

Attendance Policy (CHS, 2011)

All students must be present for a minimum of 91% (82 days) of all classes meetings in order to receive credit for coursework during that grading period. Students must be in class all 90 minutes for the class to count. Students who are sent to ALC during a class will be given an unexcused absence for that class.

Parents or guardians must provide verifiable reasons for their child's absence within two days of the recorded absence.

Credit is not earned in courses in which a student has more than eight absences during a semester, *regardless of the reason for the absences (excused or unexcused)*, or a final grade average below 70.

Note also the following:

- Any student tardy to class or checking out of class before the dismissal bell is considered absent for that class.
- Students who participate in school approved activities off campus are counted as present.
- The principal may waive the 91% requirement in extenuating and verifiable circumstances such as:
 - The student has a prolonged and/or chronic health condition, which is substantiated by a physician,
 - The student has achieved national or state recognition in activities which require him/her to be absent,
 - The student has experienced severe emotional and/or physical trauma documented by a physician, licensed psychologist, or licensed mental health professional.
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For example: Students receiving out-of school suspension will not be eligible for a waiver.

A student with a disability, whose behavior is determined by an Individualized Education Plan Team (IEP) to be a manifestation of the disability, will have the 91% requirement waived if the absences are due to out-of-school suspension.

Actions of the principal may be appealed to the superintendent and then the Board of Education.

Procedure for the Coding of Absences

Students must provide a lawful reason for an absence within two days before it can be coded excused. If a reason is not provided, the absence will be recorded as unlawful (unexcused).

The following are lawful (excused) reasons for an absence:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative procedures
- Religious observance
- Educational opportunities
- Absence related to military deployment activities

The following are unlawful (unexcused) reasons for an absence:

- A student's willful absence from school with or without the knowledge of the parent
- A student's absence from school for any reason other than those listed above under lawful (excused) absences.

Notes for absences must have the following information:

- Name of the student
- Exact date of the absence
- Date of the note
- Specific reason for the absence
- Signature of parent/guardian

- Phone number where the parent/guardian can be reached during the day

Truancy

Students who are failing a class or who have lost credit due to excessive absences must attend class. Failure to do so is truancy.

Make-up Work

Assignments missed due to absences must be made up satisfactorily.

Students are to contact individual teachers within two days of the absence to make arrangements to complete all assignments.

Students who miss class because of school activities or sports are responsible for making up the assignments.

College Visitation Policy for Seniors Guidelines

Seniors must notify their teachers the day before the visitation and are responsible for making up assignments. College documentation of the visit(s) is required. Documentation must be a letter (form) signed by a college official to waive the absence.

Only two (2) school days are allowed for college visitations.

Visiting a Community College does not qualify for a college day.

Tardy Policy

- Teachers begin class when the tardy bell rings.
- Late students report to ALC and will be counted absent from that class.
- Students who are tardy for a school-related reason receive a pass to class.
- Students tardy on a test day are to take the test the same day after school.
- Tardy to class is also a Level I infraction. The first tardy will result in the student remaining in the ALC for that class period and marked absent.

Check-In

- Students arriving at school after the 7:50 tardy bell must report to the front office. A note from a parent or guardian stating the reason for the check-in must be presented at the time of check-in; otherwise, parents will be contacted by phone.
- Students will be marked absent for any class periods missed.

Check-Out

- To be counted present, the student must be in attendance the entire class.
For example: If a student is checked out at 2:30, the student will be marked absent for the entire class period (BOE Policy, see page 19).
- Students leaving school between 7:50 and the end of the final period of the day must check out through the ALC. This checkout can only be done by a parent or guardian.
- Students leaving school early must sign the checkout sheet located in the ALC.
- No checkouts will be permitted for errands.
- On days of special events such as homecoming assemblies, the day prior to a school holiday, etc., parents must come to the student center in order to check a student out of school. Phone calls will not be acceptable on such days.