

Excused absences are based on the honesty and integrity of the Student and Parent or Legal Guardian. Parents/guardians are asked to contact the school the day of the student's absence to report the nature of the absence. The 4 types of Absences that do NOT go against the Attendance Factor are a funeral, Dr/Hosp visit (Doctor's note required), religious observance, or family emergency.

An absence will be recorded as Unexcused unless the parent/guardian contacts the school and Student displays documentation. Documentation must be turned in for consideration on or before the Last School day of each semester! In other words, ALL Absences count towards the Attendance Factor except the aforementioned WITH Documentation! Following an absence, the student is to report to the Principal's Office or Attendance Secretary to provide documentation unless it has already been provided. This is the responsibility of the student. If the student does not provide documentation then the absence will count towards the attendance factor.

Nothing in this policy is intended to be, nor should it be construed as, disciplinary or punitive in purpose or result. Accordingly, provisions, which comprise our academic attendance policy, are:

1. Students who accumulate 8 or more unexcused absences in each class will be put on an attendance factor for that particular class for that semester. This attendance factor will equal the student's average daily attendance for the semester and will be deducted from their final semester grades. An example would be that if a student earned a 95% semester grade but fell below 92% attendance with an 85%. The student would only receive 85% of 95 for the semester ($95 \times .85 = 80.75\%$). The student would receive a B- as opposed to an A for the semester.
2. Students are not allowed to make up time. NO SEAT TIME may be served to avoid the attendance factor.
3. The student's grade cannot fall below 60% as a result of an applied attendance factor.
4. Each student's average daily attendance will be printed on all mid-term and quarter grade reports for parents to monitor as well as being available on the parent portal.
5. A student may appeal to the Principal if they fall subject to the attendance factor for reasons that they feel are beyond their control. The administration reserves the right to waive the attendance factor.