

Attendance

CLASSIFICATION OF ABSENCES

1. Excused absences are given for sickness, doctor's appointments, and death in the immediate family.
2. Unexcused absences are given for any other than the above. A zero is to be given in every class missed. Tests and quizzes cannot be made up. Faculty should discourage unexcused absences and should report to the principal any knowledge of a student considering an unexcused absence.
3. Approved unexcused absences are allowed in unusual situations. A request for an approved unexcused absence should be made by the parent in the form of a personal visit or phone call to the principal explaining the need for the absence. The teachers should assign advance work (exercises, reading, outlining, etc.) to be completed **before** the student leaves. If the assignment is not turned in on time, the teacher should give zeros for all subjects. It is the student's responsibility to see the teacher about all test and make-up work regarding such an absence. The principal has full discretionary power to decide whether the student's absence or tardiness is approved or not. A maximum of 5 may be used during the school year. They may not be used in conjunction with a vacation period.
4. If the approved unexcused absence is on a day that was not possible to prearrange due to something coming up at the spur-of-the-moment, the parent must call the school that morning for approval. In this situation, the student must get his/her assignments from the school and have them completed on the day he/she returns. They will not have three days to make up the work, however they will not be given zeros if it is turned in upon returning.

PROCEDURES FOR ABSENCES FROM SCHOOL

1. The first day a student returns to school after an absence, he must bring a dated, written note from the parent telling the reason for the absence. This is to be given to the homeroom teacher.
2. If you have a question about whether the absence is approved, ask the principal.

PROCEDURES FOR DOCTOR'S APPOINTMENTS

1. If a student misses three hours or less for a doctor's appointment, he is not counted absent. If the doctor's appointments are for regular visits (such as an orthodontist), parents need to try to schedule them for after school hours.
2. When arriving at school the student must stop at the office for a late slip.

TARDINESS

1. Students who arrive late by car are instructed to report to the office.
2. Students with three unexcused tardies receive one unexcused absence.
3. Students who arrive at late due to a doctor's appointment are not counted tardy.
4. Three unexcused tardies make one unexcused absence. An unexcused absence results in zeros. Therefore, the day of the third tardy the student will receive zeros in their classes for that day.

LATENESS

Students who are not in their seats when the bell rings for class to begin are late.

Anyone picking up students after 3:30 PM Mon. - Thurs. and 2:00 PM Fri. will be charged \$5.00/minute for baby-sitting. Please be on time; phone calls do not remove these charges.

MAKE UP WORK

Three days are allowed to make-up any missed assignments. This is not cumulative. Additional days of absence are allowed another day (1) for each day absent. *Work due the 1st day missed is due immediately upon return.

Example: A student is absent three days. Upon returning, he has a three-day period to make-up any assignments missed during his first day of absence. Then he has two more additional days for the second and third days. Therefore, the student will have a total of five days to make-up three days of assignments. This is to prevent waiting until the last day and turning in all the assignments at once.