



HIGH SCHOOL ATTENDANCE PROCEDURES

- Students who reach five (5) absences during the school year will be sent a letter which details their attendance status.
- Every time a student accumulates ten (10) unexcused absences to school **and/or** to an individual class they will be required to make up time on a Saturday that is determined by the administration. Tardiness or failure to attend this will result in automatic suspension and/or referral to the Disciplinary Review Committee.
- Students who are absent (excused and/or unexcused) from school or an individual class ten (10) times OR accumulate six (6) unexcused absences to school will be required to have a conference with the school administration.
- Students with more than fifteen (15) absences to school **and/or** to an individual class will be referred to the Attendance Review Committee, possibly resulting in a loss of credit for the student's classes.
- Doctor's notes and court notes are considered excused absences. Parents/Guardians, via written notification, may excuse up to five (5) absences for the following reasons: illness/injury, death of an immediate family member, religious observances (prior approval required from administration), and educational opportunities (prior approval required from administration). All other absences are considered unexcused. Notes must be received within three (3) days of the absence or the absence will automatically be documented as unexcused. All parent/guardians/doctor/court notes will be collected and cataloged in the front office.
- Students who are tardy to class a total of three (3) times will receive an after school detention. This information will be maintained by classroom teachers.