

# ATTENDANCE

## ABSENCES FROM SCHOOL

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop good habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after high school.

Whenever a student is absent, a parent should call the school (410) 386-4400 by 9:00 A.M. indicating the reason for the absence, or the school may call the parent. Whenever a student is **late** or expects to **leave early**, a note from the parent must include date, time, reason for the missed time, telephone number for the parent, and parent signature. **Parents are asked to avoid school-time appointments for students. Students arriving more than 3 ½ hours late are considered absent for ½ day. Similarly, students who leave school for appointments more than 3 ½ hours before regular dismissal are considered absent ½ day.**

These notes will be approved or disapproved according to the stated codes in the CCPS Student Handbook. **A call from a parent does not replace the written note.** More than three consecutive days' absence due to illness may require a note from a physician.

Upon returning to school, the student must take the absence note directly to the attendance secretary in the cafeteria. The student will fill out and receive a copy of the attendance form, which indicates that a note from home has been received, and the code used for the absence. The student should then show this form to all teachers. Students missing class for any reason are expected to make up the missed work. If the attendance secretary or an administrator does not receive a note within two days of the student's return, the absence will be considered as unexcused.

Once students arrive, they are not to leave the school grounds without proper permission. Permission will not be granted for early dismissal unless a note has been received from a parent or phone contact has been made with a parent. Any student in violation will be subject to disciplinary action including parent contact and assignment to after school detention, Saturday School, or suspension. Students leaving school, or returning after an early dismissal, are to sign out/in with the attendance secretary in the main office.

## ABSENCES FOR SCHOOL-SPONSORED ACTIVITIES

A student shall be considered in attendance at school when participating in school-sponsored activities during the school day, and there will be no penalty such as denial of opportunity to make up work or lowering of grade for missing this time. Students participating in any school activity which requires them to be out of the building for part of the day are expected to attend school the remainder of the school day as well as the school day following the activity. Students tardy on the day they are to participate in extracurricular activities **may not** participate in practice or any activity that day except by special approval from an administrator or the athletic director. Doctors' note or funeral notice is required.

**Absence for College Visits** – Students are allowed two college visit absences per school year. This must be pre-approved by the administration or the visit will count as an excused absence. If the visit is pre-approved the visit will not count as an absence.

## ABSENCE FOR FAMILY TRAVEL/ACTIVITIES

Absences for appropriate family/travel activities will be excused, and students will be permitted to make up missed work **if** a parent note to excuse the student is brought in for administrative approval **in advance**. Both students and parents need to understand that some loss of learning opportunity is likely. Absences are not advised during the weeks of quarter, semester, or final exams.

## ATTENDANCE, ABSENCES AND TARDINESS

See CCPS Student Handbook for additional information.

## FINAL EXAMS

Students who do not attend school during final exams need to complete exams by June 30, 2008. Students will not be allowed to take finals early due to family vacation. Parents must request in writing (to the principal) for a student to take exams at times other than assigned.

## **FIVE-DAY ABSENCE POLICY – Denial of Credit for Excessive Absences**

A student absent for a total of five or more school days during any nine-week marking period will receive no credit (F) for all courses during that marking period unless the student has satisfactorily completed all make-up work assigned because of the absences before the end of the course. Appropriate modifications and accommodations will be made for students with disabilities under these regulations. See also CCPS Student Handbook (**High School Attendance Regulations**) for additional information.

## **HOMEWORK FOR EXTENDED ABSENCES**

Students who are absent for two days or less should get their work from fellow students via the “buddy system” or upon their return to school. Upon parental request, teachers will provide assignments for students absent for three days or more.

Parents wishing to obtain homework for students who are absent due to an extended illness of at least three days may call the guidance office to request the assignments from teachers. Assignments will be collected and available for parent pick up usually by the end of the next school day.

## **MAKE-UP WORK**

Work missed because of excused absences may be made up at a time mutually convenient to the teachers and students involved. Students are expected to take the initiative in planning such a time and students should do so no later than the second day following their absences from class.

Students are reminded that long-term assignments or projects are due on the date announced regardless of the absences which may occur in between the time the announcement is made and the time the assignment or project is due. In the case of verified illness, or an emergency, which extends over a period of time, arrangements may be made with the teacher to consider a revised date.

Students are allowed to make up work missed during suspensions and excused absences for credit but cannot earn make-up credit for unexcused absences, truancy, or class cuts. Work missed by a student due to any absence is to be made up and handed in as soon as possible to receive credit. In the case of a verified long term illness or emergency, arrangements should be made with the teacher to consider a revised due date. Failure to follow the directions above could result in the loss of credit for the missed assignment. Repeated unexcused absences could result in the loss of credit for the course.

## **TARDINESS TO CLASS**

Students are required to report to class or assigned areas on time. If a student does not present a note explaining the lateness, the teacher will warn that student twice, then assign detention for the third lateness. Additional lateness’s will cause additional hours of detention. Late students are not to be sent to the office.

## **TARDINESS TO SCHOOL**

Students who come to school late must report to the main office or cafeteria to sign in. If the note from home that a student brings does not meet the State’s guidelines for excused reasons, the lateness will be unexcused. Three unexcused tardies will result in a one hour after school detention on an assigned day.

Excessive lateness or a pattern of unexcused lateness’s will result in further disciplinary action.

## **TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION**

Truancy is missing school for all or part of the school day without school and parental permission. Once at school, regardless of parental consent, students may not leave school without office approval.