

Concord High School Attendance Policy and Procedures

When Absent:

It is requested that parents or guardians phone **682-8000 ext. 7900** to report an absence of a student. All legitimate absences **MUST** be excused within 72 hours. **This phone number is to report absences only.**

Do not call the main office to report your student absent!

If you believe your student was marked absent in error, the student has to come to the Attendance Office for a correction form. **Please do not call to report that it is a mistake as no action will be taken by this office.**

All requests for **Permits to Leave must be made at least 2 hours in advance.** The student must pick up the pass before school starts. We do not interrupt the classroom to deliver passes or any other item the student may have forgotten from home. ***Concord High is a closed campus.*** Students who forget items at home will not be allowed to go home and retrieve them. Parents are welcome to bring whatever they may need to the main office. We will see that the student receives the item during brunch or lunch.

PLEASE! No passes will be given after 2:00p.m. The only exception would be if the student is ill, a suspension, or in an emergency.

Please do not call after a student has left campus without a pass and expect to clear the absence. This is an **AUTOMATIC TRUANT**. It will be recorded as a truant and will not be cleared. Again, leaving school without permission cannot be excused at some later point.

Please try and schedule doctor appointments for before or after school hours. The school calendar is created months before school starts. There are plenty of days off from school for vacations to be scheduled. **Please remember to try and schedule vacations during the time school is in recess.**

Please help us to bring more dollars to our schools. Have your student attend daily!



If your child needs to leave school for any reason during the school day, they must be picked up by someone who is on their emergency card. This person must come into the office with their ID and sign for their release.

THERE WILL BE NO PASSES TO LEAVE DURING THE WEEK OF FINALS!

Finals are the week of January 23, 2012 and the week of June 11, 2012. Please do not make any appointments during these weeks as there will be no passes to leave.

Please limit the amount of times your student is taken out of school. It is very important that the teacher has the full attention of the students and that the students are able to focus on their lesson. This cannot be achieved if there are constant interruptions. **Please do not come to pick up your student within the last 30 minutes of school.**

Cell phones must be turned off and out of sight during the school day. If a student is ill and needs to call home, they must get a pass from their teacher and go to the attendance office to call home. **If a student leaves campus without a pass, he/she will be considered truant for the rest of the day.**

Please do not attempt to contact your student by using a text message or calling a cell phone. This is a violation of district policy. If you need to contact your student due to an emergency, call the main office and your student will be informed. The student's phone will be confiscated if we find that they contacted you by the use of their cell phone.

Thank you for your help.

Please sign the form below and turn it in during the walk through process:

I understand and will abide by the attendance policy and procedures for Concord High School.

Parent Name _____ **Date** _____

Student's name(s)

