

# **THS Attendance Policy**

Adopted June 2006

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## **Philosophy of the THS Attendance Policy**

High expectations for school attendance improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. The THS community believes attendance issues are a parent-student-school responsibility, which involves all three entities working together to resolve attendance concerns. Listed below are the objectives of the THS Attendance Policy:

1. To provide students with successful learning experiences in each class,
2. To teach responsible behavior by encouraging students to be accountable for their attendance,
3. To support parent efforts in promotion of student attendance, and to
4. To provide a safe, effective, and uninterrupted learning environment for each student

(Note: For clarity purposes, digits rather than words are used to represent numbers.)

## **Tardies**

1. A student is considered tardy if he/she is not in the classroom when the tardy bell rings.
2. A student who is more than 15 minutes late will receive a V (Very Tardy), which results in an NC/NG (No Credit) until the grade is restored through attendance at the Attendance Restoration Class (ARC).
3. An I (Check-in) counts the same as a T (Tardy)
4. Each student is allowed 3 tardies per class per term without penalty.
5. On the 4<sup>th</sup> tardy and every tardy thereafter, NC/NG (No Credit) is earned until restored.
6. On the 4<sup>th</sup> tardy and on any V (Very Tardy) a notification letter will be mailed to the parent/guardian.
7. Tardies must be restored by the end of each term.
8. An NC/NG (No Credit) that has not been restored by the end of the term will result in no credit for that class for that term.
9. If a student has an NC/NG (No Credit) at the end of the term but has earned an F, the grade will be changed to F.
10. Each quarter there will be schoolwide rewards for no tardies.

## **Absences**

1. Each student is allowed 3 excused absences per class per term without penalty.
2. School-approved extracurricular absences\* are excused and do not count as 1 of the 3 allowed. School excused activities do not exempt the student from assignments.
3. Parents/guardians have 1 week to excuse an absence.
4. The 4<sup>th</sup> excused absence and any thereafter results in an NC/NG (No Credit) until the grade is restored through attendance at the Attendance Restoration Class (ARC).

5. Any unexcused absence results in an NC/NG (No Credit) and the student forfeits the right to earn credit on any assignments, tests, or quizzes given on or due the day of the unexcused absence.
6. When the absence has been verified within the 1 week limit, teachers will provide missed assignments for a student who was absent, unless otherwise noted in the disclosure document.
7. On the 4<sup>th</sup> excused absence or for an unexcused absence, a notification letter will be mailed to the parent/guardian.
8. Absences must be restored by the end of each term.
9. An NC/NG (No Credit) that has not been restored by the end of the term will result in no credit for that term.
10. If a student has an NC/NG at the end of the term but has earned an F, the grade will be changed to F.

\* A school excused absence includes but is not limited to:

- a. Assembly participation
- b. School sanctioned athletic participation
- c. School sanctioned tours & competitions
- d. Field trips
- e. School sanctioned testing (i.e. A.P., Basic Skills)
- f. S.E.O.P.s
- g. 1 college campus visit

All other school related absences must be approved by an administrator before a student's absence will be excused.

### **Restoration - Attendance Restoration Class - ARC**

1. In order to restore a grade and remove an NC/NG (No Credit), a student will need to participate in the following actions:
  - a. Attend 1 hour of ARC for the 4<sup>th</sup> tardy and/or check-in (I) and every tardy and/or check-in (I) thereafter.
  - b. Attend 1 hour of ARC for the 4<sup>th</sup> excused absence and every absence thereafter.
  - c. Attend 1 hour of ARC for every V (Very Tardy).
  - d. Attend 2 hours of ARC for every unexcused absence.
  - e. 4<sup>th</sup> term exception: All ARC time must be made up before the 1st day of finals.
  - f. Under very special circumstances, teachers may request alternate means for restoration through the attendance committee.
2. Attendance Restoration Classes are held:
  - a. Tuesdays, Wednesdays and Thursdays 6:15-7:15 a.m. in the cafeteria. These sessions may begin the 4th week of each term. There is no charge for these classes.
  - b. Tuesdays, Wednesdays and Thursdays 2:45-3:45 p.m. in the cafeteria. These sessions may begin the 4th week of each term. These classes require pre-payment.
  - c. The week immediately following the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> terms: Monday 6:15-7:15 & 2:45-3:45 and Saturday at select times in the cafeteria. These classes require pre-payment.\*

\*These ARC are not available the week following 4th term.

3. Fees
  - a. \$3.00
  - b. Payment will be accepted at the financial office before school, during lunch or after school. No money will be accepted at the ARC.
  - c. The student **MUST** bring proof of payment receipt each day he/she attends the fee ARC. Lack of proof of payment may result in not being allowed into ARC.
  
4. ARC Requirements
  - a. Student will be required to show current THS photo ID.
  - b. For the fee ARC, student must bring proof of payment receipt for each session.
  - c. Student must bring homework or a book to read during ARC.
  - d. The student will be dismissed from ARC for the following reasons and will receive no credit and no refund if payment was prepaid:
    1. Any student not doing homework or reading appropriate material. The ARC Supervisor has the authority to make that determination.
    2. Absolutely no electronic devices are allowed.
    3. The ARC Supervisor may dismiss a student for inappropriate behavior (i.e. sleeping, doodling, note passing, etc.).
  - e. No student will be admitted after 6:15a.m./2:45p.m. sharp.
  - f. ARC times will be determined by the common's area clock.

#### **Exceptions and Appeals Process**

1. An absence or check-in due to medical conditions or appointments will be marked as "M" and will not require ARC time **IF** a signed and dated note from the doctor is turned into the attendance office. **The specific dates the student is to be excused must be on the note.**
2. Parent/guardians must appeal an absence in writing either before or after the absence has occurred (but within the quarter of the offense). Appeal forms are available in the attendance office and online.
3. Appeal forms must be submitted to the attendance office at least 1 week prior to the end of a term to be considered.
4. The waiving of absences is extremely rare. Appeals are reserved for unusual attendance situations.
5. Appeals dealing with catastrophic illnesses are determined by THS administration.
6. All other appeals are determined by the THS Attendance Committee.
7. If 504 reviews or IEPs recommend attendance/tardy accommodations, these accommodations will be processed by the LEA and parents will not need to make an appeal. All other appeals are determined by the THS Attendance Committee.

## Responsibilities

### **Students:**

1. Students are expected to be in class on time, to be prepared, and to remain in class the entire period. A student may not make up work for credit due to unexcused absences or tardies.
2. While the school will take every measure possible to record absences, tardies and restoration accurately, it is the student's and parent's responsibility to follow-up to ensure accuracy.
3. It is the student's responsibility to make up work missed for excused absences, according to individual class requirements, in addition to any ARC time.
4. Students are responsible for obtaining assignments from their teachers after an excused absence, according to individual class policies.
5. Students are responsible for checking in and out through the attendance office.
6. **Failure to check out prior to leaving campus will result in an unexcused absence which cannot then be excused.**
7. Students are responsible for informing their teacher(s) and getting the work ahead of time when there is a school activity that will cause them to miss class(es).

### **Parents:**

1. While the school will take every measure possible to record absences, tardies and restoration accurately, it is the student's and parent's responsibility to follow-up to ensure accuracy.
2. Parents must appeal in writing any special and unusual circumstances for tardies or absences before the last week of each term.
3. Parents/guardians have 1 week to excuse an absence through the attendance office.
4. Parents are accountable for seeing that their student(s) is in school.
5. Parents are responsible for sending a note with their student or calling the attendance office within 1 week to excuse absences.
6. Parents can support the school by arranging for medical appointments, vacations, etc. at times that will not require students to miss school.
7. In case of extended illness, parents should contact teachers to make arrangements for the student to complete missed work and provide medical documentation to the attendance office when absences reach or exceed 10 consecutive days.
8. **Parents are responsible for checking students out through the attendance office, prior to students leaving campus.**

### **Teachers:**

1. Teachers are responsible for beginning class promptly and for providing meaningful instruction throughout the class period.
2. Teachers will keep attendance promptly and accurately and will provide prompt notification.
3. After teachers are absent, it is their responsibility to mark their students' daily attendance

4. Teachers will provide disclosure documents, which have been reviewed by the administration. Each teacher has the jurisdiction to outline make-up policies for missed work.
5. Teachers will provide missed assignments for students who are absent and have excused the absence within the 1 week limit, unless otherwise noted in the disclosure document.
6. Teachers will make reasonable attempt to give verbal notification to students with absences or tardies.
7. Teachers will change grade to NC/NG (No Credit) in a timely manner.
8. Teachers will change NC/NG (No Credit) back to a grade in a timely manner.
9. Teachers will email to the attendance office daily the names of students who have their 4th excused absence, 4<sup>th</sup> tardy, 1<sup>st</sup> very tardy, 1<sup>st</sup> unexcused absence, or any absence or tardy thereafter.
10. Teachers will issue a hall pass to a student if it becomes necessary for him/her to leave during class time.
11. Teachers sponsoring school activities:
  - a. Must notify the attendance office with an excused list
  - b. Require the student get permission from parents/guardians **and** teachers of any class they will be missing 2 days prior to the activity.
12. Teachers must get administrative approval for absences or tardies not listed on the school excused activities list.

\* A school excused absence includes:

- a. Assembly participation
- b. School sanctioned athletic participation
- c. School sanctioned tours & competitions
- d. Field trips
- e. School sanctioned testing (i.e. A.P., Basic Skills)
- f. S.E.O.P.s
- g. 1 college campus visit

#### **Attendance Secretary or Staff:**

1. The attendance office will keep accurate and timely records and provide prompt notification through automated phone calls.
2. The attendance office will assist parents with questions about their student's attendance. The office will be open between 7:30 a.m. and 3:00 p.m. You may call the attendance office at 227-2409 and leave a voicemail message any time of the day or night.
3. The attendance office will require signed notes or phone calls from parents to allow students to check-in and check-out.
4. Automated phone calls will be made at night to inform parents of their student's marked unexcused absences and tardies.
5. After the teacher emails the list of students and their exact infractions to the attendance office, the attendance office will generate and mail a notification letter to the parent/guardian. The last week of the term the letter will be hand delivered to the student.
6. The attendance office files the final duplicate form into the ARC file after they change the student's attendance code\*:
  - a. from E (excused absence) to 9 (made up or restored excused absence),

- b. from T/I (tardy/check-in) to 5 (made up or restored tardy/check-in),
- c. from V (very tardy) to 5 (made up or restored tardy),
- d. from X (unexcused absence) to 6 (made up or restored unexcused absence), or
- e. from Y (truancy) to 7 (made up or restored truancy).

\*Codes subject to change

7. The attendance office will provide a hall pass to each teacher at the beginning of the school year.

**ARC Secretary:**

1. The ARC Secretary mails the letter to a parent notifying him/her that his/her student needs to make restoration.
2. The ARC Supervisor attends and supervises ARC time.
3. The ARC Supervisor gives students triplicate form.
4. The ARC Supervisor's responsibilities during ARC:
  - a. Checks student's ID
  - b. Stamps proof of payment receipt.
  - c. Gives student duplicate form.
  - d. Collects completed duplicate form then gives 1 copy to student and files 3rd copy in ARC file (located in the attendance office).

**Administration:**

1. The administration is responsible for staff training and implementing the schoolwide attendance policy.
2. The administration will conference with severe offenders of the policy and recommend measures to help them find success.
3. The administration will field questions and concerns regarding the attendance policy from teachers, parents, and students and will provide feedback to the attendance committee.

**Attendance Committee:**

1. An ongoing Attendance Committee consisting of parents, faculty and an administrator will regularly meet to review:
  - a. Policy effectiveness
  - b. Individual exceptions and appeals
  - c. Quarterly rewards

## **The Process**

1. The automated attendance caller will call home after each unexcused absence.
  2. Upon the 4<sup>th</sup> excused absence, 4<sup>th</sup> tardy, 1<sup>st</sup> very tardy, 1<sup>st</sup> unexcused absence, and every absence or tardy thereafter, a notification letter will be sent home to the parent/guardian notifying him/her that:
    - a. his/her student has exceeded the allowed tardies or absences for that term,
    - b. his/her grade is now an NC/NG (No Credit),
    - c. and that the student will need to attend ARC to restore the grade.
  3. The attendance office will generate and mail the letter.
  4. The teacher will change the grade to NC/NG (No Credit) when necessary.
  5. The student will need to attend ARC for the required amount of time and make payment (if he/she attends one of the classes that require a fee).
  6. The ARC Supervisor will give each student that attends ARC a duplicate form to fill out identifying information. The ARC Supervisor will collect the duplicate form. After completion of the class, 1 copy of the form goes to the student, 1 copy goes to the attendance office, and 1 copy goes to the teacher.
  7. The attendance office files their final duplicate form into the ARC file after they change the student's attendance code\*:
    - a. from E (excused absence) to 9 (made up or restored excused absence),
    - b. from T (tardy) to 5 (made up or restored tardy),
    - c. from V (very tardy) to 5 (made up or restored tardy), or
    - d. from X (unexcused absence) to 6 (made up or restored unexcused absence).
    - e. from Y (truancy) to 7 (made up or restored truancy).
- \*Codes subject to change