

## ATTENDANCE PROCEDURES

### Excused Absences

For an absence to be excused, parents must call the attendance office within 24 hours of the absence. Family trips or long-term absences must be prearranged one week in advance of the absence through the Extended Absence form. This will allow students to receive assignments in advance of the absence.

Documentation or other verification may be required to excuse a long-term absence. Students will be allowed a minimum of one day per absence to make up work. Students who have unexcused absences will not receive credit for any assigned work that day. Students will be disciplined under the *Rights and Responsibilities Code of Student Conduct* for unexcused absences or skipping.

### Loss of Credit Due to Absences

When a student accumulates **five** absences (excused and/or unexcused) in a semester, the parent will receive a letter documenting the days absent. During the semester, a student who accumulates **ten** total absences (excused and/or unexcused) in a class will be notified by the grade level administrator of loss of credit in that class.

The student will remain in the class for the remainder of the semester on an audit basis and receive a grade of "H" if passing or a grade of "E" if failing. In the event the student and/or parent disputes the loss of credit, an appeal may be submitted to the grade level administrator, in writing, within five school days following the loss of credit. The grade level administrator will investigate the record and respond to the parent and teacher. During the audit portion of the class, if a student continues to have attendance problems or proves disruptive, the student will be disciplined in accordance with the *Rights and Responsibilities Code of Student Conduct*.

Once it has been determined through an appeal process that a student has lost credit, the student may request to be placed on an attendance contract for the remainder of the semester. This attendance contract may be implemented if there were **no unexcused absences** in the semester. The student and parent must agree to the following criteria to allow for reinstatement of credit and grade at the end of the semester:

1. No previous unexcused absences
2. No further absences in the class
3. All assignments must be completed
4. No tardy referrals
5. No referrals to the administration for classroom behavior

## **Exempt Absences**

Absences that do not count towards the ten day absence level include:

1. School activities
2. Religious holidays
3. Serious injury or long-term illness
4. Verifiable chronic illness
5. Suspension from school
6. Bereavement of a family member
7. Other similar compelling reasons as determined by the grade level administrator

## **Tardy Policy**

The tardy policy will be enforced on a quarter card marking basis. A student is tardy if he/she enters class after the designated time class is to begin. Students who arrive within five minutes after the start of class will be marked tardy to the class. Students who arrive later than five minutes and do not have a pass excusing them will receive an absence. Students who have excessive tardiness or absences to first-hour class and are student drivers may lose their driving privileges to school for the remainder of the card marking period.

Students will be notified by the teacher for each class when he/she has accumulated four tardies during the card marking period. The teacher will assign Saturday detention and notify the grade level administrator. Any additional tardies in that class will result in a referral to the grade level administrator and possible additional Saturday detentions. When a student has accumulated two Saturday detentions in a card marking period, any additional tardy referrals from any class will result in suspension. Habitual offenders will be suspended long term according to the *Rights and Responsibilities Code of Student Conduct*.

## **Extended Absence**

When a student is not going to be in school for a period of time and he/she knows about it ahead of time, he/she is required to get an Extended Absence form. This form is available in the attendance office. The student must also have a parent verify the absence by calling the attendance office. The student takes this form to each of his/her teachers to get signatures and homework assignments. The form is then returned to the attendance office, recorded, and filed.