

CSJHS ATTENDANCE REQUIREMENTS

1. Parents will be notified by a telephone call of student absence in any class. The school will use the number that is provided by the parent on the students registration form.
2. A student has three days to bring an excuse and absence will change to an excused absence. After nine (9), they will need to make-up hours.
3. **Bringing an excuse will not remove the absence. The absence will become excused. Regardless if the absence is excused or not you still have to make up hours.**
4. If a student is present part of the day and leaves to go to the doctor, when he/she comes back and brings a doctor's excuse, it will not count against him. It has to be a doctor's excuse, not a note from the parent, but if he is gone all day, sees a doctor and brings a doctor excuse, it will be an excused absence. **Again student will have to make up hours.**
5. If a student has a court appearance, the judge should give him/her an excuse and **will still have to make up days.**
6. If a student has more than (9) absences in a class per semester, he/she needs to make-up hours. He/she may do so by speaking with his/her teachers and staying before or after school, to do make-up work or tutoring if needed. Before the semester is over, we have Saturday make-up hours from 8:00 a.m. to 12:00 p.m. Announcement will be made as to what dates to show up by the campus and media (newspapers).
7. Parents will receive a warning letter first, the second will be a certified letter to inform you of your child's attendance. The school officer will issue citations for truancy.
8. **If a student is not on campus by 8:15 a.m.; attendance clerk will be calling as to why your child is not in attendance.**

Students Signature

Parents Signature

Date