

HOW YOUR ATTENDANCE WORKS

GENERAL ATTENDANCE

- Max 5 Days to get parent note/doctor excuse in to attendance office.
- Principal Approval for extended period of absence.
- Absent more than 3 days, Doctors note must be provided in order to be excused.
- Dr. Appointments: Entire Day out is Excused Doctor Note Absence, Partial Day out is Medical Absence (Dr. Note MUST be provided for both).
- If phone call regarding an absence is received, student must get with teacher to correct it within 5 days of the absence.

CLASS CREDIT

- State Law: Student must be in class 90% of the days offered.
- 1st Semester Student is allowed up to 8 absences and 2nd Semester Student is allowed up to 10 absences in any one class period.
- If student goes over the allowed absences, “make-up” hours must be made in order to regain Class Credit for each class period the student has gone over on hours.
- There is a fee of \$2.00 per hour for the first 10 make-up hours (student is still required to make-up the 10 hours that are paid for).

VOE (Verification of Enrollment)

- Department of Public Safety requires a VOE for a student to obtain a Driver’s License.
- 90% Rule (no more than 8 absences 1st Sem., 10 absences 2nd Sem. in any once class period) is what the VOE is based on PER SEMESTER.
- Make-up hours do not take away absences when considering a VOE.
- Excused/Unexcused all count when obtaining a VOE.

TRUANCY

- Excessive Unexcused absences.
- 3 Unexcused: Letter to parent and conference with parent.
- Behavior Improvement Plan, and preventative measures will be put in place.
- 10 or more Unexcused absences within a 6 month period: Truancy Charges may be filed on student and/or parent/guardian.

EXTRA CURRICULAR

- After 7 or more Excused/Unexcused absences in any one class period in a semester, the student may be INELIGIBLE to participate in any extra-curricular activity.
- Eligibility is based on Principal approval only.