

Attendance

Perfect Attendance: Students will be recognized for perfect attendance based on daily and period attendance. It is very important that students be present each day and in every class in order to have their attendance recorded.

Important: The parent or guardian of a student who is absent should call the attendance office at 276-739-3702 to report the absence between 8:00 a.m. and 9:15 a.m. on the day of the absence. Students are expected to be in school every school day for the entire instructional day unless he/she is ill, has a true family emergency, or has an extenuating circumstance which warrants the school principal's approval of the absence. Valid parent, guardian, or designee notes of the explanation of student's absence will be necessary for absences not verified by a doctor's statement. Students will only be excused for a total of seven days with parent notes. After seven days of parent excused absences, absences will only be excused for doctor, dentist, court, religious holidays, death in family, or for reasons pre-approved by the principal as per School Board policy. All other absences will be considered unexcused.

Make-Up Work Policy: As per School Board Policy (R) JE, a student is expected to make up all work missed regardless of the reason for the absence. The student is responsible to find out from the teacher what work they have missed when they return to school from his/her absences. Parents are strongly encouraged to make contact with the school during the student's absence to solicit make-up work. At no time is a student to miss additional class time to make up work. Students have three days to make up work if they have been absent three or fewer days. Failures to complete make-up work will result in a lowering of student's grade. Students have an additional day to make up their work for each additional day absent. Any work not completed by the end of the grading period will be recorded as a failure (F) not an incomplete (I). Failing grades may be changed once work has been made up to the teacher's satisfaction.

Follow-Up of Absences: The parent, guardian, or designee is expected to notify the school on the day when their child is absent. If the contact is not made, an attempt from the school will be made to contact the parent, guardian, or designee. Teachers will record daily absences of students. All written explanations of absence will be retained until the end of the academic year. Telephone explanations from parent, guardian, or designee will be recorded by the school secretary or attendance office and filed.

Each student will be allowed only seven parent notes for illness only. After seven excused parent notes, absences will be considered unexcused except for the following which are considered excused absences:

Illness: An illness or incapacitating condition of the student or immediate family member which requires the temporary help of the student.

Death in the Family: Immediate family includes parents, step-parents, guardian, grandparent, brother, sister, aunt, uncle, husband, wife, child, or other relative living in the same household.

Recognized Religious Holidays or Events: The parent, guardian, or designee must apply in writing to the school principal ten calendar days in advance of the event in order for the student's absence to be excused.

Required Court Appearance: A written verification from the proper court authorities must be presented.

Approved School-Related Activities

After three unexcused absences, the principal or his/her designee will meet with the student and send a letter to the parent, guardian, or designee reminding them of the importance of good attendance. After six unexcused absences, the principal will have a meeting with the school based attendance committee, student, and parent/guardian/designee to develop an attendance action plan. After seven unexcused absences, the case will be referred to Juvenile Relations Court.

Tardies:

- A student is tardy to class must present the teacher with a note or explanation.
- A student late to school MUST sign in at the attendance office and turn in tardy notes to receive a note to class notes.
- On the 3rd tardy after school detention will be assigned, For 6th, 9th etc... Tardies detention can increase to 5:15.
- Students who suffer declining academic achievement due to tardiness to class may have the following penalties:
 - Detention, In School Suspension, Assigned during and after school tutoring and Out of School Suspension.
 - Loss of driving privilege to school for a time period determined by principal.
 - Denied participation in extracurricular activities, including sports.
 - Referral to Area Wide Discipline Committee.

Early Dismissals:

- Each student is allowed 7 Early dismissals per semester, after the 7th early dismissal the student will be assigned detention to make up time for missed classes. All detentions must be served before any student will be allowed to participate in extra-curricular activities.