

Fairview High School Attendance Information

Absences

Primary phone numbers from Skyward associated with your student will receive absence callouts, as well as all information the school sends concerning emergencies. Guardians will also receive an email. You do not need to contact the school for a typical absence. If your student will miss more than one day, please contact us, and their teachers. Students are encouraged to email their teachers if they are unclear of assignments on Schoology. 4 class periods equal a full day.

Excused Absences

Upon returning to school after absence students are required to turn in a signed note by a parent or guardian and/or a medical note from a doctor, dentist, or orthodontist to the Student Services office and place it in the brown box provided on the counter. The note should include student's full name, date of absence, reason for absence, and a parent signature, or the medical provider's signature if it is a medical note. Parent signatures are required on all parent notes; therefore, we cannot excuse a student with a phone call or email. Excused absences may be granted for the following:

- *Illness of the student the principal may require a doctor's statement at any time. After 8 absences a medical note is required per state law for every absence of any kind.*
- *Illness in the immediate family that requires absence of the student.*
- *Medical Appointment A medical excuse must be provided- parent notes are not accepted; the doctor's office may fax a note to us at 615-472-4421.*
- *Death in the immediate family (should not exceed 5 days) documentation may be required. Dr. Jones may approve more.*
- *Religious holidays regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the religious group may be required.*
- *College Visit Students must get a College Day Form from Robin Harrison in the Counseling Center or Student Services and have it signed by their counselor, teachers, and Administration.*

- Absences for other reasons as approved by administration.

Absence for College Visits

Seniors are allowed 2 college visits per year as well as the county wide college visit/ job shadow day; juniors are allowed one visit per year. Excused college visits do not count as absences against seniors for exemptions. Upon returning to school the student must provide a letter of attendance on the college's letterhead for excusal. Parking passes, emails, brochures, and itineraries etc. will not be allowed.

Athletic or Extracurricular Activities Requiring Absence

Please see coaches for the policies and guidelines.

Early Dismissals

Students that must be dismissed early will need to provide a handwritten note by the parent or guardian explaining the time and reason for the early dismissal. The office staff **will not accept any early dismissal requests through email unless an emergency has occurred, and you have alerted the office with a phone call.**

EARLY DISMISSAL NOTES ARE DUE TO THE STUDENT SERVICE OFFICE NO LATER THAN 8:00 THE MORNING OF THE DISMISSAL, NO EXCEPTIONS!

Should a student become ill at school, the student must ask the teacher for permission to visit the clinic. Should the nurse deem it necessary for the student to leave due to illness, you will be called.

A student may not leave and return to school without a medical note. If a student has an appointment, they must return with a medical note unless prior approval has been given by administration. **A STUDENT CANNOT LEAVE DURING LUNCH TO PURCHASE FOOD AND RETURN. STUDENTS MAY NOT BRING OUTSIDE FOOD INTO THE SCHOOL BUILDING WHEN COMING IN TARDY.** Students may not have lunch delivered to the school or brought in from any source. Lunches made from home may be packed and brought to school.

EIGHTEEN (18) YEAR OLD STUDENTS STILL NEED A PARENTAL NOTE FOR ALL EARLY DISMISSALS AND CANNOT JUST SIGN THEMSELVES OUT OF SCHOOL.

Make Up Work Guidelines

It is the student's responsibility to ask for missing assignments when they return from an absence. Students should check their teacher's Skyward and or Schoology posts daily and refer to syllabuses before contacting the school to gather work. In most cases the office staff is unable to gather classwork or assignments within a school days' time.

Tardy to school

If a student is tardy to school, they must provide a note to excuse the tardy. Parents will also be notified with a call from the attendance office that their student was tardy to school.

Please be advised of our tardy policy if a student does not provide a parent note or medical note upon signing into school late.

Tardy Policy

1-2 Verbal Warnings

3+ After School Detention

5+ Administrative Conference and Progressive Discipline

Only 8 parent notes per year will be accepted for excusals.

Please contact Kandi Groves at 615-472-4414 for any attendance questions.

Deliveries for Students

Please encourage your students to pack everything they need before coming to school. If you need to drop items off for your student, please be advised that we will not call students out of class to come retrieve them. You may leave items labeled with their name and grade on the white table outside the front entrance for students to pick-up in between classes or at lunch. There is a secure yellow box above the doorbell for money, permission slips, keys, etc. All items of value need to be in a sealed envelope with your student's name on it.

Medication may be brought to your student following the district guidelines and taken in front of the school nurse. You may also fill out a medication form along

*with medicine for school day use. Please contact the school nurse for information.
Nurse Terri Lavender, 615-472-4418*

Visitors

All visitors entering a Williamson County School must provide a picture ID, please have them ready when you ring the doorbell, when buzzed in proceed to the front office and sign-in.

Students of Fairview High School are allowed to sign themselves in when arriving to school late; they will need to ring the doorbell and wait to be buzzed in, upon arriving they will go through the front office then straight to student services to sign-in and get a note to class.