

# MORGAN COUNTY HIGH SCHOOL

## ***ATTENDANCE POLICY***

### **CRITERIA AND GUIDELINES**

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Morgan County High School believes that it is their responsibility to model expectations that occur in real-life. Good school attendance and behavior helps develop habits of responsibility, self-discipline, and work ethic that will be carried beyond high school. Unexcused absences, tardies, and discipline referrals are known to have a negative effect on academic achievement for all students. Therefore, Morgan County High School is adopting the following initiative to promote improved attendance and proper behavior at Morgan County High School which *does not supersede the policies set forth by the Morgan County Board of Education*.

- Each school year, a student will lose privileges to participate in extra-curricular or co-curricular events sponsored by Morgan County High School if his/her attendance or behavior results in any of the following:

1. **An accumulation of eight (8) or more unexcused absence days, through whole day absences.**

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After the 8<sup>th</sup> unexcused day, each ½ day or full day of unexcused absence will result in 1 day of **Alternate Lunch Seating**.

2. **Ten (10) or more unexcused tardies to/from school**

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After the 10<sup>th</sup> unexcused tardy, each tardy will result in 1 day of **Alternate Lunch Seating**.

Definition of "Tardy to School" Tardy to School means that the student is NOT through the front doors until after the Tardy Bell stops ringing.

Definition of "Tardy to Class" Tardy to Class means that the student does not arrive to class on time. Consequences are listed in the Discipline Matrix but does not fall under the guidelines of the Attendance Policy.

3. **Behavior referrals that result in 3 or more separate referrals to ISS and/or suspension**

Loss of privileges until the end of the school year may include, but is not limited to the following:

- Co-curricular activities that meet during/after school
- Extra-curricular activities that meet during/after school
- Senior events including Senior Trip
- All school dances including the Winter Formal, Prom, etc
- Parking privileges suspended for student drivers.

## **PARENT COMMUNICATION**

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Parents/Guardians and students will be notified of student absences by the following:

- Upon the 3<sup>rd</sup> unexcused absence, a Notification of Truancy may be mailed home.
- Upon the 6<sup>th</sup> unexcused absence, a Notification of Truancy may be mailed home and the Truancy Officer (DPP) will be notified.
- Upon the 8<sup>th</sup> unexcused absence a letter will be mailed home notifying the parents/guardians/student that the student is now ineligible and not permitted to participate in but not limited to the following:
  - Co-curricular activities that meet after school
  - Extra-curricular activities that meet after school
  - Senior events including Senior Trip
  - All school dances including the Winter Formal, Prom, etc
  - Parking Privileges for Student Drivers

Parents/Guardians and students will be notified of student Tardies by the following:

- Upon the 3<sup>rd</sup> unexcused tardy, a Notification of Truancy may be mailed home.
- Upon the 6<sup>th</sup> unexcused tardy, a Notification of Truancy may be mailed home and the Truancy Officer (DPP) will be notified.
- Upon the 8<sup>th</sup> unexcused tardy, a second Notification of Truancy may be mailed home.
- Upon the 10<sup>th</sup> unexcused tardy a letter will be mailed home notifying the parents/guardians/student that the student is now ineligible and not permitted to participate in but not limited to the following;
  - **Co-curricular activities that meet after school**
  - **Extra-curricular activities that meet after school**
  - **Senior events including Senior Trip**
  - **All school dances including the Winter Formal, Prom, etc.**
  - **Parking Privileges for Student Drivers**

Parents/Guardians and students will be notified of student behavior referrals that result to ISS and/or suspension by the following;

Upon the 2<sup>nd</sup> behavior referral that resulted in ISS and/or suspension placement, a notification may be mailed home to the parent/guardian.

- Upon the 3<sup>rd</sup> behavior referral that resulted in ISS and/or suspension placement, a letter will be mailed home notifying the parents/guardians/student that the student is now ineligible and not permitted to participate in but not limited to the following;
  - Co-curricular activities that meet after school
  - Extra-curricular activities that meet after school
  - Senior events including Senior Trip
  - All school dances including the Winter Formal, Prom, etc

### **PRINCIPAL/DESIGNEE RESPONSIBILITY**

Conferences may be held with parents and/or student as seen necessary throughout the school year by school administration.

Students will have the opportunity to earn back extra-curricular, co-curricular and other privileges by completing the following:

- If a student is in school 10 consecutive days with no tardies, 1 tardy will be deducted from the total number of tardies. This tardy will be only for privilege purposes and not removed from the student's attendance record.
- If a student is in school 8 consecutive days with no absences, 1/2 day absence will be deducted from the total number. This absence will be only for privilege purposes and not removed from the student's attendance record.
- If a student is in school 15 consecutive days with no absences, an additional 1/2 day absence will be deducted from the total number. This absence will be only for privilege purposes and not removed from the student's attendance record.
- If a student has 20 consecutive days without a behavior infraction that that results in ISS or an Out of School Suspension they will have 1 behavior incident erased. This is only for privilege purposes and not removed from the student's behavior record.

### **OPTION to APPEAL**

Loss of extra-curricular, co-curricular, and all other privileges mentioned above may be appealed to the Student Privileges Committee. The Student Privileges committee shall submit a written response to the appeal. Once a decision has been reached by the Student Privileges Committee no further appeal is available. Student Privileges Committee members will consist of the principal, the director of pupil personnel, the assistant principal, and a teacher designated by the principal.

**POLICY EVALUATION** We will evaluate the effectiveness of this policy through our school improvement planning process.