

ATTENDANCE POLICY

Students are expected to attend school regularly and to be punctual. Regular attendance has a positive affect on student learning and achievement. Participation in class activities and interaction between students and teacher are necessary to the learning process. Thus, the acquisition of credit is tied to the participation in the academic process. The overall goal of the attendance procedure is to encourage students to attend class in a regular and timely manner.

Absences

Student absences are tracked by class period and are classified in one of three ways:

1. Unexcused: the student is absent from school one or more periods in any one day and fails to have a parent or guardian submit a written excuse for the absence within one school day of the student's return to school
2. Excused: the student is absent from school one or more periods in any one day and has a parent or guardian submit a written excuse for the absence within one school day of the student's return to school. To be valid, written excuses must include the signature of the parent or guardian as well as contact information for possible verification of the excuse.
3. School-Related: the student is absent from school for a school-sponsored or school-endorsed event.

Tardies

- A student is considered tardy if they are not in their assigned classroom and/or classroom seat when the tardy bell rings. A student who is more than 10 minutes late is considered absent.
- A student with more than five tardies in any one class will received an NC grade for that class.

Students who accrue more than 5 excused absences (non-school related), 5 tardies, or 1 unexcused absence in any one class period will lose credit for that class period. However, they can earn credit back by attending an academically-oriented Attendance School as outlined below:

ATTENDANCE SCHOOL

- A student may attend Attendance School for
 1. Each excused absence over 5 (non-school related)
 2. Each tardy over 5
 3. Each unexcused absence
- Attendance School is held during designated school days as needed.
- Attendance School is held for a 50 minute period of time.
- Students should come to Attendance School prepared with homework and/or reading materials.
- Students not academically engaged will be required to leave and will not receive credit for attending Attendance School.

*An appeal may be made to administration to waive certain hours if a student can demonstrate that they meet proficiency standards for the course or courses in which they are enrolled. Proficiency standards will be set by the administration and teachers, however, minimum standards that must be met for each course in which attendance hours are being appealed include:

- Student has an overall grade of "C" or better in the course.
- Student has completed and submitted all coursework assigned by the instructor (graded and/or non-graded).
- Student is meeting all academic expectations for the course(s) as defined by the instructor.

- Student proficiency status will be evaluated based on the most current data which may include teacher/gradebook reports and/or eligibility checks/reports (i.e. students who have been deemed as meeting proficiency standards for a course or courses during one grade report/eligibility list, may be deemed as not meeting proficiency standards based upon a more current grade report/eligibility list). Grade and/or eligibility checks to determine proficiency status will take place at a minimum of every three weeks.

If at the end of the semester the student has met all of the above conditions and the instructor has no further coursework material to complete, the remaining hours may be waived and credit may be awarded.

Students who have not met the attendance requirements for any class but have earned a passing grade will receive an NC (no credit) grade for that class. An NC grade differs from an F grade in that an NC grade does not figure into the student's overall GPA. However, both NC and F grades result in loss of credit. For **co-curricular eligibility purposes**, an NC grade is counted the same as an F grade. If a student receives a failing grade in a class due to overall grade percentage, the F grade will remain on the transcript regardless of attendance.

AFTER AN ABSENCE:

- 1) Bring a note from home signed by a parent/guardian, stating the date and reason for absence. The note should be taken to the office before school. Parents may also contact the office by telephone or email to excuse an absence.
- 2) It is the student/parent to have the absence resolved within ONE school day.

CHECKOUT PROCEDURE: It is the responsibility of the student to check out with the office when leaving campus for any reason. Student will need a signed note from a parent or guardian to leave campus. Students who choose to disregard this process will be disciplined. **STUDENTS MUST CHECK OUT AT ALL TIMES THROUGH THE OFFICE.**

It is the responsibility of the student and his/her parents or guardians to certify that any absences fit the following criteria. Our responsibility is to make students and parents or guardians aware of the fact that attendance is important. Early communication with parents or guardians and significant consequences will, it is hoped, reinforce this goal.

A. Excused absences from school shall be:

1. Illness or health condition/Medical Appointments (verification upon return is required from the doctor).
2. Family Emergency.
3. Religious observance (upon request by parents prior to absence).
4. Disciplinary actions.
5. Pre-arranged absences: An absence that can be anticipated in advance so that a written request can be made by parents/guardians at least one day prior to the planned absence and approved by the administration.
Assignments should be obtained prior to the absence. It is recommended that all assignments be complete prior to the absence.

B. School Related absences: School Related absences are defined as absences that happen due to activities sponsored, directed and supervised by the school. Students are responsible for all work missed due to any school-sponsored activities. Students are encouraged to contact teachers to receive assignments and complete all work prior to the absence.

C. Truancy is defined as an unexcused absence that is flagrant in violation of attendance expectations. The student and/or parent may be responsible for this act. Truancy will constitute progressive discipline.

D. Tardies: Students are expected to be on time with materials and prepared to work in all classes. Tardies may affect your attendance/academic status. Students arriving more than ten (10) minutes late are considered absent for that class period. Students who continually check out of class without being in the class the majority of the 70 minutes could be considered to be absent.

E. Make Up Work Policy: To receive credit on missing work the absence must be of an excused nature. Work missed should be completed when possible prior to the absence. If this is not possible it should be completed on a time line of number of days missed plus 1. No credit or grade may be assigned for make up work not completed by this time line. There will be no make up work, credit or grade allowed for unexcused or truant absences. For extended absences, students are to complete the initial make-up work before requesting additional work.