

## Attendance Infractions

### A. Absence:

1. Parent/guardian will notify the school between 7:30 and 9:30 a.m. when a student is absent. If no call is made, a note must be sent with the student when he/she returns to school. Failure to turn in an excuse within 24 hours of the student's return to school may cause the absence to be recorded as unexcused. Educational experiences such as excursions and trips sponsored by the school are not considered absences since they are an extension of the school curriculum.

2. When a student accumulates 7 absences in any of his/her class(es) in a Semester, whether they be excused, unexcused or a truancy, the credit will now be withheld until the time lost is made up. Only the time necessary to bring the student back to the acceptable level of 6 absences will be required for credit to be restored. Students and their parents will be made aware of any removal of credit due to attendance reasons via a letter.

3. Being absent from school itself will not be cause for reduction of a student's grade. The teacher will allow a minimum of two school days for each day missed from their class to make up all work. If a student fails to make up work on time, he/she will receive credit (points) only for what is submitted and possibly denied credit for the portion of the work not completed by the due date. In the event that an assignment was given to the student and due on the day of the absence, it will need to be submitted immediately upon the student's return. Any extension for work due on the day of the absence will be at the teacher's discretion. All make-up work must be completed within one week of the end of the Semester to receive credit. Exceptions may be made at the principal/designee's discretion for extended illness.

B. Unexcused Absence: Students considered for disciplinary action will be provided due process rights. Procedures for dealing with unexcused absences are as follows: An unexcused absence gives the student the right to complete missed work in a reasonable time, generally defined in the case of an unexcused absence as one day following the student returning to school. All work due on the day missed will need to be turned in immediately upon the student returning or credit may not be given.

C. Truancy: Students considered for disciplinary action will be provided due process rights. Procedures for dealing with Truancy are as follows:

1. First Truancy: The student will be referred to the attendance facilitator /designee. If it is determined that the student is truant he/she will be subject to disciplinary action and a letter will be sent to the parent/guardian. Detention or in-school suspension may be used as a consequence.

2. Second Truancy: The student will be referred to the attendance facilitator /designee for appropriate action. In-school suspension may be assigned. The attendance facilitator/designee will contact the parent/guardian and inform parent/guardian of the

consequences and notify the counselor and a member of the Bridges Team that they are to meet with the student.

3. Third Truancy: The student will be suspended either in or out of school. In the event that the student is suspended out of school, prior to the student being readmitted, an in-house parental conference is required with the principal/designee. Attendance and academic progress will be reviewed and appropriate disciplinary action administered. The student and his/her parent/guardian will be notified both during the conference and by letter that any further truancy may result in the student being withdrawn from his/her classes.

4. Fourth Truancy: The student may be withdrawn from his/her classes and the parent/guardian will be notified. If a student is removed from his/her classes, it will become the student's responsibility to contact the counselor to make arrangements for admission to the Alternative School. Students of mandatory school age (under 16) will be required to transfer or they will be referred to the County Attorney's Office for being in violation of the mandatory attendance law.

D. Tardies: Students considered for disciplinary action will be provided the due process rights and appeals procedures. Progressive discipline for tardies starts over each Semester.

1. When a student is late to school he/she must report to class as soon as he/she arrives. If the arrival to school is after the first 10 minutes, he/she must report to the attendance office.

2. Tardies may either be excused by the classroom teacher, by an administrator, or by any staff member who detained a student causing the student to be late.

3. First Tardy: The teacher will notify the student of the penalty for the 2nd tardy to class.

Second Tardy: Teacher may assign a 30-minute detention and the student will be warned of the penalty for the 3rd tardy to class. The teacher will contact the student's parent/guardian, preferably by phone, concerning the tardy problem.

Third Tardy: Teacher may assign a 30-minute detention and refer the student to his/her counselor. The Attendance Facilitator will meet with the student and notify his/her parent/guardian. The student will be notified that they have just earned 1 attendance point which could contribute to a loss of credit for the class.

Fourth (and subsequent) Tardies: Detentions will be assigned and the student will meet with the attendance facilitator and their counselor. The tardies will continue to add toward attendance points.

NOTE: Progressive discipline for tardies starts over each Semester.