

## **Overview of Attendance Procedures 2017-2018**

The importance of regular student attendance cannot be over-emphasized and is necessary for maximum school achievement. According to state law, school attendance is mandatory for students under eighteen.

A complete copy of attendance requirements and procedures can be found in the student handbook posted in the student section of the WAHS website. This is an overview of critical points.

### **Full Day Absences**

Parents should contact the attendance office before or on the day of a student absence. Parents may call the attendance office(823-8700; option 2), send in a note with their student, or send an email to [wahsattendance@k12albemarle.org](mailto:wahsattendance@k12albemarle.org). Notes and emails will be kept on file.

If parent notification is not provided before or on the day of an absence, it will be coded as unverified and parents will receive a message from the school. Please contact the attendance office to provide a reason for the absence or it will be considered unexcused. By state code, parents must meet with school personnel if a student has 5 full day unexcused absences and the school is **required** to create an attendance contract with parents and students or notify the Juvenile Court Services Unit to initiate a Child in Need of Services (CHINS) petition after **7 full day unexcused absences**.

### **Early Dismissals**

Students may bring a note from their parents to the attendance office to notify us if he or she needs to be released during the school day. Students will be given an early release pass to show their teacher. When a student has an early release pass, students must sign out at the the attendance office before they leave the building. During the day, a parent may come to the attendance office, call, or send an email to [wahsattendance@k12albemarle.org](mailto:wahsattendance@k12albemarle.org) to have a student released from class.

### **Late Arrivals**

Students who arrive late to school must sign in at the attendance office. Only late arrivals due to a doctor's appointment or court appearance will count as excused. After three unexcused late arrivals, a student will be referred to his or her administrator per the tardy discipline code. If a student misses more than 15 minutes or more from a class, he or she will receive an absence for that class.

### **Class Absences**

Absences are recorded by individual classes throughout the school day. The principal has the discretion to deny credit for a class if a student has excessive absences. Counselors and administrators will request a conference with parents if a pattern of absenteeism develops.