

**Attendance Policy for
Booker T. Washington High School**

Tardy:

A student is tardy if not in his/her assigned chair in the classroom at the start of class. A student who is tardy to class in excess of 15 minutes will be charged with an unexcused absence for that period. Disciplinary consequences will apply.

Excused Absence:

All excused absences require a parent phone call to the Attendance Office the day of the absence. Examples of excused absences include illness with medical documentation, court date with documentation or family bereavement.

Unexcused Absence:

An absence is unexcused for any reason other than for school-sponsored activities, excused absences, and truanancies. Examples of unexcused absences include missing the bus or dress code violation.

Truancy:

A student is truant when his/her absence has not been approved by the school and the parent prior to or at the time of the absence. Examples of truanancies include being absent from class without permission or becoming ill and staying I the restroom instead of reporting to the nurses' office. Disciplinary consequences will apply.

Please use the following number for parent call-ins when reporting attendance

(918) 925-1005