

Spain Park Attendance Procedures 2016-2017

The following information regarding absences and tardies is very important. Failure to comply can result in Educational Neglect and Truancy, Title 16-28-12, *Code of Alabama*.

The right to attend school and arrive on time is the responsibility of **both** the student and the parent in the case of children under 17 years of age. Nothing hinders student success more than absences, tardies, and checkouts. The Hoover Board of Education mandates that **nine (9) absences per semester** is the **maximum number of absences** a student may have and still pass. The Board recognizes that at times extenuating circumstances may exist that lead to the student missing more than 9 days per semester. Each case will be evaluated on an individual basis with illness being the primary mitigating circumstance which requires physician's verification.

Important Information

1. Students may be checked out via fax or e-mail, as long as a parent's signature is attached to fax or e-mail. We **MUST** have a **parent signature** before the student will be released from school
2. Excuse notes will also be accepted via fax or e-mail with a **parent signature attached**.
3. **No Check Outs after 3:15 p.m.**
4. **College visits** must be approved by Mr. Prater in the counseling office. Students will get Pre-Approved College Visit forms from him.
5. **SATURDAY SCHOOL:** If a student fails to turn in an excuse note within the **three (3) days allotted**; they have the opportunity to attend Saturday school allowing teachers to enter any major test or project grades missed due to the absence. Saturday school must be attended within the same nine weeks as the absence occurred. **This is not mandatory; it is purely optional.**
6. **Pre-Arranged absences count towards your total (9) parent notes allowed per semester.**

EXCUSED ABSENCES / CHECK INS & OUTS

Absences are excused for the following reasons:

- Illness
- Doctor/Dentist/Orthodontist
- DMV (After 2 dmv visits you must have admin. approval for it to be excused.)
- Passports
- Death in the immediate family
- Inclement weather as determined by the superintendent or principal
- Court or legal quarantine
- Emergency conditions as determined by the superintendent or principal
- Pre-Approved permission of principal and consent of parent
(Pre-approved absence request form must be turned into the attendance office three (3) days before requested absence for the request to be considered.)

NOTES - ABSENCE / CHECK IN & OUT

When a student returns, the student and parent must provide in writing **within three (3) school days (date stamped by 4:00 pm on the 3rd day)** of return to school an excuse which includes the following:

- A written statement from the parent or doctor stating the reason for the absence
- The date of the absence(s)
- The parent's signature

Hoover City Schools will not excuse any absences after a student has reached 9 days each semester unless verified by physician explanation.

UNEXCUSED ABSENCES / CHECK INS & OUTS

Any absence/check in or out that does not fall under the category of excused absence is recorded as an **unexcused absence**. Any student with **5 (five) all day unexcused absences** during the school year may be referred to early warning court which would require you to appear in the judge's courtroom of your school's county district.

Absences are unexcused for the following:

- The student and parent fail to provide the above excused absence written statement with required information to the school officials **within 3 days** (including the return date) of the student's return to school.
- The student has received suspension or expulsion.