

Attendance Policies

1. General Statement

Regular attendance is absolutely essential to progress in schoolwork. Students should develop the habit of being on time and prepared for the day's work. Parents and students are expected to cooperate in the matter of attendance. Students who are missing from school and are unexcused will not be permitted to participate in any the school-sponsored activities on the day of their absence. Students not under the supervision of a faculty member are to leave the school building and grounds after school is out.

2. Anticipation of Absence

Students who anticipate being gone for one or more days should first secure an advance notice of absence form from the office and take it to each of their teachers. Failure to do so before leaving may result in the absence being unexcused.

3. Valid Absences and Exceptions

a. Although excusing absenteeism and tardiness is at the discretion of the Principal, the following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's family.
3. Emergency dental and medical appointments
4. Educational experiences, such as excursions and trips sponsored by the school, and not available at other times.
5. Work to help parents only when necessary.
6. Severe weather conditions, according to the merits of the case.
7. All religious holidays.

b. Exceptions to the attendance policy are as follows:

1. Family vacation request: A parent must prearrange with the high school Principal's office a request for a family vacation. The days will not be counted against the attendance policy.
2. A school-sponsored activity will not count against the attendance policy.
3. Doctor appointments require a slip to be signed by the health facility. This slip needs to be turned in at the senior high school office.

4. A suspended absence(s).
5. Court appointments, which must be verified
6. The building principal may make exceptions in unusual cases or in extraordinary circumstances.

4. Make-up Slips

- a. Students who have been absent must bring a note from their parents/guardians or have their parents/guardians call the school.
- b. All students are required to obtain a make-up slip from the office. All make-up slips must be picked up before attending the missed class. Being sent to the office from a class for a make-up slip will result in an unexcused tardy being assigned.
- c. Presenting the office with a fake or forged note will result in detention or suspension.
- d. Students who secure an advance leave form will still be expected to submit a proper readmission to class admit slip (pink) upon their return to classes, unless they have been participating in a school-sponsored field trip.
- e. Students are reminded that a parent note excuses the absence and a doctor's note excuses the absence from the attendance policy.

5. Policy on Make-up Work

- a. Students who have been absent from school have twice the length of time missed to make up daily work or tests assigned while the student was absent. At the end of the allotted time, the teacher at her/his own discretion will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in an "F".
- b. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
- c. Assignments made while students are in attendance should be turned in on time. Example: if an assignment is made on Wednesday for Monday and the student is absent on Friday, the assignment is still due on Monday.
- d. In the case of unexcused absences, the teacher may choose not to award credit for the work missed during the absence.
- e. Students who obtain advance leave forms and receive assignments from teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the

teacher, at the teacher's discretion.

6. Multiple Absences - Attendance Policy

- a. If a student misses a class more than six times per quarter (or 12 times per semester for a "skinny" class); the student will face a reduction in her/his quarter /semester grade. Example: A student may receive a B+ in a class, but due to seven absences, one above the limit, the grade would be reduced to a B. The quarter/semester grade will be reduced by one-third of a mark (i.e.: B to B-, B- to C+, etc.) for every absence over the six per quarter/12 per semester. The senior high office will reduce the grade and inform the classroom teacher of the change.

7. Leaving the School Building

Students who need to leave the school any time during the course of the school day must secure a leave school permit from the principal's office. Failure to secure a blue leave school permit will, at the principal's discretion; result in the assignment of detention. The only exceptions to obtaining a leave school permit before school are for illnesses or for an emergency. This policy also applies to the noon hour if the student will not be returning for afternoon classes. Should a student leave school for lunch and suddenly becomes ill and is unable to return to school after lunch, the office must be notified **BEFORE** the start of the next class. Afternoon leave school permits will not be issued without verbal contact with the student's parent/guardian. Written notes will not be accepted. In order to participate in all after school extra-curricular activities, students must attend their blocks three and four classes.

8. Truancy and Unexcused Absences

Absence from school without parent's/guardian's or school's permission is truancy. The violation will result in the assignment of detention or suspension. Detention will be assigned at the rate of three periods of detention for each unexcused absence. Continued unexcused absences of students under the age of 18 will be reported to the Assistant County Attorney. Sixteen and seventeen year olds will be classified as being Habitually Truant unless lawfully withdrawn from school.

At the discretion of a principal, students who are absent, unexcused,

from classes may not be readmitted to any of their classes until after a parental conference has taken place with a principal.

9. Tardiness

Students who are more than 15 minutes late to a class will be marked absent, not tardy. This absence will count toward the six-day attendance policy. **Students who are unexcused tardy more than six times per quarter will be assigned with one unit of detention each time they are tardy after the sixth unexcused tardy.**

10. Visits to Nurse's Office

Students may be issued an excused absence from class while visiting the nurse's office. However, this hour-by-hour absence will apply to the attendance policy.

11. Hall Passes

All students are expected to be in possession of a fully signed hallway pass whenever they are outside of the classroom during the class hours themselves. The pass must be signed in ink with the teacher's full last name, student's full name, destination, time and date. Any student found in the hallway without the appropriate pass may be assigned one period of detention. Teachers and principals will continue to closely monitor this policy.

12. Attendance Appeal Process

- a. A student may use an appeal process at the end of each quarter/semester if the student has more than six or 12 absences.
- b. The student and/or parent/guardian must submit a written appeal to the senior high office within five days of the absence.
- c. The student may provide a written excuse from a medical facility as a part of the appeal process.
- d. The locally-appointment appeals committee will review the appeal and the appeal will be permitted or denied. The student or parent/guardian may appeal the decision to the superintendent of schools and request a meeting. The superintendent will review the situation and issue a decision.