

NCHS

ATTENDANCE POLICY AND PROCEDURES

(yellow highlight indicates changes from the 2009-10 school year.)

To obtain the most from the educational opportunities provided and because a student's attendance record is part of his/her permanent record, it is important that students keep absences to a minimum. When a student must be absent without prior approval, the parent should telephone the school office by 9:00 a.m. and send a written note with the student on the first day back in school.

Our 24 Hour Phone # is 327-8286.

A. Excused Absences

Students shall be permitted NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused five times in one or more of his/her classes during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by phone. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student absence. Failure to call or write an excuse within 48 hours will result in the absence being unexcused

1. Illness

Personal illness and/or physical disability is excused. In the event of three or more consecutive days of absences due to illness, a doctor's statement may be required. A student too ill to attend school is also considered too ill to work, to go shopping, to attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused.

2. Medical/Dental Appointment, Court Appearance, Etc.

Keeping in mind that classroom attendance is a top priority at NCHS; every attempt should be made to schedule medical and dental appointments after school hours or on Saturdays. When this is not possible, the appointment time should be scheduled so that the student misses the minimum amount of school. Appointment cards are routinely issued by health care offices and officers of the court and should be presented when the student returns to school for re-admittance.

3. Religious Observance

A student shall be released from school as an excused absence, for observing a religious holiday. The parent(s)/guardian(s) should give written notice in advance of the student's anticipated absence.

B. Authorized Absences

Examples of such absences are school-sponsored field trips, athletic games, academic competition and music contests. In addition, visiting a college or university for orientation or admittance will be classified as an authorized absence provided the student has cleared the impending visit with the guidance counselor.

College days that have not been cleared ahead of time will be classified as unexcused.

C. Avoidable Absences

Planned absences that the parent is aware of and approves, but which are difficult for the administration to approve, are classified as avoidable. Class work missed from an avoidable absence can be made up provided:

1. It was cleared ahead of time by the administration. Leaving a message on the school's voice mail does not meet this requirement.
2. That the student completes missed work to the satisfaction of each teacher.
3. That, while the student is absent, they are in the company of their parent or guardian.
4. The student must have a B average, a good attendance record and classroom history.

Avoidable absences that have not been cleared in advance will be classified as unexcused!

D. Unexcused Absences

Any absence, which does not meet the criteria for excused, authorized, or avoidable, will be classified as an unexcused absence. Please note that serving an out of school suspension is an unexcused absence. In the event an absence is classified as unexcused:

1. The student must make up all mandatory work before the awarding of credit can be considered. Work not made up will result in zero credit for that assignment or test.
2. The student will be allowed to make up all tests and assignments at 59% of the original face value of the test or assignment.

Students who are unexcused for 10% of the previous 180 school attendance days will be referred to the Truancy Officer at the Regional Office of Education.