

Attendance & Other School Procedures

Mrs. Kathy Shirilla kshirilla@uchigh.com

School Phone Number: 828-855-2995

Absences:

- ❖ **Excused** absences: Illness, Quarantine, Death in Immediate Family, Medical or Dental Appointments, Court or Administrative Proceedings, Religious Observances, Educational Opportunities, or Mission Trips (with prior principal approval), juniors and seniors are allowed two excused college visits per school year.
- ❖ All other absences will be considered **Unexcused**, such as extra family vacations, etc. Please *still communicate* the reason for your absence to your teachers and Mrs. Shirilla.
 - For ALL absences, students are required to make up work missed per the individual teacher's policy.
- ❖ **Planned or extended** absences:
 - Communicate **ahead of time** with teachers and Mrs. Shirilla
 - Make a plan with your teacher regarding make-up work.
 - Teachers are not obligated to provide work in advance.
- ❖ **Excessive absences:**
 - Can seriously affect your performance in the classroom.
 - If absences (UA & EA) start to exceed five, a discussion with the Principal and parents may be necessary to determine the cause & and solution.
 - More than 10 total absences (UA & EA) from school and/or an individual class will result in make-up time after school as determined by the Principal.
- ❖ **Be mindful of the number of class absences.**
 - Try to avoid being absent multiple times in one class period.
 - Schedule appointments at different times of the day when possible.

Appointments & Leaving Early:

- ❖ You must sign out in the school office if leaving school before 3:00 p.m.
- ❖ You will not be allowed to leave for appointments without a parent calling or emailing Mrs. Shirilla.
- ❖ Medical appointments: You should bring back a doctor's note upon your return.
- ❖ If the appointment is in the morning, you should sign in at the office upon your arrival before going to class.

Excused Tardies:

- ❖ Have a parent call or email the school. You can also email or text Mrs. Shirilla at kshirilla@uchigh.com
- ❖ Reasons: Traffic, running late, or some event out of your control, etc. (parent, sibling, car trouble, etc.)
- ❖ Anytime you arrive after 8:00, you must sign in at the office.
- ❖ Not unlimited. If you have more than 5 excused tardies, there will be a discussion regarding changes needed in the morning routine.

Unexcused Tardies

- ❖ No text, email, or call was made to the school.
- ❖ Reasons: No communication or you've exceeded a reasonable amount of excused tardies.
- ❖ Upon your 3rd and all subsequent unexcused tardies, you will receive a 30-minute after-school detention.
- ❖ Anytime you arrive after 8:00, you must sign in at the office.

Scanning:

- ❖ Scan in with your ID at either campus upon your first arrival. This scan serves as school attendance each day. If another student holds the door open for you, scan your ID anyway so you are not marked absent or tardy.
- ❖ If you lose your card or your card is not working correctly, you have to come sign in at the office and tell Mrs. Shirilla.
- ❖ If you get a new ID, you need to bring it to Mrs. Shirilla to enter the new ID number into the security system.
- ❖ Students are not allowed to enter school buildings before 7:00 a.m. or after 4:30 p.m. unless accompanied by school personnel. Please, no hanging out at South Campus before 7:25 a.m. If you arrive earlier, come to North Campus.
- ❖ LR may charge you a \$10 fee to replace a lost or damaged card (often they won't charge our students for a replacement card unless you've lost more than one).

Student Drivers:

- ❖ ALL Student Drivers need to register their vehicles with Mrs. Shirilla
- ❖ ALL Student Drivers need an LR parking permit. See Mrs. Shirilla
- ❖ Do not leave campus without permission and always sign out in the office.
- ❖ Do not move your vehicle from North to South or vice versa during the day.
- ❖ Do not hang out in your vehicle or the parking lot during the school day.