

Guidelines for Student Attendance

The attendance policy is designed to promote good student attendance and to be administered uniformly. Regular attendance cannot be over-emphasized. It is necessary for maximum school achievement, development of positive work habits, and development of responsibility needed for the transition from school to the world of work.

Absences

An absence is defined as missing more than fifteen (15) minutes of a class. Absences are assessed by individual classes and not by school day. The principal has the discretion to deny credit to a student who misses eight (8) or more single classes in a school year. The parents would be notified and given the opportunity to appeal the decision.

These school related absences DO NOT count toward the credit denial policy:

1. Field trips, school-sponsored sports activities, and absences approved by the principal as School Related Absences;
2. School Counseling/Administrative/Group Meetings;
3. Late bus;
4. College visits or job interviews for Seniors; a verification form should be obtained from the Attendance Office prior to the visit/interview; limit 4 per school year.
5. College visits for Juniors; a verification form should be obtained from the Attendance Office prior to the visit; limit 4 per school year.
6. Participation in regional, state, and/or national competition of a non-school organization that fosters development of the student's physical, academic, performing, or exhibition of arts/talents which are/is the culmination of a year's participation and which would reflect favorably on the school and community. Absences under this guideline must be preapproved by the principal;
7. Prearranged observance of religious holidays as requested in writing by parent/guardian.

Tardies

We are encouraging all of our students to be in class and on time to every class. If a student arrives to their class within the first fifteen (15) minutes of the class starting, she/he is marked tardy. Only doctor appointments and court appearances will count as excused tardies. The county attendance policy remains enforced: 3 tardies = 1 absence. For each set of three tardies an absence will be assigned. In addition to the absence they will also receive the following disciplinary consequences: 3rd tardy – lunch detention; 6th tardy – one period of Alternative Learning Center (ALC) for that particular class; 9th tardy – one full day of ALC and parent and student conference with administrator; 12th tardy – student is suspended overnight, return to school contingent upon parent readmit conference. At that time a request will be made to the Superintendent's Discipline Hearing Officer for noncooperation.

Late Arrivals/Early Release Procedures

Students who arrive late or check out early must sign in or out at the Attendance Office. Phone calls or notes should be given to the Attendance Office to explain the reason for the late arrival or early release. If a note for an early release is provided, please include a phone number.

If you have questions concerning attendance, please call 823-8700, menu option 2.