

Updates for 2017-18 School Year

*****NEW EMAIL FOR PARENTS TO USE WITH EXCUSE NOTES

sphsattendance@hoover.k12.al.us

-Please email using this email address whenever you have any questions, concerns, or excuse notes that need to be addressed.

-When sending an email/fax (439-1568) note to check-out your student, please allow for up to an hour for this to occur (Example - if your child needs to check out at 1:00 PM, please have the note to the attendance desk by 12:00).

-Students may have 9 parent notes each semester for full-day absences. The excuse must be an actual excused reason highlighted in the HCS Code of Conduct.

-Saturday School to recover grades must be completed within the same 9-weeks grading period as the absence which is affecting the grade.

-Emails must go directly from the parents to the sphsattendance email. Students cannot forward emails or show emails to the front office.

-During exams, parent notes must be verified by an administrator.

-Process for unexcused check-ins to school (AKA tardies to school):

At 8:15 on Monday, Tuesday, Thursday and Friday (and 9:05 on Wednesday), teachers will shut and lock their doors. Anyone NOT in the classroom at that time will be required to check in at the attendance desk. Consequences for unexcused check-ins are as follows (# of unexcused check-ins are counted each semester, not for the entire year):

- a) 4 unexcused check-ins = 1 day of Saturday School
- b) 8 unexcused check-ins = 1 day of ISS
- c) 12 unexcused check-ins = 3 days of ISS
- d) 16 unexcused check-ins = 1 week of ISS

Parents, we need your help with reducing the number of unexcused check-ins. Please work with your student(s) to ensure that they are arriving to school on time. In order to excuse a check-in, the students must bring a note (with a qualifying reason) with them when they check in at the attendance desk.

-Occasionally, we make the decision to hold attendance due to wrecks, construction, extreme traffic, etc. We do this based on information from Hoover PD/FD.

-Pre-arranged absences - this form can be found on the SPHS website or in the front office. Students MUST complete this form for absences (full-day or partial-day) for any absence that would not normally be excused - i.e. weddings, out of town, club sports, etc. These forms must be submitted to the front office at least 3 days prior to the absence.