



La Mesa Junior High School

Attendance Policy for Student Absence

Absence Marked	Examples	Procedures for parent	Make-up Work Allowances
Excused	School Receives No Funding 1. Illness/Injury 2. Medical appointments 3. Funeral (immediate family) 6. Approved School Activity 7. Quarantine	Phone call --- AT TIME OF ABSENCE (before 10 a.m. if possible)	Student allowed to complete work with full credit
Warranted	School Receives No Funding 1. Court 2. Verified family emergency 3. Religious activity 4. Essential family travel 5. Job interview 6. Funeral (not family) 7. Community disaster 8. Exclusion	WRITTEN NOTE IN ADVANCE OF ABSENCE Except in cases of emergency	Student allowed to complete work with full credit
Unexcused	School Receives No Funding Absence due to carelessness (i.e. -- oversleeping, out-of-gas, shopping, missed bus, personal, working, caring for sibling, etc.)	Phone call --- AT TIME OF ABSENCE (before 10 a.m. if possible)	Teacher discretion Regarding make-up work
Truant	School Receives No Funding Student intentionally and deliberately failed to report to class without reasonable cause	/	NO MAKE-UP WORK SHALL BE PERMITTED
Unverified	Reason for absence has not been verified (If left unverified for 3 days the absence will be marked truant)	/	Teacher discretion on make-up work.
Suspension	Absence due to class suspension, in and/or out of school suspension	/	Teacher discretion on make-up work