

# Attendance Policy

The administration expects that students will attend class daily except in cases of serious illness, extreme emergency, or calendar religious holidays. Teachers, students, and parents/guardians share responsibility for student attendance.

- **Teachers** must maintain and report attendance daily.
- **Students** must attend class and keep track of any absences. They must make up any work missed during absences.
- **Parents** must provide the school with updated phone numbers and must support the emphasis on regular daily attendance.
- **Administrators** must enforce the attendance policy and regulations.

**Absences: A student will fail a class for the academic quarter if she/he reaches 8 absences or 2 unexcused absences during that quarter.**

## **Absence Notes**

Students must show a note of explanation, signed by a parent/guardian, to all their teachers **WITHIN 48 HOURS OF AN ABSENCE**. Failure to follow this procedure will constitute an unexcused absence even though parents/guardians were aware of and gave permission for the absence. This issue will not be revisited at the end of the quarter.

Students absent three (3) or more consecutive days are to bring their notes to the Assistant Principal who is their grade level administrator. **Exemptions may be given for long-term illness of 3 or more days with a doctor's note, Funeral (Family member) and religious holidays. Requests for exemptions should be done immediately upon the student's return to school.**

**Tardiness: 3 TARDIES EQUAL ONE ABSENCE.** If a student is chronically tardy for a class there is a strong possibility that the tardies can push him/her over the number of absences that will cause a failure for the quarter. **Absences due to tardies cannot be appealed.**

## **Course Credit**

To achieve a passing grade in a course, students must be in attendance regularly, except in cases of serious illness, extreme emergency, or calendar religious holidays. Should a student be absent from a course in excess of the number of days below, he or she will receive a failing grade with a maximum numerical average of 59 for that quarter. (See appeals section below)

- seven absences in a quarter
- fourteen absences in a semester
- twenty-eight absences in a school year

**Class Cuts and Tardiness: Cuts and tardiness are not tolerated.** A cut is an absence from a class without permission when the student is in school for the day. Absence from class for a school activity without prior approval from the teacher will be counted as an absence, but not a cut.

**Any cut may result in a grade of zero for the day and appropriate disciplinary action. Two cuts from a class in a quarter will result in a reduction of the numerical grade to 59%. Failure due to two cuts is not appealable.**

**Three tardies to a class will be recorded as one absence. One tardy of at least 20 minutes will be counted as one absence.**

### **Appeals**

Appeals for absences are given for extraordinary reasons other than for medical and religious holidays. The student must see his/her grade level administrator to begin the appeals process. This is done the last week of a quarter. **Excessive tardies to a class is not an extraordinary reason for an appeal.**

**Appeals Committee:** An Appeals Committee will review cases that involve extraordinary circumstances. An application for appeal must be filed one week before the end of the quarter by the teacher of record. **If the appeals paperwork is not filed one week before the end of the quarter, an appeal will not be heard.**

The Appeals Committee is selected by the building Principal and will include the following:

- A teacher
- A student from the Senior class
- An administrator
- A Guidance Counselor
- School Social Worker

### **Notification**

Parents/guardians are required to notify the school when a student is absent 3+ days. School personnel will attempt to notify parents/guardians by computer to report absences daily. These attempts can be documented in printed reports. Parents will be notified in writing after the third, fifth, and seventh absence in any class.

### **Notification of Regulation**

This regulation became effective at the beginning of the school year 1997. This regulation will be mailed to parents before each school year. This regulation will be included in the student handbook. This regulation will be reviewed with students in the first class period of each course. It will be provided to students and parents when they register during the school year.