

Attendance, Tardiness, and Checking Students Out of School

ATTENDANCE

A student who has accumulated 3 unexcused absences will have a letter sent to his/her parent/legal guardian informing of the student's number of absences **and** containing the school's attendance policy and requirements concerning truancy. A student who has accumulated 6 unexcused absences will not be permitted to attend or participate in **any** extra-curricular activities, e.g., sports, dances, clubs, etc.; and will result in a home visit by the director/designee and filing a truancy report with the local court system. If a student accumulates more than 6 unexcused absences, the Director/designee will determine appropriate **consequences** relevant to the needs of the student.

Procedures for Documenting Excused Absences

A student and/or parent have three school days following an excused **absence** to provide documentation to the Attendance Office. Students are to present their **parent/legal guardian** note or other form of excuse validation (e.g., doctor's note, etc.) to the Attendance Office upon return to school. The parental/legal guardian note must contain the student's **name** and grade, date of the absence, reason for absence, signature of parent/legal guardian (or **electronic** verification of the note's author), and parent's/legal guardian's phone number(s). Use of a forged parental/legal guardian note, or a parent/legal guardian knowingly providing a false **excuse**, are violations of the school Discipline Code.

Types of Excused Absences

Illness: note from doctor's office or note from parent/legal guardian (**NOTE**: a limit of 3 parental notes per 9 weeks will be accepted).

Death in the family/funeral: note from parent/legal guardian.

School Field Trips or Events: documentation provided by school staff.

Other Valid Reasons as determined by the Director/designee, e.g., **court** appearance, driver's license exam (limit to one-half day), college visits (limit of 3 **documented** visits), religious holidays, absences related to a family member's military deployment or return from military duty, etc.

Family trips are not an acceptable excuse for absence from school. **The last** day of school before a vacation period (i.e., Winter Break, Spring Break, etc.) or the **first day** of class after a vacation period are considered unexcused absences, unless extenuating circumstances warrant otherwise in the determination of the school's Director.

Youth Salute and Senior Portraits/Pictures will not be considered **excused** absences.

Make-Up Work

Upon returning to school, students with an excused absence have the **responsibility** to contact teachers regarding missed assignments. The student shall have the **amount** of time specified in the class syllabus, or no more than five school days, to make up any **work** or exams missed. If the excused absences involve a number of days (e.g., prolonged illness), the time allocated for students to make-up missed work will be correspondingly extended.

TARDINESS

A student arriving at any class after the designated time is tardy. **Students** tardy to school or any class (without a note) will go directly to the Attendance Office or **Main Office** and obtain a tardy slip. This slip must be presented to the teacher to enter class. It will be **at** the discretion of the

individual classroom teacher to allow work to be made up for the time the student was absent due to an unexcused tardy. **The following consequences will result if tardiness continues during the semester: 1-3 tardies = written warnings; 4-6 tardies = one hour after school detention for each occurrence; 7+ tardies = assignment to Saturday School for each occurrence.** In the case of inclement weather the Director/designee **may** exercise discretion in admitting tardy students to class. The faculty will be notified if a determination has been made to excuse tardiness due to inclement weather. Teachers will maintain a **complete** record of each student's tardiness. A student tardy due to unavoidable circumstances, as determined by the attendance officer or director/designee, may be given consideration **on an individual basis.** Teachers will provide, as soon as possible, an opportunity for students who receive an excused tardy to make up any work missed.

CHECKING STUDENTS OUT OF SCHOOL

All students shall be provided a check-out sheet at the beginning of **the** school year. Parents/legal guardians are responsible for completing this sheet and seeing that it **is** returned to the school's main office. If the parents/legal guardians have failed to file a check-out sheet with the school, the parent/legal guardian shall be required to come to school to check-out the student. In all check-outs, the school staff shall verify by means of personal identification that the individual checking the student out is authorized to do so.

Illness: When illness requires the student to leave school, school staff **shall** notify a parent/legal guardian of the student's condition and arrange for the parent/legal guardian or other person listed on the check-out sheet to come for the student. In the event a parent/legal guardian cannot be notified, the staff shall notify any of the other individuals listed on the check-out sheet and arrange for the student's pickup. If no one on the student's check-out sheet can be contacted, the student shall remain at school until the parent/legal guardian or other authorized person listed on the check-out sheet is contacted. If the ill student has driven to school, the director or his/her designee shall decide whether the student is capable of driving home or to a medical treatment facility. In the event it is determined that the student is not well enough to drive, the student shall remain at school until he/she can be picked up.

Emergency: In the event of an emergency, written verification, either from a parent/legal guardian or an adult listed on the check-out sheet, shall be presented **if** a student is to be checked out by someone other than those individuals identified on the check-out sheet at the time when a student is checked out of school. Recognizing that emergency situations involve events that cannot always be planned in advance, parents/legal guardians are advised to consider the possibility of emergencies when completing the check-out sheet. **When** the student affected by the emergency has driven to school, the Director or his/her designee **shall** decide whether, under the circumstances, the student will be allowed to drive from school or whether the parent/legal guardian or an authorized adult shall come to school to pick up the student.

Written documentation signed by a parent/legal guardian is required **for** all check-outs by individuals not previously listed on the check-out sheet. No other forms of communication will be accepted for such check-outs. School staff will verify such written requirements to allow a student to be checked out by someone other than those individuals identified on the check-out sheet by contacting the parents/legal guardians.