

Garden City High School ATTENDANCE POLICY

Philosophy

The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic, achievement and successful every day work experience. To foster positive work and study habits, the Garden City High School administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time and attend every class daily. Daily teaching strategies, such as interactions between students and teacher, discussions, lectures, audio-visuals, and reports cannot be duplicated outside of the classroom and constitute a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in their classes. When a student is absent the educational experience of all students will be diminished. Regular and constant school attendance helps develop responsibility, self-discipline and fosters the skills necessary for successful every day work experiences.

Policy

All students shall be in attendance a minimum of 90% of the time. This equates to missing no more than **nine (9) days per semester**. Every two **(2) tardies** to a class will **equates to one (1) absence**.

The following absences will not be used to determine the 90% minimum standard:

- A. School-related absences
- B. Religious Obligations
- C. Absences due to documented funeral attendance
- D. Court-mandated appearances (must have court documentation)
- E. Absences documents with an original doctor's note; the note must be given to the attendance secretary immediately upon return to school. Doctors notes must contain the date(s) the student was unable to attend school, and the doctor's original signature.
- F. Up to two (2) college visitations. The visits must be pre-approved through the student's counselor and the attendance office. A college official's signature on college stationery must be turned into the attendance office immediately upon return to school.

All other absences including family emergencies, vacations, trancies and suspensions count toward the total limit of nine. Students who are suspended or truant will not receive credit for the class activities missed. However, a student will be able to make up credit for assignments and tests that are essential to the completion of the course at a reduction of one letter grade.

Long-term illnesses and/or family emergencies that necessitate extended absences will be reviewed by the Associate Principal to determine whether or not class requirements have been fulfilled.

We will be implementing a pilot incentive program for attendance this school year, rather than the C+ rule for excessive absences.

- All students will need to take a final exam in each of their classes.
- Those students (9-12, 1st or 2nd semester) with no more than 4 absences, including tardies, as well as an 80% for the semester, may elect to have their exam dropped, and not count towards their final grade. AP and Honors classes will have rules set by their individual teacher regarding their exams.

Procedure

1. Each and every absence must be accounted for by parents calling the school attendance office on school days between the hours of 7:00 AM and 3:30 PM at 762-8370. A taped recording is available to accept messages during non-school hours.
2. Students reporting late must report to the attendance office before going to class.
3. Early dismissals and late arrivals, other than those assigned to a student's schedule, must be accounted for by the parents through a phone call to the attendance office at the time of the late arrival or early dismissal. **A student must be in class for thirty (30) minutes or more to be marked present.**
4. The attendance office will record any absence unverified by a parent within 24 hours as unexcused and the student may not be able to make up the daily assignments missed.
5. Documentation excusing absences due to attending a funeral, college visits, and court-mandated appearances and doctors notes must be given to the attendance secretary the day the student returns to school.
6. An attempt will be made by the attendance office to contact home each time an unverified absence occurs.
7. Parents are encouraged to check **Parent Connect** frequently for attendance information.
8. School-related absences must be verified by the event sponsor and a list provided to the attendance office.
9. Students who are under 16 years old and have attendance problems may be referred to Juvenile Court
10. On a student's seventh (7) absence in any class an intervention by the student's counselor will be held. During the intervention a contract will be issued covering all classes and informative telephone call will be made to the parent. The student and parent must sign the contract and return it to the counselor.
11. It is the student's responsibility to monitor their attendance.

Make-up Work

A student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

A student with an absence due to suspension, has the responsibility for securing and completing make-up assignments, and will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absences, due to suspension, a student will be allowed no more than three days to make-up missed work.

An absence does not automatically extend a due date for a class assignment. In general, daily assignments can be turned in upon the student's return to school/class. Obligations, such as term papers and classroom assignments, which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher.

TARDINESS POLICY AND PROCEDURE

Philosophy

Being on time is a life skill that is important to each student's future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teachers' rights to begin instruction on time for all students.

Policy

Students are required to be in all classes on time every day. Tardiness to class is defined as not being physically in the classroom when the bell stops ringing. Students with a legitimate pass will not be considered tardy. If for some reason the bells are inoperative, the teacher's discretion will be used.

TWO TARDIES PER HOUR SHALL EQUAL ONE UNEXCUSED ABSENCE, WHICH SHALL COUNT TOWARD THE TOTAL LIMIT OF NINE ABSENCES PER SEMESTER. For example, if a student is tardy first hour on Monday and then again on Tuesday, the student has accumulated one (1) absence for first hour.

Students will be considered absent to first hour if they are more than ten (10) minutes late. If students are more than five (5) minutes late to any other hour they will be considered absent. A student must be in class for thirty (30) minutes or more to be marked present. For example, if a student goes to their third hour class and has an early dismissal ten minutes after the class starts they will be marked absent to third hour.

Procedure

- The teacher will close their classroom door after the bell stops ringing.
- The teacher will notify the student each time the student is tardy
- The teacher will record every tardy
- Parents should check **Parent Connect** to monitor classroom tardiness.

Attendance Incentive – For All STUDENTS

Students (unless enrolled in an AP and/or Honors class) with a grade of B- (80%) and four (4) or less absences for the semester will have the option to have their exam dropped and not count towards their final grade. School-related absences and absences due to death in the immediate family will not be counted in this total and are not calculated in this exam exemption.

Perfect Attendance

Perfect attendance is not missing any time from school for any reason except school-related. One tardy will make you not qualified for perfect attendance, as well as partial day absences. All underclassmen with perfect attendance will be recognized annually at the Beverly Fristick Awards ceremony. All graduating seniors with perfect attendance for that school year and/or perfect attendance for all four years of high school will be recognized at the Senior Honors Convocation.