

CLAREMONT MIDDLE SCHOOL
ATTENDANCE POLICY AGREEMENT

Attendance Policy:

Students who are alert and ready to learn in school each day make the most of the learning opportunities offered to them. Regular attendance also contributes to school resources, because each school's budget is based on its average daily attendance.

If your child is going to be absent, please make sure you report that absence to the school administration. You can do this via the attendance specialist:

Phone: by calling (510) 654 – 7337 Ext.5002 Email: by emailing attendance@claremontms.org

Physical Note: by sending your child back to school with a signed note.

In Person: by coming in to the office.

*Please be sure to provide a doctor's note if your child is absent due to a doctor's appointment.

If your child is absent for more than 3 consecutive days, YOU MUST PROVIDE A DOCTOR'S NOTE, in order to verify those absences.

Missed work: Regardless of the reasoning of the absence, all students must contact each teacher to get all work missed (homework, classwork, etc.) and turn in immediately. Any work not turned in when absent, will result in a zero and will negatively impact the grade. *Please have your student see all teachers for missing work, the day they come back to school, so they have all the materials they need to make up their work quickly and avoid negative impacts on grades!* Better yet, have your child arrange with other students to create "study buddies" who can get missing work when their buddy is absent!

Independent Study Policy:

You can request an Independent Study Plan from the Attendance Clerk for planned absences of five to ten consecutive days due to **medical illness or surgery**. A request must be made a minimum of **two weeks in advance**. Vacations are not considered a valid reason for independent study. Please make every effort to schedule vacations for the accumulated three months that students have break from school

NO EXCEPTIONS WILL BE MADE!!!

I, _____, have read, understand, and agree to abide by the
Parent's Name (Print Please)
above policies and procedures.

Parent's Name (Print Please)

Date

Parent's Signature