

CFHS ATTENDANCE/TARDY POLICY

High school attendance, according to the laws of the State of Montana, is ultimately the responsibility of the student and his/her family. Students should be regular and punctual in their attendance. Students should remain out of school only when absolutely necessary, since most classroom activities cannot be made up at home. The benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that daily attendance is the key to much of the success a student may gain from his/her secondary program. The following attendance policy is designed to assist parents to carry out this responsibility and to help the pupil recognize the importance of regular and prompt school attendance as it relates to school progress.

Absences are defined in the following manner:

1. Not being present in class.
2. Having been present at the beginning of a period, but leaving a class without the teacher's permission.
3. Tardy in excess of five (5) minutes to a class.

Notification of Attendance to Parents:

1. Parents or guardians will be notified of an Unexcused/Unverified (UA) via the school's automated phone system. Automatic calls regarding unexcused absences will be sent out at 10 a.m. and 7 p.m. each day.
2. Parents can access at any time their son/daughter's Infinite Campus on-line progress report to view their complete attendance report and current grade status for each class.
3. Parents will be notified by letter when their child has been absent 6 days and 10 days in one or more classes during a semester.

Parent's/Guardian's Responsibility

1. Parent/guardians must call the **Attendance Office at 892-6503** to excuse a student absence. Calls must be received by **10 a.m.** the school day following the absence, otherwise the absence will be considered unexcused (UA). Parents/guardians can leave messages regarding attendance anytime twenty-four hours per day.
2. Parents/guardians must call the attendance office to excuse their student for any reason during the school day. Students who leave school during the school day are required to sign out at the attendance office. Failure to do so will result in an unexcused absence. **Parents/guardians must call prior to the student leaving.**
3. Parents/guardians can only excuse their own son/daughter.
4. Absences beyond the tenth (10th) absence in a semester require a call to the Attendance office, communication **with administration** and/or valid documentation within 48 hours of returning to school. Notification from a parent, medical professional, legal staff, or other pertinent persons of authority, verifying the medical, legal, bereavement, or other acceptable reasons for missing school must be obtained by the student and/or parent/guardian and presented to the administration. Notification to administration can occur prior to the absences and/or before the 11th absence. If appropriate communication does not occur within 48 hours assignments missed during that absence will result in no credit for missed work.
5. Please keep your child home for at least 24 hours AFTER having any of these symptoms:
 1. Vomiting
 2. Diarrhea
 3. Fever ≥ 100.0 °F with/without ANY of the following: cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. (defined by CDC as "flu-like illness")
 4. Rash or body/muscle aches of any unknown origin

NOTE - during a pandemic, there may be additional illness exclusions; including:

- Staying home for greater than 24 hours after a symptom of illness.
- If a child is recommended to be tested for Covid 19, following provider recommendations for quarantine while the test is pending.
- If diagnosed with Covid 19 with or without symptoms, please refer to your medical provider and the local health department for return to school or work.

This may need to be considered for all family and/or household members who are presumed positive of Covid 19, as some people may have the virus, and spread it unknowingly, without any signs or symptoms of illness.

May return to school after illness:

(Exclusion time may be increased to 72 hours for COVID 19 diagnosis)

1. Active vomiting or diarrhea, 24 hrs. since last episode
2. Fever (≥ 100.0 °F) - 24 hrs. fever free without fever-reducing medication IF not diagnosed COVID 19 positive or presumed positive
3. After 24 hrs. on antibiotics for variety of bacterial causes (i.e.: strep throat, pink eye)
4. Doctor's note of clearance for various student-specific medical conditions

EXCUSED ABSENCES

Any absence that the parent/guardian authorizes before, the day of, or by 10 a.m. the school day following an absence.

Completion of Missed Academic Work Following an Excused Absence

1. It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment, especially when performance-based activities or experiences are used.
2. It is the student's responsibility to inquire about makeup of missed course work.
3. It is the student's responsibility to know assignment expectations and due dates.
4. It is the student's responsibility to make prior arrangements for assignments during planned absences. Examples of planned absences may include School Sponsored (SS) and some types of Excused (EA).
5. If the student is present in class when the students are given an assignment that is due during the absence, they student will submit the completed assignment upon returning to school unless other arrangements have been made with the teacher.
6. If a long-term project becomes due during an absence, the student will be expected to submit the completed project upon returning to school unless other arrangements have been made with the teacher. This includes projects that were worked on over a period of time such as a research paper, project, portfolio or speech.
7. If the student is absent from class when the students are given an assignment, the student will submit the completed assignment based upon the following time schedule. There will be no academic "late" penalty for assignments completed before the deadline.

Length of Time for Make-up Work Following an Absence

1-2 days 2 days

3 or more..... 5 days

CONSEQUENCES FOR EXCESSIVE ABSENCES

1. Parent/guardian will be notified by letter when their child has been absent a total of 6 days and 10 days in one or more classes per semester.
2. No credit for missed work will be given in a class after the student's 10th absence in a semester unless notification from a parent, medical professional, legal staff, or other pertinent persons of authority, verifying the medical, legal, bereavement, or other acceptable reasons for missing school is presented to the administration within 48 hours of the absence.
3. Any additional absences without necessary written notification may result in a mandatory conference held with student, parent, principal and Student Family Advocate. At that meeting an Attendance/Academic Success Plan will be created. Students not making adequate progress towards graduation may be referred to the School Board Discipline Committee.
4. Students will automatically be withdrawn from school upon the 10th consecutive absence unless previous arrangements and/or documentation has been provided to the administration by the student's parent/guardian.

SCHOOL SPONSORED ABSENCES

If students are absent from class(es) due to a school-related activity (field trip, club competition, athletic event, student government, etc.), they will not be considered as absent. They will, however, still be held responsible for all work missed. It is the student's responsibility to inform his/her instructors prior to the absence and make arrangements to complete any assignments or make-up work.

The Student's Responsibility Regarding School Sponsored Absence

1. It is the student's responsibility to inquire about makeup of course work, assignment expectations and due dates before leaving for the school-sponsored absence. Students who do not make prior arrangements with their teachers may not be able to make up missed assignments.
2. It is the student's responsibility upon returning to class to be prepared to participate in the lesson and related activities.
3. Students will support the school-sponsored absence policy by fully cooperating with their teachers concerning makeup of homework, tests, projects and other class activities.
4. School-sponsored students will make every effort to stay current with lessons, turn in assignments and complete assessments in a timely manner.
5. If the school-sponsored student is present in class when the students are given an assignment that is due during the SS absence, the student will submit the completed assignment upon returning to school unless other arrangements have been made with the teacher.
6. If a long-term project becomes due during a SS absence, the student will submit the completed project upon returning to school unless other arrangements have been made with the teacher. This includes projects that were worked on over a period of time (i.e. research paper, project, portfolio, speech).
7. If the school-sponsored student is not present in class when the students are given an assignment, then the school-sponsored student will submit makeup assignments, take the makeup test, etc. based upon the following time schedule (see below). There will be no academic "late" penalty for assignments completed before the deadline.

Length of Time for Make-up Work Following an Absence

1-2 days 2 days
 3 or more..... 5 days

POST-SECONDARY/MILITARY VISITATION

Absence must be verified by a high school counselor prior to Post Secondary/Military visitation. Students will be required to complete a visitation packet provided by the counselor and bring verification of their visit to the counselor upon return to school. There will be a limit of 2 such absences per year. Juniors and Seniors only. The student's responsibility regarding school sponsored absences (see above) apply to Post-Secondary/Military Visitation absences.

UNEXCUSED ABSENCES

Absences NOT authorized by parent/guardian or excused by 10 a.m. the school day following the absence. Student's leaving school during the school day without checking out at the attendance office or leaving school without prior notification to the attendance secretary by a parent/guardian or administrator. Students leaving a classroom without the teacher's permission or skipping periods. Students late to class by more than 5 minutes without an excused tardy pass. Student receives no credit for work / assignments missed.

Students attempting to clear an absence by impersonating their parents, or someone else's parent, either by phone or note, shall be subject to disciplinary action.

CONSEQUENCES FOR UNEXCUSED ABSENCES

- 1 – 3 Incidents** No credit for missed work, two lunch detentions per period missed, contact parent.
- 4 – 6 Incidents** No credit for missed work, two detentions per period missed, conference held with student, parent, principal and Student Family advocate, Attendance / Academic Success Plan developed.
- 7+ Incidents** No credit for missed work, two detentions per period missed and/or OSS, meeting with School Board Discipline Committee, report filed to Child and Family Services, Review/revise Attendance / Academic Success Plan.

ATTENDANCE CODES DEFINITIONS

SS (School Sponsored Absence)

An absence that is a result of a CFHS, MHSA or OPI related activity which is supervised by a School District Employee or designee, Funded by the school budget and governed by the CFHS code of conduct. Students will not be considered as absent. They will however, still be held responsible for all work missed. It is the student's responsibility to inform his/her instructors prior to the absence and make arrangements to complete any assignments or make-up work.

EA (Excused Absence)

Absence verified by a parent, guardian, caretaker, medical personnel or a school official. Non-MHSA sanctioned events would be considered excused absences. Using an excused absence to avoid taking an exam is not acceptable.

PS (Post-Secondary/Military Visitation)

Absence must be verified by a high school counselor prior to Post Secondary/Military visitation. Students will be required to complete a visitation packet provided by the counselor and bring verification of their visit to the counselor upon their return to school. There will be a limit of 2 such absences per year. Juniors and Seniors only.

UA (Unexcused Absence)

Absences not authorized by parent/guardian or excused by 10 a.m. the school day following the absence. Students leaving school during the school day without checking out at the attendance office or leaving school without prior notification to the attendance secretary by a parent/guardian or administrator. Students leaving a classroom without the teacher's permission or skipping periods. Students late to class by more than 5 minutes without an excused tardy pass. Student receives no credit for work / assignments missed.

OS (Out-of-School Suspension)

Consequence assigned by a school administrator for rule violation. Student may or may not receive credit for work or assignments missed. Building administrators will make the determination on whether credit is received.

TA (Tardy Absence)

Tardy in excess of five (5) minutes to a class. Student will be considered absent.

TARDY POLICY

Teachers will close their classroom door when the bell rings to signify the start of the period. Students are expected to be in class by the time the bell rings. Any student, who does not have an excused tardy pass and is not in class when the period begins is to report to the office. In the office, the student will be issued an unexcused tardy and will be given an admittance pass to return to class.

Detention will be assigned for every tardy. 1 Tardy (UT) = 1 detention, 1 Unexcused Absence (UA) per class period = 2 detentions, or 10 detentions for Unexcused Absence (UA) all day.

A detention will be assigned for an unexcused tardy. Multiple tardy violations will result in increased consequences (multiple detentions or OSS). Tardiness is disruptive to the learning process; please respect your teacher and classmates by arriving to class **ON TIME**.