

ATTENDANCE POLICY

Regular attendance is a requisite component of academic success. Letters will be mailed home informing your parents of excessive absences and the automatic phone dialer system will notify parents and guardians of student absences. You should be aware of the rules for attendance listed below:

1. Teachers now place more grade weight on regular class participation. If you miss too many classes, too few participation points will cause you to earn lower grades – even an F.
2. If you are found out of class without a pass after the tardy bell, you may be taken to class, the office or a designated area.
3. Teachers require you to serve detention if you are tardy or cut class. If you do not go when assigned, the Administrative Vice Principals can assign penalties which could be as severe as suspension from school.
4. If you cut classes, teachers do not have to allow you to make up missed work.
5. Absences will be recorded on your report card.
6. If you are absent more than 8 DAYS in any class and your absences include 3 cuts, you won't receive credit in that class. (You are permitted only 4 absences in quarter classes). An appeal may be made with the Principal. The Principal will only grant appeals in cases involving hospitalization, severe medical conditions supported by a physician's letter, or extreme family or living circumstances that significantly impact a student's ability to attend school.
7. If you are declared **HABITUALLY TRUANT** (8 period cuts), you may be placed on the “No Privileges List” and you will lose these privileges:
 - work permits
 - school sports
 - extracurricular activities

HOW DO YOU CLEAR ABSENCES?

1. **All absences must be cleared by parents from the date of the absence within five (5) days.** For example, if you are absent on Monday, February 6, you must clear the absence by Friday, February 10, even if you do not return to school until the next week. Failure to clear absences will result in class cuts.
2. Absences can be cleared by a parent phone call to the attendance office or a parent note (preferably) delivered to the attendance office, which is located in room B-1. **The attendance office number is 367-9750, ext. 4328 or 4020.** Parent phone calls can be made anytime on the day of absence.
3. Check your attendance record daily by accessing the Infinite Campus Portal at: <http://portal.seq.org>. Look to see that the Absence (A) has been changed to another symbol (see the attendance codes below).

SA – Student Activity	H – Health	C – Cut	S – Suspension
A- Absent (Unresolved Absence)	W – Warranted	T – Tardy	E-Excused Absence

Infinite Campus uses the following color codes to identify absence types.

Yellow – Unknown	White – Excused	Red – Unexcused	Green – Exempt
-------------------------	------------------------	------------------------	-----------------------

➔ If you do not do this before 1:15 p.m. on the fifth day, your absence will become a cut.

4. **If you receive a cut for a class, the absence cannot be cleared.**

☞ **IMPORTANT!** Students must get a **PERMIT TO LEAVE** from either the nurse, attendance office, or an administrator before leaving school for any reason. The white copy must be signed and returned to the attendance office the next day. If a student leaves without permission, an automatic cut will be given. No one can excuse the student after the absence.

+ **SCHOOL WIDE TARDY POLICY** Students are allowed three tardies in each period per semester. On the fourth and subsequent tardies, students will be assigned to detention. Failure to serve detention(s) will result in placement on the “No Privileges List.” Staff members will use Infinite Campus to manage the assignment and clearing of detentions. Students can check their detentions daily from the lists posted outside of the AVP Offices, Student Leadership Room (D-7) and the Multi-Use Room (MUR).