Attendance Policies

ATTENDANCE POLICY AND INTERVENTION

Note: These policies are consistent with School Board Rule and are intended to provide interventions that will prevent a student from failing an annual or semester course. (Please see School Board Rule 6Gx13- 5A-1.041)

Excused School Absence:

1. Student Illness: Students missing five or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, then such student must be under the supervision of a health care provider to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, then a written statement from a health care provider indicating the date and time of the appointment must be submitted to the school.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
5. School-sponsored event
6. Subpoena by law enforcement agency or mandatory court appearance. Documentation must be provided.
7. Outdoor suspensions

Unexcused School Absence:

Any student who has been absent from school will be marked unexcused absent until such student submits required documentation as specified above. FAILURE TO PROVIDE REQUIRED DOCUMENTATION WITHIN THREE SCHOOL DAYS UPON THE RETURN TO SCHOOL WILL RESULT IN AN UNEXCUSED ABSENCE.

Unexcused absences do not require that the teacher provide make-up work for the student. Make-up work must be completed within three days of the return to school.

LATE ASSIGNMENTS

Teachers set their own late-work policy. It is each student's responsibility to make arrangements regarding any late work with an individual teacher. The student should approach the teacher at an appropriate time and discuss the time limit for turning in the late work.

MAKE-UP WORK/HOMEWORK GUIDELINES

Students have the right to make up all class work missed within three days of the return to school due to excused absences and field trips. Refer to the individual teacher's syllabus for more information.

Students are responsible for:

- completing assigned homework as directed;
- returning homework to their teacher by the designated time;
- submitting homework assignments that reflect careful attention to detail and quality of work; and
- devoting a specified amount of time to reading as part of the homework assignment.

Failure to make up all assignments will result in the lower assessment of the student's academic and/or effort grade.

A student accumulating 10 or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student.

TARDIES

TARDY TO SCHOOL – ARRIVAL AT SCHOOL AFTER 7:40 A.M.

Students must be in their classes when the tardy bell rings. Chronic tardies will be referred to the Assistant Principal for further disciplinary action.

1. **EXCUSED TARDY** – Students will be excused tardy to school only if a parent/guardian brings the student to school and accompanies him/her to the main office to sign the tardy log.

2. **UNEXCUSED TARDY** – All students will be marked unexcused tardy if they report directly to class without an excused tardy pass from the office. Written notes will not be accepted unless previously approved by the administration.

3. **ADMINISTRATIVE DETENTIONS** – After three successive occurrences of being tardy to school, students will be issued an Administrative Lunchtime Detention.

4. **TARDY TO SCHOOL AND INDOOR SUSPENSIONS** – If you are tardy to school (more than three times per nine weeks) and/or you have accumulated indoor suspensions, **you may not be able to attend end of the year and other school activities**.

EARLY DISMISSAL

When there is a need for a student to be dismissed early, a parent/guardian MUST come to the office for the student and sign a Permit to Leave School Form. The school will NOT release a student if the parent/guardian calls the school or writes a note. A student will only be released to those individuals (18 years or older) whose names are listed on the "Release of Student from School" Information section of the Emergency Contact Card. Picture identification will be required for anyone signing out a student. Upon returning to school, the student will present the Permit to Leave School Form to those teachers whose classes were not attended. This policy is to ensure the safety and welfare of all our students and will be strictly enforced. **No students shall be released within the final 30 minutes of the school day unless authorized by the Principal or Principal's designee (i.e. emergency, sickness).**

EMERGENCY CONTACT AND RELEASE FROM SCHOOL INFORMATION CARD

Each student is issued an emergency contact card at the beginning of the school year. Parents/guardians are to fill it out and return the signed form to their child's homeroom teacher. These cards must be returned because the school needs to be able to contact the student's parent/guardian in case of an emergency. Furthermore, students cannot be released to anyone whose name is not listed on the "Release of Student from School" Information section of the card. Parents/Guardians must bring proper identification when picking up a student. When a student's telephone number and/or address changes, a parent/guardian must immediately provide the school's registrar with proper documentation so that the new address and/or telephone number can be updated in school records.

PROCEDURE FOR DOCUMENTATION PERTAINING TO ATTENDANCE

The day a student returns to school after having an excused absence such student shall take the appropriate documentation to the Attendance Office in Room 102 to be recorded as excused. The student will receive an admit to be taken to all the teachers for their signature within one week. Failure to comply will result in the absences being recorded as unexcused. **Note: Students and their parents have up to two school days to document an excused absence or tardy. After five days, the absence or tardy will remain unexcused until an appeal has been filed and approved at the district level.**