

High School Attendance

Students are expected to be regular and prompt in their attendance.

Types of Absences

All absences from school fall into one of two categories: excused or unexcused.

An excused absence will be given for:

1. Personal illness or injury.
2. Death in the immediate family.
3. Emergency medical or dental care.
4. Religious observances if request is arranged in advance (class release required).
5. Personal or family situations for which the student's presence is deemed essential — i.e., weddings etc. Except in cases of emergency, a class release application is required in advance.

NOTE: Nos. 1-5 are unexcused if no call is received on the day of the absence or when advance arrangements have not been made.

An *unexcused* absence is an absence which cannot be classified in any of the above categories. This includes: truancy, oversleeping, detentions or suspensions, routine errands, absences of a nonessential nature (i.e., car trouble after student's first class, haircuts, unsupervised ski trips, beauty shop appointments, car maintenance and repair, senior picture appointments, and undeclared absences such as "personal"). *Because bus transportation is provided to the vocational campus, students who are tardy or absent because of failure of their own transportation will be unexcused. Similar transportation failures occurring over the lunch period will also be treated as unexcused absences.*

Unexcused Absences and Tardiness

Infractions which will result in detention are as follows:

1. Unexcused absences
Many unexcused absences may be the result of carelessness; nevertheless, the attendance office will exercise the following procedures for dealing with unexcused absences:
1st unexcused absence -- First warning. (verbal)
2nd unexcused absence -- Final warning. (written)
3rd unexcused absence -- (up to 3 days of detention) 3 hours of after-school detention.

Thereafter, each unexcused absence will result in detention time.

2. Tardiness

Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the final bell rings. If tardy, the student should report directly to the classroom. An exception to this is when a student comes to school after having missed one or more previous classes that day. Under those circumstances, the student should first check in at the attendance office before reporting to the classroom. Consequences for excessive tardiness may include after-school detention, in-school suspension, and/or implementation of the school policy which states that every third tardy results in an unexcused absence. Tardiness that reaches this extreme could eventually lead to credit loss in the affected classes.

(Students with excessive tardies will be required to be part of a parent/teacher/administrator conference).

Absence Reporting Procedure

To ensure that an absence is excused, the parent/guardian must make a verification call to the Attendance Office on THE DAY OF THE ABSENCE between 7:00 a.m. - 3:30 p.m. NOTE: If a verification phone call is not received the day of the absence, the absence will be unexcused. All absences that may affect test exemption status must be verified within two (2) weeks of the absence.

If a parent/guardian is unable to call, it is the student's responsibility to call the Attendance Office between 7:00 a.m. - 3:30 p.m. to explain the absence and the reason that his/her parent/guardian is unable to call. Arrangements will then be made to clear the absence, but the absence will remain unexcused until parents/guardians clear the absence. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the attendance office at the time of the return. The assistant principal or attendance office staff will make the final determination whether the absence is excused or unexcused.

Absence for School Activity

Any student participating in any high school activity, whether it be athletics, music, drama, dances, etc., must be in total attendance on the day of that activity or the student is ineligible to participate that day. (Check with the school principal for possible exceptions to this rule.)

Class Release Application ("Cut Slip")

Students are asked to obtain a class release application from the Attendance Office at least two days prior to known absences. Class release applications should be obtained for funerals, weddings, family trips, religious observances, and family emergencies. This form must be signed by the Attendance Office, parent or guardian, and teachers and then returned to the Attendance Office the day prior to leaving. Students are responsible for all assignments. **Approved class releases will not be granted to students with excessive absences** (see **Credit Loss** below).

Credit Loss After Excessive Absences

Students must be in attendance in a class for a specific number of days per school semester in order to earn credit. As a result, the number of absences in a **semester class** are limited to 10. The number of absences (period missed) in a **block class** are limited to 10 per nine weeks. As a matter of procedure, the attendance office will notify parents by letter whenever a student has accumulated 5 or more non-school-related absences in a class. Thereafter, it is the student's responsibility to monitor his/her attendance to avoid credit loss. If the class is the seventh subject for a sophomore or a sixth subject for a junior/senior, the student will be withdrawn from that class. However, the student will continue to attend the class if it is the sixth subject for a sophomore or the fifth subject for a junior/senior. When the number of absences in a class exceeds 10, the student will receive an "F" grade for that class and earn 0 credit. The only exceptions to the above absence limit standard are school-sponsored activities, in-school detention absences, out-of-school suspension, medical absences with a signed doctor's excuse stating the specific time that the student could not be in school. Unusual situations or exceptions will be considered by the administration. Whenever a student is notified of credit loss, he/she must see a counselor immediately.

Extra-Curricular Activities Absences

Although absences for school extracurricular activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. ***Any student participating in any high school activity (athletic competitions, music performances, club events, etc.) must be in total attendance on the day of the activity; if not, the student will not be allowed to participate.***

Note: School-related, extracurricular absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Students attending extra-curricular events as spectators must be passing all classes they would be missing for the absence to be considered a "school related" absence.

Note: The only Washington, D.C. programs approved for "school-related" absence will be the "Close-Up" and "We the People" programs.

Leaving The Building

Students must sign out at the attendance office when they leave the school building for an appointment or illness. Failure to do so will result in an unexcused admit when the student returns. A STUDENT WHO IS UNABLE TO CHECK OUT DUE TO ILLNESS OR ANY OTHER EMERGENCY SHOULD HAVE A PARENT/GUARDIAN CALL THE ATTENDANCE OFFICE THE SAME DAY. If a parent is unavailable the student should call. Failure to do so will result in an unexcused admit to class upon return, regardless of the reason for the absence.

Make-Up Work

The responsibility for making up the missed lessons rests with the student, not the teacher. Work from both excused and unexcused absences must be made up. However, penalties may be imposed for unexcused absences. Students are generally allowed one make-up day for each day

missed. Exceptions, such as absence beyond the end of a term, or absence of more than five days, will be handled through the Administrative Office. If a student misses an arranged make-up test other than for an excused absence for illness, the test is forfeited and the grade becomes a zero.

Medical Appointment Policy

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is impossible, students must sign out at the attendance office **and** obtain a medical/dental excuse slip from the doctor's office. The medical excuse slip must be filled out by the doctor's office and returned to the attendance office within two (2) weeks of the absence in order for the absence to be medically excused. ***The medical excuse must be filled out by the doctor's office, include the time of the appointment, when the student should return to school, and the specific time period the note covers.***

Student Errands

Students will not be excused during their class periods unless it is deemed an emergency and a parent or guardian has been contacted and has granted permission to so do. The school assumes no liability for the student on such an errand.

Legacy High School will pilot an alternative attendance model for 2015-16. South Central High School uses a different attendance plan.