Newport High School Procedure:

1. It is expected that students will attend class on every school day. All teachers will take roll and keep a record of absences and tardiness.
2. Make up work will be allowed for excused absences only.
3. It is the responsibility of an absent student to provide notification to the school from parent/guardian for verification within 1 school day of the absence. Notification must contain date(s) of absence, reason for absence, and parent signature.
4. If a student has to leave school prior to the end of the day, s/he is to check out at the main office and provide documentation stating the reason and signed by the parent or guardian. If the student does not have a note, personnel in the office will attempt to contact parents or guardian before the student will be released from school. If contact is impossible the school administration may release the student if it is in the best interest of the student to allow him/her to return home. Every precaution will be taken to see that he/she arrives home safely.
5. Students who arrive to school late must report to the main office for an admit slip.
6. Students who are absent for more than one half day of their scheduled classes on the day of a co-curricular activity in which they are scheduled to take part shall not be allowed to participate in or practice for that co-curricular activity.

Maximum Absences Allowed Per Credit:

As directed in policy 3122, a high school student will be allowed 17 absences per class (excused or unexcused) in a semester. The student will lose credit for the class on the 18th absence in the semester. Absences for school activities, suspensions, and certain verified non-school activities that are pre- approved by the principal or designee*, WILL count toward the 17 allowed during the semester. Arriving to class unexcused and more than 15 minutes late is considered an absence.

After the 3rd absence:

- Parents/guardians will be notified by letter after the 3rd absence.
- Reminder of the next step and the consequences of continued absences. After the 6th absence:
- Parents/guardians will be notified by phone after the 6th absence
- Reminder of the next step and the consequences of continued absences. After the 9th absence:
- A referral will be made to the administration which will setup an attendance contract with the student.
- Parents/guardians will be sent a copy of the attendance contract by mail.
- Reminder of the next step and the consequences of continued absences.

On the 12th absence:

- Parents/guardians are required to attend a parent conference with the principal or designee, student, and at least one of the student's teachers.
- The student will not be allowed to attend classes until this meeting has taken place, rather the student will remain in ISS until the meeting is complete.

On the 15th absence:

- Parents/guardians will be notified by phone after the 15th absence.
- Reminder of the next step and the consequences of continued absences.

On the 18th absence:

- The student's parents/guardians will be notified that the student will receive no grade/credit (NC) for the class.
- Students who have lost credit due to absences will remain in the class to continue their educational experience. By remaining in the class and continuing to do the assigned work, the student avoids receiving an "F" grade, which would have an adverse effect on overall grade point average. (NC does not affect GPA.)
- The student may not be disruptive in class and must continue to abide by all class and school rules, otherwise disciplinary action will be taken and an "F" grade will be recorded.
- Any further absence will result in an "F" grade being posted to the student's transcript.

APPEAL PROCESS:
Students who feel the circumstances surrounding their absences are such that the "no credit" policy should be waived may request a hearing before the Attendance Review Committee (ARC). This written request for a hearing for reinstatement of credit must be received by the principal within one week from the time the student receives the 18th absence. Included in this request should be an explanation for the absences and any special circumstances. Verifying documentation, such as notes from doctors, dentists, or court officers, should be presented at this time. No appeals will be scheduled after the 10th school day of the following semester. If an appeal cannot be initiated prior to school ending, it will carry over to the next school year. Seniors with an appeal pending will not be allowed to participate in the graduation ceremony. The school staff will provide every opportunity possible to expedite a timely hearing.

A hearing with the ARC (principal or designee, counselor, two teachers (one of which has the student in class), will be scheduled within one week of the receipt of a request for hearing. Parents will be notified of the hearing and be provided the opportunity to attend. The committee will review the submitted information; have an opportunity to question the student, and make a determination whether credit will be reinstated and, if reinstated, possible guidelines. If credit is reinstated, guidelines and contracts may be required and are encouraged.

An appeal of the ARC's decision would be referred to the superintendent. This appeal must be in writing from the parents/guardians within three days of the ARC hearing. Upon the exhaustion of all appeal options; a final appeal may be made to the Board of Directors. It is strongly recommended that parents/guardians attend any appeal.

All absences from school require notification from a parent or guardian. Absences will be classified as EXCUSED, UNEXCUSED, or TRUANT.

EXCUSED ABSENCES are absences that can be verified for the following reasons:
A. Personal illness.
B. Health appointments that cannot be made outside the regular school day. C. Recognized religious holidays.
D. Emergency family situations.
E. Planned absences which have been approved in advance and meet the prior arrangement.
F. Scheduled court appearances that are previously verified with the administration.
G. School related activities that are cleared by advisor in attendance office and placed on bulletin prior to absence.

For an absence to be excused a note must be given to the office within 24 hours of the student's return stating one of the reasons listed above. Only the above absences will be excused unless prior arrangements have been made with administration.

UNEXCUSED ABSENCES (RCW 28A.225.020) are absences for personal reasons with parent permission that do not meet criteria of excused absences. Habitual offenders will be referred to the administration. Examples include but not limited to:

A. Absences that do not meet the excused absence or pre-arrangement criteria required by school policy.

B. Absences other than for medical reasons or illness which are not approved according to expectations of prior arrangement criteria (haircuts, prom dress shopping, etc.).

C. Arriving to class after 15 minutes without a valid excuse.

Make-up work: Teachers are not obligated to grade make-up work for unexcused absences.

TRUANCY:

A student under the age of 18 who is absent without the knowledge and consent of a parent or absent from school after once arriving on campus without the knowledge and consent of the school is truant. Repeated truancy may be cause for disciplinary action, suspension, and/or court referral. A student is truant, for example, if s/he:

A. Leaves school without signing out in the office.
B. Leaves school at lunch without an authorized pass from administration. C. Is absent from school without prior permission of parents.
D. Is absent from class without permission from parents or staff.
E. Obtains a pass to go to a certain place and does not report there.
F. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
G. Comes to school but does not attend class.
H. Fails to attend a scheduled assembly.
I. Falsification of parental notification/note.
J. Failure to verify absence within one day upon return.
K. In parking lot during school hours without staff permission.

MAKE-UP WORK:

In keeping with our belief that the classroom situation itself and the interaction with the teacher are important aspects of the educational setting of Newport High School, the school reserves the right to require students to make up work and school time lost through an absence. The decision as to what is required for make-up, and the time and place of make-up, will be determined by the teacher or administrator working in conjunction with the student. Make-up policy will follow district policy. Make-up work will be required for all excused absences. Absences by a student must either result in extra time put forth by the student to make up the work missed or lose the credit. It is the student's responsibility to check with the teacher and to complete the required make-up (normally outside of class time) within the allowable make-up period following the student's return to school (1 day absence = 1 day make-up period; 2 days absence = 2 days' make-up period, etc.).

When a student is suspended, it is expected that all work missed will be obtained and completed during the suspension period and submitted immediately upon return, except in cases wherein the teacher gives written instructions to the contrary.

Make up tests will be taken either before school, after school or by prior arrangement with the teacher.

FIELD TRIPS-SCHOOL RELATED ABSENCES-ACTIVITIES-ATHLETICS:
If a field trip requires that students miss class time, student must obtain and complete a Pre-arranged Absence Form from their teacher three (3) school days in advance. Teacher and administrator discretion regarding attendance and academic progress will determine if a student will attend a field trip. All field trips will follow School Board Policy #2320. In the case of athletics or activities, such as SADD or Skills USA, the student will inform the teacher of the upcoming absence and all make-up work must be handed in upon returning from the absence or have written instructions to the contrary before leaving for the event/activity.

ABSENCES-PRIOR ARRANGEMENTS:
Newport High School strongly discourages students taking vacations during the semester or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. During the planning for an absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. Since a student presumably needs to attend the full semester to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to the student's educational program. The intent is to help students maintain progression toward academic goals. All prearranged absences occurring the final week of the semester must have administrative approval and have no guaranteed as to if the final grade will be negatively impacted.

In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request outlining the reasons for the absence, expected duration, and departure date must be written to the school.
2. A Pre-arranged Absence Form will be issued from the office to be presented by the student to his/her teachers.
3. Teachers will state in writing on Pre-arranged Absence Form student expectations and possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade.
4. These days will count toward the 18-NG rule.

An indication of willingness on the part of the school to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student. Make-up assignments are due upon returning to class.

TARDINESS:
Newport High School has established as a goal for its students, the promotion of punctuality. It is expected that students will be to class on time. Habitual tardiness creates a disruption to the educational process in the classroom.

Any student who arrives at school after the beginning of the school day must get a pass at the attendance office before going to class.

A tardy is assigned for up to fifteen (15) minutes late for class (Unexcused). In the event a teacher holds a student after class, the teacher will issue a note to the student to go to his/her next class.

The teacher/attendance personnel will keep all student tardy records. A progressive procedure will be used with its goal being the elimination of student tardy problems.

Tardies will be handled on a classroom to classroom basis. Excessive tardies (4 or more) may result in the student being sent to the office or In-School Suspension for that class period, and the student will be receive an unexcused absence from that class period.

All students assigned to in-school detention/suspension must complete teacher assigned work and gain teacher approval for completed work. In-school suspension students must stay properly busy or be assigned work by the ISS supervisor.