accepted by the school principal may be admitted to school at any point during the school day with the understanding that he or she will be considered absent for that day and will be allowed to make up all work missed under school policy.
- b. If a student reports to school and is properly signed out by the parent or guardian, he/she cannot not return to the school grounds during the same 24 hour period for participation in any school sponsored event unless otherwise approved by the building level principal.

Participation in any extra-curricular activities as they may relate to the implementation of this policy statement will be determined by the principal of the school.

All absences and tardiness related to truancy are unexcused.

**DISMISSAL HSD Policy – JGFC**

Withdrawal from School

- A. No student shall leave school without permission from the principal or his designee.
- B. Students shall be allowed to withdraw from school for personal illness or bona fide emergency. Students must secure a withdrawal permit from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.
- C. Students having an appointment with a doctor or dentist or for other valid reasons may withdraw from school as follows:
  1. A parent or guardian appointed by the Chancery Court may personally come to the school and withdraw a student.
  2. The student may present a doctor or dentist appointment card to the attendance office and receive a withdrawal permit.
  3. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office, which contains the reason for withdrawal, time of

withdrawal, and phone number where the parent or guardian appointed by the Chancery Court can be contacted, in order to receive a withdrawal permit.

4. All withdrawal permits must be obtained from the attendance office before 8:00 a.m. on the day of withdrawal.

5. The withdrawal permit is to be used as the written excuse but must be signed by a parent, guardian appointed by the Chancery Court, doctor or dentist in order to be valid.

6. Withdrawal permits shall be issued for the last period of the day for doctors or dentist appointments or other valid reasons, provided the above procedure is followed.

7. If a note or appointment card cannot be verified, school officials reserve the right to refuse the issuance of a withdrawal permit.

8. Work must be made up if a withdrawal is for any of the reasons shown above. Work must be made up if a withdrawal to meet a doctor or dental appointment causes a student to miss classwork.

D. Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally sign out at the attendance office. Upon return to school, the student must personally sign in.

E. No student shall leave school without a withdrawal permit or without signing out at the attendance office.

F. Withdrawal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the withdrawal privilege.

CROSS REF.: Policies JGFB - Off-Campus Student Educational Activity

LB - Custodial / Non-Custodial Parent Rights

### **STUDENT MAKE-UP WORK PROCEDURE**

Students who are absent will be required to make up work missed in each class. It is the student's responsibility to go to the teacher to get their work. Students must secure, complete, and turn in makeup work within 3 days of returning to school.