

ATTENDANCE

Per Board Policy: JH

Parents/Guardians shall be required to furnish an explanation for student absenteeism either in writing, email, or orally. Absences not explained within **TWO** calendar days after returning to school shall be recorded as **unexcused absences** unless unusual or extenuating circumstances exist as determined by the principal and/or assistant principal. A program called, Parent-Link, will automatically call the primary contact number, when a student is tardy or absent from one or more classes for that particular day.

Silver Creek High School believes good attendance is critical to academic success. When a student misses class, he/she misses a learning opportunity which cannot be recaptured. No single factor interferes with a student's academic progress more quickly than requested and/or extended absence.

Students are to remain on school grounds at all times during school hours unless they have an "Authorization to Leave Campus" form on file at the school. If a student is on school grounds when they should be in class attendance, a trespassing ticket may be issued by the school Resource Officer.

The building principal and/or assistant principals **MAY** grant excused absences for the following reasons:

- Absences caused by illness or injury or physical, mental or emotional disability.
- Serious illness or death in the family.
- Family emergencies or hardship.
- Absence required by a legal agent (court, juvenile authorities or police).
- Educational experiences when prearranged with the school administration.
- Family vacations when prearranged with the school administration. (Attendance records and academic performance will be taken into consideration.)

Although we do not support or encourage extended absences from school, we recognize there are times when it may be unavoidable. It is very important to understand that the school principal may deny any excused absence if the student has poor attendance and/or there is a failure to notify the school in advance of an absence.

If you anticipate your student will miss more than two days of school, you must notify the school in advance by completing a pre-arranged absence form prior to leaving.

Also students must communicate with their teachers and secure homework for the period of their absences. Completed work must be turned in to the teachers immediately upon return. Failure to comply with these expectations may result in loss of credit and failure of the course. Additionally, students with more than 10 consecutive instructional days of unexcused absences may be withdrawn from school.

Unexcused Absence Policy

At the third unexcused absence, the teacher will make a reasonable effort to contact the parent/guardian informing them of the attendance policy and current status of the student. *At the fifth unexcused absence*, the teacher will email administration, counselor and attendance clerk the name(s) of student(s) meeting this criteria. The attendance clerk will then mail a notice home. Administration will follow through with dropping the student if the teacher recommends it.

UNEXCUSED ABSENCES

5 UNEXCUSED ABSENCES MAY RESULT IN THE STUDENT BEING DROPPED FROM THE COURSE.

- If the 5 unexcused absences occur the first 10 days (for a semester course), the student may be dropped.
- If the 5 unexcused absences occur **after** the first 10 days (for a semester course), the student may receive a Withdraw Failure (WF) per administration approval. A "WF (Withdraw Failure) means a zero will be calculated into the G.P.A. and will appear on the student's transcript.
- If this situation occurs for a student who is under 17 years old, they are required by law to continue to attend the class but will receive no credit (NC) and a "WF" (Withdraw Failure) and a zero will be calculated into the G.P.A.

and recorded on the student's transcript. Judicial proceedings may commence if unexcused absences continue to accrue.

- If this situation occurs for a student who is 17 years or older, they may be removed from the class with no credit (NC) and will receive a "WF" (Withdraw Failure) and a zero will be calculated into the G.P.A and recorded on the student's transcript.

Tardiness

A tardy is defined as the appearance of a student without proper excuse after the scheduled time that a class begins.

Students are expected to be on time for school and each class. Students arriving after 7:15 A.M. or leaving early must sign in and out in the attendance office. Parents must notify the attendance office in these situations.

3 UNEXCUSED TARDIES EQUALS ONE UNEXCUSED ABSENCE.

A TARDY PAST THE FIRST 15 MINUTES WILL BE RECORDED AS AN UNEXCUSED ABSENCE.