

Attendance Counselors

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Attendance Policy

Students must attend classes every day and be on time. Regular attendance is necessary for success. Under the block schedule, missing one day is tantamount to missing two days. Students will not receive course credit if absences are excessive.

Each time a student is absent, he/she must present the teacher with an official school pass (within 24 hours of returning to school). If the pass is not obtained before 7:50 a.m., the student may leave the note at the attendance counselor's office and pick up the pass later in the day. If the student does not submit a pass, the absence will be considered unexcused and the student will receive a zero for any graded assignment given. To receive an excused pass after an absence, the student must present a letter written and signed by a parent or guardian with whom he/she resides stating the reason for the absence, the length of time the student was absent, his/her full name and home room, and telephone numbers where the parent/guardian can be contacted. A note from a physician can also suffice.

Absences shall be excused only for the following reasons:

- (1) personal illness,
- (2) bereavement,
- (3) family emergencies
- (4) observance of religious holidays,
- (5) medical appointments.

Proof may be required. If a student is to be absent for 2 or more consecutive days, the student or his parent/guardian must notify the attendance counselor immediately. If the student is absent for 3 or more consecutive days for reason of illness, a doctor's note is required to receive a school pass. The doctor's note must first be presented to the school nurse for her information and verification; she will then issue a nurse's pass to be taken to the attendance counselor.

Parents may be required to visit the school to confirm reasons for absences of 3 days or more.

Excessive unexcused absences may result in a referral to an outside agency or in a recommendation for dismissal from this institution.

PARENTAL RESPONSIBILITY: EXCUSE FOR ABSENCE
According to 14 Virgin Islands Code §82-89 and §1941:

- Parents and guardians shall be held responsible for the regular and punctual attendance of children at school in clean and decent apparel.
- The absence or tardiness of children may be excused for reasons acceptable to principals or teachers. Teachers, principals, attendance officers, or other school officials may require that the reasons given as the cause for absence be substantiated by statements of a physician, dentist, nurse, or any other authoritatively informed person before the absence or tardiness is excused.

