



# Oakland High School

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To the Seniors of the Class of 2018 and Parents/Guardians:

The Oakland High School Class of 2018 graduation ceremony will be held on Sunday, May 20, 2018 at 7:00 pm at MTSU's Murphy Center. Students must meet an attendance requirement during their senior year in order to participate in the graduation ceremony. All seniors were made aware of the attendance policy during our senior class meeting held on Thursday, August 10, 2017.

The OHS senior attendance policy is as follows:

- Students may not have more than 10 unexcused absences from school.
- Each student is allowed 10 parent notes to excuse absences (as per Rutherford County Attendance Policy\*).
- Parent notes and other excuse notes must be turned in to OHS attendance office within 5 days of the absence in order for absences to be excused (as per Rutherford County Attendance Policy\*).
- 5 unexcused tardies/early checkouts = 1 unexcused absence

\*Rutherford County Attendance Policy: (OHS Handbook p.7)

Excused Absences: 1. Doctor or dentist appointments (for student only) 2. A death in the immediate family (father, mother, brother, sister, uncle, aunt, or grandparent) 3. Personal illness or immediate family illness 4. Required court appearances 5. Religious observances 6. Administrator's discretion 7. Extreme weather conditions

Unexcused Absences: 1. Truancy 2. Car trouble, lack of transportation, or traffic 3. Out of School Suspension 4. Job interviews 5. Oversleeping 6. Working 7. Driver's license (exemption- after 5th period: excused-makeup) 8. Family vacations 9. Other events at determination of administration

Procedure to Receive an Excused Absence: 1. Take your note to the attendance office between 7:50 and 8:10 a.m. 2. Attendance office will verify excuse 3. The above procedure must be completed within five days after a student returns to school

Seniors who exceed the allowed number of absences will be able to pick up their diplomas in the Counseling Office during the first week of June if all other graduation requirements are met.