

# Bosse High School

## Attendance and Dismissal Policy

Attendance Office 24-hour Number (812) 477-1755

### DISMISSAL DURING THE SCHOOL DAY

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may be dismissed early:

1. **For students who are 18+:** A written request from a parent/guardian (or an emergency contact) must be presented or a phone call must be received by the Attendance Office.
2. **For students who are under 18 and drive to school:** A written request from a parent/guardian must be presented or a phone call must be received by the Attendance Office.
3. **Students who are emancipated:** Students who are legally emancipated may sign themselves out without parent/guardian contact.
4. **All other students:** A parent/guardian (or an emergency contact) must come to the attendance office and personally request dismissal.
5. **All students** must sign out in the Attendance Office. If the student returns to school, the student must sign back in at the Attendance Office to verify the time of his/her return and provide the appropriate excuse. Failure to turn in an excuse will cause any absence to be considered unexcused.

### COMMUNICATIONS FROM PARENTS/GUARDIANS

- It is the responsibility of parents/guardians to communicate to the school the reason for all absences.
- Parent/Guardian notes to request an early dismissal must be presented to the attendance office before the student is dismissed.

### CONTENT OF PARENT/GUARDIAN NOTES

All parent notes for any reason must include the following:

1. the student's name and grade
2. the date of the dismissal or absence(s)
3. the specific reason for the absence, lateness or dismissal
4. the signature of the parent/guardian
5. a daytime phone number where a parent can be reached to verify the note

"Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable. (for example: "Please excuse my child from all absences in the months of April and May due to illness.")

If you have any questions, please call the attendance office at (812) 477-1755.