



Troubie Parent 101

July 2, 2019

ATTENDANCE

The Attendance Policy is detailed in the Student-Parent Handbook, but here are some important highlights:

- All school days are mandatory. This includes special schedule days such as, but not limited to, Orientation, St. Francis Day, and SWAP Day.
- More than six days (absences) in a semester is considered excessive; it is the equivalent of missing two full weeks of class.
- Whenever a student is absent, arriving late, or needs to leave early **the parent or guardian must call the Attendance Office at 916-737-5050 by 8:00 a.m. on the day of the absence.**
- Students who come in late or leave early must check in and out of the attendance office during school hours. The student must sign the attendance log in the attendance office to be accounted for.
- Any student later than 15 minutes of a class is considered absent for the entire class. Students who miss less than 15 minutes are tardy.
- Tardies, excessive absences and failure to sign in/off campus have consequences.

MEDICINE ON CAMPUS

- Students may carry one (1) dose (up to 4 pills) of aspirin, Tylenol, Midol, or Advil.
- Students may not carry prescription medication. However, epi pens, insulin shots, and inhalers may be carried at all times.
- Students may not share medications at any time with any other student.
- **Back-up medication and prescription medication should be kept in the main office.**
- **Medication forms must be signed in order for students to take prescription medications in the main office.**