

## **Attendance excerpt from *Student Handbook***

### **ATTENDANCE PHILOSOPHY**

The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study. Students are expected to attend all their classes.

### **ATTENDANCE AND GRADES**

Grades earned in any course shall reflect the student's achievement and daily attendance as well as the fulfillment of other academic requirements as may be established by the department and announced by the teacher.

### **ABSENCE AND TARDINESS**

When a student is absent or tardy, the school must obtain a signed affidavit (commonly called an "excuse" or "note") from the parent or guardian showing (1) the student's full name, (2) days and dates absent from school, and (3) the reason for absence or tardiness. When tardy, the expected arrival time to school is to be stated in the excuse note. This excuse is a legal document which must be kept on file for three years and can be admitted in court as documentary evidence. This excuse is to be presented to the Attendance Office - in the case of an absence - immediately upon entering the school. Upon receipt of the excuse, an admit pass will be issued to the student which must be shown to their first period teacher. Failure to present a written excuse note, signed by a parent or guardian, following an absence or tardiness will result in the absence or tardiness being recorded as truancy at the time of entry into school. A forty-eight hour grace period will be allowed for students who fail to present a written excuse note on the day of tardiness or return to school from an absence. At the end of the aforementioned grace period, a tardy or an absence not verified as legal by a properly signed excuse note will remain recorded in school records as an unexcused tardiness or unexcused absence. Disciplinary procedures may be as follows: one detention for each instance of unexcused tardiness or ISS for chronic unexcused tardiness. One day ISS for each day of unexcused absence (truancy) and/or other measures as deemed appropriate by the school for chronic truancy. Students who are tardy to school or who are returning from an absence must report to the Attendance Office with or without their written excuse note, immediately upon entering the building. Failure to do so and instead reporting directly to class may result in the student being assigned either after school detention or ISS (In School Suspension). Those students who are tardy to school with no note will need to bring in a note within 48 hours to avoid being assigned an after-school detention. Student must also have a written note brought to the Attendance Office in order to receive permission to leave school early.

#### **Excused absences are as follows:**

- 1) Personal illness
- 2) Serious illness or death in the immediate family
- 3) Impassable roads or weather making travel unsafe
- 4) Religious observance

- 5) Doctor's appointment which cannot be arranged for any other time
- 6) Special educational activities requested by the parents and approved by the building Principal
- 7) Approved school-sponsored trips
- 8) Required court attendance
- 9) Quarantine

Any other absence is considered unexcused, such as "visiting," "away," "vacation," "shopping," "needed at home," "caring for baby," "work," "no shoes," "overslept," "car trouble," etc. Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. A written excuse signed by parent or guardian is required for early departure or for admission following any absences. Such excuse should contain the reason and date of absence.

#### **TRUANCY/CUTTING/ABSENCE FROM CLASS**

Students who are truant from school or absent from a class with or without excuse (cutting) are responsible for all work missed. Furthermore, students who intentionally absent themselves from an examination or quiz without legal permission or excuse, with the knowledge that the examination was to be given, need not be afforded the opportunity of a make-up exam. Students may receive a grade of zero on any test or quiz missed due to truancy or cutting. Unexcused absences from class or study hall may result in after school detention or ISS. Additional consequences for infractions listed below for seniors may be revocation of permission to:

- 1) Leave campus for nearby business centers during lunch period;
- 2) Park on school property;
- 3) To be excused from study hall and/or to report late to school for first classes beginning later in the day.