

Please Follow the Directions on This Page Pertaining to Your Student's Absence

Reporting Absences & Early Dismissal:

Regular attendance and punctuality are important from the beginning of the school year until the last day. Frequent absences and tardies interfere with your child's progress toward learning the necessary basic skills. Please allow up to 48 hours for your child's attendance to be updated in the system.

Excused Absences:

The following reasons are considered excuses for absences:

- Personal illness (please state type of illness)
- Medical appointments (must provide a doctor's note)
- Death in family
- Religious holidays
- Approved Educational Leave (form must be submitted 5 days in advance)
- CMS Approved Religious holidays (form must be submitted 2 weeks in advance)
- Court or Administrative proceedings

NOTE: Parents can no longer call in an absence for a student, they must send a note or email to the school in order for the absence to be excused. Until a note is received by the attendance office, all absences above are unexcused. Please attempt to make all elective medical and dental appointments for times before or after school.

Unexcused Absences

- Inclement weather
- Car trouble
- Missing the bus
- Oversleeping
- No written excuse or email
- Class cutting
- Work

Student Absence Recovery Plan:

RECOVERY:

- High School students accumulating more than 10 absences, excused or unexcused per class will receive a grade of "F" for the course, according to state policy. **It is the responsibility of the teacher to monitor and enforce the recovery policy.**
- Once a student has missed more than 10 days in your class, they may begin making up their seat time. Each class over 10 requires 90 minutes of recovery. Students are expected to do work while doing recovery. Teachers may provide students alternate assignments instead of doing seat time. This is a teacher decision.
- It is the teacher's responsibility to make sure that the student and the parent are aware of the need for Recovery. It is strongly recommended that you obtain signatures indicating that the student and parent are aware of this need.
- Students should obtain a **Recovery Log Sheet** in Student Services on which to record their Recovery efforts. Forms are also available on our website. Teachers must sign the Recovery Log sheet when a student makes up time with them. **Students are not to do recovery with other teachers.**

RECOVERY APPEAL REVIEW PROCESS:

- There is an appeals process where parents can provide medical or court documentation if there are unusual circumstances surrounding the excessive absences. This form is available in Student Services and requires documentation from the appropriate professionals in order to substantiate the claim of unusual

circumstances. A committee will review the documentation and will provide a recommendation to the Principal for approval on whether or not the attendance requirement will be waived. Students are strongly encouraged to make up missing time and not rely on the appeals process.

- There will be an established deadline each semester for the completion of Recovery hour and for the submission of a **Recovery Waiver Request** for consideration by the Appeals Committee. Information available by contacting Student Services.

Tardy Policy

When a student is tardy, they are to report to Room C223. The Attendance Secretary will log in their tardy and provide them with a pass to class.

3 rd tardy	30 minutes ISS
4 th tardy	45 minutes ISS
5 th tardy	1 hour ISS
6 th tardy	1 day ISS and parking pass revoked for the semester*
7 th tardy	2 days ISS
8 th tardy	3 days ISS
9 th tardy	1 day OSS
10 th tardy	2 days OSS
11 th tardy	3 days OSS

Any tardy accumulated after the 8th tardy will be considered Insubordination and will result in OSS.

*Students who drive to school will lose their parking privilege on their 6th tardy. This will result in their losing the privilege to drive to school for the rest of the semester. These students will have to apply second semester and go on the waiting list for a parking spot if one becomes available. There is no guarantee of receiving a space the next semester.

Truancy

Students between ages 7 and 16 are required by law to attend school. In addition to the consequences outlined in Rule 1, the student will be required to make up the work missed and may be subject to the district's recovery procedures. For students with more than 10 unexcused absences the student and/or parent may be referred for prosecution.

Rule 1 ATTENDANCE (Citizenship/Responsibility): A student must attend every class every day unless there is a lawful reason for the absence. Students who are tardy, cut school or class or have excessive unexcused absences (more than 10) are in violation of this rule. In addition to any administrative response, students with excessive absences may be required to comply with the district's recovery procedures. Repeated violations of this rule may also result in Tier II consequences, with the condition that any out-of-school suspension imposed for conduct related solely to violation of this rule is limited to two days per violation. (Students who engage in insubordinate behavior towards an authorized staff member attempting to enforce this rule may also be in violation of Rule 7 and may be punished accordingly, without the two-day limitation on out-of-school suspensions.)