

## **Attendance Policy**

Our vision is to provide student-centered educational programs that challenge all students to perform at their highest potential. Furthermore, our mission is to prepare students for success in the 21st century by engaging them in rigorous and relevant learning opportunities that promote academic, physical and emotional growth. To fulfill our vision and mission, students must attend school daily and be in class on time. Attendance is vital to students' present and future success.

### **Definitions:**

- “Enrolled” means the student has been accepted into the public school system. Students need not enroll annually.
- “Absent” means that the student is not physically present in school for at least half the school day or is absent from a class for at least half the period from the ending of the tardy bell, except if the student is on an authorized school activity. For purposes of school reporting, students are either present or absent. Teachers may maintain records of excused absences for purposes of make-up work.
- “Present” means the student is physically present in school or in a scheduled class for at least half of the school day or class period.
- “Tardy” means that the student reports to class after the starting time designated by the school.
- “Truant” means the student is absent from school without authorization from the principal or designee.

### **Guidelines for Determining Absences**

#### **“Excused” absences include:**

- Illness/Doctor/Dentist appointment
  - Doctor/Dentist note is required upon return or administration approval
- Funeral services
  - Parent/guardian note is required
  - A copy of the funeral program or published obituary is required
- Family Court
  - A note from Family Court is required
- Driver’s permit/road test
  - Proof of appointment required
- Authorized school activity – School-related activities include but are not limited to activities such as:
  - Counselor or administrator appointment
  - Treatment in the health room
  - Student government-related activities
  - Athletics
  - Field trips
  - Early college programs (admissions, etc.)

### **Unexcused Absences**

#### **“Unexcused” absences include, but are not limited to:**

- Non-school sponsored activities or trips not approved by the school administration
- Family vacations outside of the normally scheduled school break that the school administration does not approve

## **Guidelines for Determining Tardies**

### **“Excused” tardies include:**

- Funeral services
  - Parent/guardian note is required
  - A copy of the funeral program or published obituary is required
- Doctor/Dentist appointment
  - Doctor/Dentist note is required
- Family Court
  - A note from Family Court is required
- Student detained by an administrator or counselor
  - A note from the person who detained the student is required
- Delayed school bus
  - An announcement will be made via school email.
- Unusual weather circumstances
  - An announcement will be made via school email.

## **Unexcused Tardies**

### **“Unexcused” tardies include, but are not limited to:**

- Oversleeping
- Having car trouble
- Missing the bus
- Babysitting
- Dealing with “personal business.”

## **Unexcused Tardy/Absence Program:**

STUDENTS: Daily and Prompt attendance to classes is an expectation. Per Student Code of Conduct: Student tardies are cumulative and subject to progressive discipline.

*Note: Two Tardies = One Absence*

Step 1: 2 unexcused absences will result in a verbal warning by teacher

Step 2: 3 unexcused absences will result in parent notification by teacher

Step 3: 5 unexcused absences will result in referral to counselor and may lead to exclusion from extracurricular activities such as: sports, clubs, student and class activities, Freshmen & Sophomores Banquet, Proms, Commencement, etc.

## **Make-up Assignments:**

It is the student’s responsibility to obtain make-up assignments within a week of returning from an absence. **Make-up assignments will be provided for excused absences.** Students will be eligible to make-up assignments for 4 unexcused absences per quarter. From the 5th unexcused absence within a quarter, assignments will be ineligible for credit.

## **Appeal Process**

### **Appeal Form**

The student may file an Appeal Form (available in the front office) directly with the Attendance Monitor **within a week upon return**. The administration will review the appeal for approval or denial. If approved, the change will be reflected in Infinite Campus.

### **Student Responsibilities**

1. It is the student's responsibility to file the Appeal Form (which is available at the front office).
2. If the absence is approved by an administrator, it is the student's responsibility to inform the teacher and request their make-up assignments and tests.