

TROY AND ATHENS HIGH SCHOOL ATTENDANCE POLICY

We believe that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline; it also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student.

The major responsibility for acceptable attendance lies with the student and the parents. Teachers, counselors and administrators have the responsibility to assist the student and work with the parents in meeting the goal of acceptable attendance.

Students are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the course work; they cannot be duplicated. Students should be attentive and prepared with proper materials to be actively involved in the class.

Parents are expected to notify the school the day of an absence or the following day of any absence or extenuating circumstances regarding illness or personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the attendance policy.

Teachers are expected to maintain accurate daily attendance/tardy records and report them properly to the office. A teacher has the professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging and rewarding educational experience.

Counselors are to help students recognize possible consequences of poor attendance and to counsel students in making good decisions. Counselors are to communicate with teachers and parents and work closely with grade-level administrators to help detect problems early.

Administrators are to coordinate the efforts of students, parents, and counselors when a student's absences are adversely affecting school success. Administrators are to enforce whatever steps and procedures are necessary to improve the student's attendance and follow the guidelines of this policy and the *Rights and Responsibilities Code of Student Conduct*.

To promote this philosophy and to assist students in developing lifelong, responsible attendance patterns, the following procedures will be implemented.

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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 and may appeal the loss of credit to the grade-level administrator. If it is determined that credit will be lost, the student will receive a grade of “H” if passing or a grade of “E” if failing. During the remainder 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*.

Exempt Absences

Absences that do not count toward 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 – except those absences derived from not attending Saturday detention which is an unexcused absence
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 quarterly 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 will receive an absence.

The teacher for each class will notify students 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 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.