



Effective 2nd Semester of the 2014 – 2015 School Year

High School Attendance Policy

A student shall be allowed no more than nine (9) absences, excused or unexcused, per semester in any one class. When a student reaches ten (10) absences in any one class the student will not earn credit for that class. Absences related to Homebound instruction and/or School Functions do not count toward a student's total absences.

The school will initiate communications with parents/guardians when a student reaches five (5) absences in any one class.

The school will initiate communications with parents/guardians when a student reaches nine (9) absences in any one class.

When a student reaches ten (10) absences in any class, he/she will have the opportunity to work with their administrator to make up missed time prior to the end of the semester. Tuesday, Thursday, and Saturday makeup sessions will be available to make up time and be able to retain credit.

Appeal Process

Students will have the opportunity to submit an attendance waiver appeal. The waiver should include documentation of illness, funeral, or family emergency from a medical doctor, dentist, minister, or other official source. The waiver should be submitted to the student's administrative office by the end of the semester.

The appeal will be reviewed by the Attendance Review Committee in a reasonable amount of time following the end of the semester. The Attendance Review Committee will consist of at least one administrator, one guidance counselor, and one teacher. The committee will consider:

- Reason for all of the student's absences, not only those above nine (9) allowed.
- Appropriate documentation provided which explains absences.
- Completion of semester course work.

The possible outcomes for an appeal to the Attendance Review Committee include:

- Credit is awarded.
- Credit is not awarded.
- The student is assigned make up time in order to earn credit.
- The student is placed on probation for the next semester, with credit held in escrow pending satisfactory attendance during the probationary period.