

## Attendance Policies

Parents,

Your student was given the following policies related to absences and tardies in the Student Handbook. This is for your review and understanding of our attendance policy.

**All absences are initially marked unexcused until we hear from a parent/guardian preferably by a phone call the date your student is absent or a note the date they return. Unexcused absences will also result in noon detention.**

Regular attendance is expected in order to receive a proper education. If the principal or teacher determines attendance is irregular, excessive or interfering with academic progress a conference with the parent will be necessary. Students are expected to attend school. Parents should make every effort to encourage students to attend. **Each site will enlist the assistance of DHS, the truancy officer, and the district attorney in an effort to assure regular attendance.**

A student will be marked absent according to the rules of the State Board of Education.

**The following regulations will govern all absences, tardies, and make-up associated with said attendance issues:**

- Students will be limited to a maximum of seven (7) absences in any one calendar semester. A calendar semester is defined as August 14, 2013 through December 20, 2013 and from January 6, 2014 through May 21, 2014. Said grading semester will be revised at the beginning of each school year.
- Any student accumulating over seven (7) absences in any one calendar semester will receive a zero (0) for any and all assignments, including tests, in any classes in which they are accumulated over seven (7) absences. Said zeroes (0) will be recorded for each day over seven (7). Approved school activities, prearranged absences, and excused absences that are supported by doctors' notes (said note(s) must identify the specific date(s) absent) will **not** be counted towards the maximum number of allowable absences in a calendar semester. Students absent for a school related activity will acquire their assignments before leaving and are responsible for the completion of these assignments upon their return to class.
- Pre-arranged absences will be limited to a maximum of five (5) in any one calendar semester and a maximum of seven (7) in an entire school year. Pre-arranged absences would include those situations in which a parent/guardian deems it necessary that a child miss school for reasons such as observation of religious holidays, family trips, etc. **These absences must be pre-arranged by obtaining the respective principal's approval at least three (3) school days prior to absences.** Prior to pre-arranged absences, students must confirm with their principal the absence itself and obtain class work missed from each of their teachers. **All work must be handed in the day the student returns to class.**
- *Whether absences are supported or not by a note from parents/guardians, the absences will be counted toward the maximum number of allowable absences in a grading semester.*
- Students guilty of an unexcused absence deemed by the site principal to be truancy will be subject to disciplinary action and will not be allowed to make up any classroom assignments for the class period or day involved.

- When students return to school after being absent, they should bring a note signed by their parent/guardians that include the date(s) absent and the reason for the absence; or the parent/guardian should call the respective building principal outlining the same information. Absences documented by parent/guardian notes or phone contacts will count toward the maximum allowable. Absences supported by a doctor's note will **not** be counted towards the maximum allowable. All doctors' notes must include the date(s) seen in their clinic. **All notes or phone calls must be turned in or completed within one week after the student returns to school. Any absence not excused (or doctor's note presented) within one week will not be changed later.** (This gets especially important near test time.)
- Make-up work will be allowed under the following conditions: to receive full credit on a make-up assignment, a student will have one (1) day for each day absent to make up work with a maximum of five (5) days beginning on the day the student returns to school. If the work is not made up by the day required, then ten (10) percent will be deducted for each day late, up to and including the third day. After the third day, the student will not be allowed to make up the work for credit. Students will not be permitted to make up work missed due to an unexcused absence or in the event the student exceeds the maximum absences allowable in any one grading semester.
- Tardies will be defined as being late to school or a class period. Unexcused tardies will result in noon detention being assigned to the student. If they don't show up for noon detention, the student will be assigned another day of noon detention. If they don't show up again, they will be assigned In School Detention (ISD) or other punishment as deemed appropriate by the high school principal. After the student's assignment to three (3) noon detentions, the student will be assigned to ISD.
- Students are not allowed to check out to go off campus and have lunch and then return to school.
- State statutes for mandatory attendance will continue to be followed as outlined in the student handbook.
- Cutting class for just one hour will be considered truancy, even though the student may not have left the school grounds. If a student is absent any one hour (especially the last hour of the day) the parent will be called. If you are unaware of your child's absence, the Truancy officer will be called. Consequences of truancy can result in detention, ISD, and/or out of school suspension.

Please sign and have your student sign verifying you have both read and understand the school's attendance policy.

\_\_\_\_\_  
**(Parent/Guardian Print name)**

\_\_\_\_\_  
**(Student Print name)**

\_\_\_\_\_  
**(Parent/Guardian signature)**

\_\_\_\_\_  
**(Student signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**