**ATTENDANCE GENERAL INFORMATION**

Attendance must be taken in each class period. Absences should be properly recorded on eSembler. This duty cannot be delegated to a student. Be sure to print a roster for a substitute teacher. Upon returning to school, those records must be updated on eSembler.

A student absent from class is to be marked absent regardless of nature of the absence, excused or unexcused. Teachers must also document tardies. If a student is in school, but not in class due to a school activity, the absence will be changed to a school related absence (SRA). ISS and OSS will be coded as suspended students.

**ABSENCES**

To receive an excused absence, a student must bring a written excused note from a parent or guardian within 48 hours (2 school days) of the absence directly to the main office. The school will update TERMS, which in turn will update the eSembler records.

Reasons for an excused absence are:

* Illness of student;
* A major illness in the immediate family of the student. Immediate family is defined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis or a member of his own household;
* Death in the immediate family of the student;
* Duration of religious holiday of a specific faith of student;
* Religious institutes, conferences or workshops, provided that the principal approves the absence in advance;
* Absence for trips or other parental request as judged appropriate for the student by the principal, provided that the requests are approved in advance;
* Subpoena or forced absence by any law enforcement agency. A copy of the subpoena for court summons must be presented to the school;
* Detention at a juvenile center;
* ISS or OSS.

**STUDENTS ARRIVING LATE OR LEAVING EARLY**

When a student needs to leave school, the student must sign out through student services, or if sick, through the clinic. Failure to do so will be considered an unexcused absence and will result in a referral for skipping and/or leaving campus without permission. The school must have a note from a parent indicating time and reason for dismissal.

A student arriving late to school must sign in at student services. If the parent verifies the tardiness for an excused reason, an excused pass will be issued to the student.

Student admits and notes are stored in the main office.

**SCHOOL-RELATED ACTIVITIES**

The sponsor of a school activity that involves a SRA should publish a list of students in attendance of the event using e-mail to the staff. The document should include the date or periods of the activity. A list of students attending must be given to the attendance secretary and administrator in charge of activities the next day so student absences are properly designated as SRAs in TERMS.

All visits to colleges need to be prearranged with the college and preapproved by administration. A prearrange absence form is completed by the student and given to teachers. Students must return with a statement from the college on their letterhead with a signature and date validating their visit in order for the absence to qualify as a SRA. Visits to PHCC and other local institutions should be scheduled after school hours.

**MAKE-UP WORK**

Excused absences guarantee students the right to make up work assigned on the day(s) of absence, at full credit. The student is responsible for asking the teacher for assignments and make-up tests within two class meetings with the teacher.  The teacher shall specify a reasonable period of time for the completion of make-up work.  In no case shall the time be less than one full calendar day for each day missed.  Work due to be turned in on the day of the excused absence will be turned in upon return and be awarded full credit.  Students served in Detention/ISS will be entitled to complete make-up work while in Detention/ISS at full credit. The principal shall have the authority to modify these conditions with a confirmed hardship.

**MAKE-UP WORK REQUESTS FOR LONG ABSENCES OR OSS**

It is a teacher's professional responsibility to comply with any request regarding make-up work within the timeline specified. The student will receive full credit if a staff member fails to comply with the request.

Teachers may give only part of the work if the student already has a lot of missing work or has demonstrated past failure to complete such assignments. The remaining assignments must be given once the student turns in the work.

**DRIVERS LICENSE LAW**

The law requires all students under the age of 18 years, who are applying for a driver license, to be enrolled in school or an eligible educational program. The minimum attendance requirement states that a student must not have 15 or more absences within a 90-day calendar window. Your accuracy in attendance recordkeeping ensures compliance. The school reports the name of students who do not comply with this state statute to the Department of Motor Vehicles.

**PASSES**

Any student out of a classroom must have a pass, or their planner signed by the teacher with the date, time of departure, and destination noted. No permanent or group passes are to be used. The media center and clinic have a designated pass to be used.

**EXCUSING STUDENTS FROM CLASS**

Once a student enters the class, he/she may leave only with the written permission of the teacher to whom he/she is assigned for that class period, or that of the principal or assistant principal. Teachers may not send students to another teacher without a written request from that teacher and approval by the principal or assistant principal. Teachers may not cause any student to be absent from or tardy to another class.