

Attendance Reminders

From: **JULIE MCCABE** (julie.mccabe@boiseschools.org)

Date: August, 2009

Boise School District policy requires “students to arrive at school on time and to attend school regularly – at least 90 percent of the time school is in session during each semester.” Students who exceed 9 absences in any class period or who have 6 or more tardies in any class period will need to attend Afternoon School. Parents will be notified in writing when their child exceeds the absence and/or tardy limits.

TARDIES/ABSENCES:

A student is considered **tardy** if they are less than 20 minutes late to any class period. This is the case even with a parent excuse for tardiness.

A student is considered **absent** if they are 20 or more minutes late for a class period. A call or note to the main office within two days of an absence is required to excuse that absence. Students who are not excused by a parent within two days of an absence will be marked truant and will serve an in-house detention.

Students who are late arriving to school must check in at the office to receive an admit pass.

If a student’s absence is medically related, please have your student bring a note from a medical professional to medically excuse the absence.

HOW TO REPORT AN ABSENCE:

North parents may telephone the Attendance Line at **854-5746** at any time and leave a message on the recorder to report student absences. **Please leave a message that includes your child’s name, grade, date of the absence, your name and telephone, as well as the reason for the absence.** We would appreciate a call for each day of absence. You do not need to call the school attendance secretary if you call and leave this information as a recorded message. **Please be sure to call the front office even if you have notified your student’s teachers and/or counselor that your student will be absent.**

Please DO NOT send an email to excuse your child from school.

PERMIT TO LEAVE (PTL):

North Junior High is a closed campus. Students must have a **Permit to Leave (PTL)** in order to leave the school grounds during the school day. **To request a PTL, please call the office at 854-5746 on the day the student needs to leave school.** When calling, please try to allow at least an hour prior to the time your student needs to leave school. Parents/guardians may also send a note with your student and have them bring it to the main office.

Please do not send an email to request a PTL.

Students need to check in at the main office when returning from appointments outside the building. Upon return, please have your student bring a note from the medical professional to excuse this absence.

LUNCH:

Students may not leave campus for lunch unless they are picked up in the office by THEIR parent.

Please refer to your student’s Agenda for a more detailed description of North Junior High’s policies, as well as Boise School District policies.

Julie McCabe Attendance Secretary (208) 854-5740 Fax: (208) 854-5741