

# ATTENDANCE INFORMATION SHEET

## ABSENCES

### EXCUSED ABSENCES

Parents are requested to contact Student Services at 472-4605 by 10 a.m. on the day of the absence. **Also**, parents are to send a note to school the day following the absence. Excused absences may be granted for the following:

- Illness of the student. The principal may require a doctor's statement. Although a doctor's statement may be required at any time for an absence to be excused, it will be required after 10 absences of any kind.
- Illness in the immediate family which requires absence of the student. A doctor's statement may be required.
- Medical Appointment A **medical excuse** note must be provided – parent notes are not accepted. The doctor's office can fax a note to Student Services at 472-4624.
- Death in the immediate family (should not exceed 5 days) documentation may be required.
- Religious holidays regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the given religious group may be required.
- Family Emergency Pass for late arrivals. Each semester students are given one Family Emergency Pass to excuse a late arrival. This covers car trouble, oversleeping, and other reasons that are not normally excused.
- Absences for other reasons as approved by administration.

### PRE-ARRANGED EXCUSED ABSENCES

Students must present a note from their parents detailing the date and reason for the requested absence (e.g. family trip, family event at another school, extracurricular competition). The note must be taken to Student Services at least ONE WEEK prior to the requested absence. **Only those students who have a 95% attendance rate and at least a C in all classes can expect to be approved.** A maximum of 5 days of non-sickness pre-arranged absences may be excused.

### COLLEGE VISITS

Seniors are allowed two visits per year; juniors are allowed one visit per year. College visits will count as an absence toward senior exemption from semester exams. When the student returns to school, he/she must bring a statement from the college admission office on college letterhead to verify the visit. *We do not accept parking validations or any printed material as proof of a college visit.* Students are responsible for all work missed.

### UNEXCUSED ABSENCES

Unexcused absences will result in a zero or its equivalent on any graded assignment or assignment due on the date of the absence. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

### EXAMS, HOLIDAYS, AND UNUSUAL EVENTS

Please note that special circumstances apply on school days before and after holidays and other special days. The day immediately before and the day immediately after a break, doctor's statements will be required for all illnesses and doctors' appointments. This same rule will apply to other days that change the normal routine of the school day (i.e.: Fall Break, Thanksgiving Break, 1<sup>st</sup> & 2<sup>nd</sup> Semester Exam Weeks, Winter Break and Spring Break)

## CHECKING IN AFTER AN ABSENCE

Upon returning to school after an absence, a note from a parent/guardian must be presented to the Student Services Office before school. The note should include: student name, date of absence, reason for absence, and a phone number where a parent/guardian can be reached during the day.

## MAKE UP WORK GUIDELINES

It is the student's responsibility to secure assignments when absent. When absent, students should check the teacher's web site or email the teacher directly. E-mail addresses can be found on the school website at [www.wcs.edu/ihs](http://www.wcs.edu/ihs).

## ATHLETIC OR EXTRACURRICULAR ACTIVITIES

Any student missing four or more periods will not be allowed to participate in that day's activity. The policy shall be whatever percent of the day a student misses; he/she will not participate in that same percent of time in the extracurricular activity. Any exceptions to this policy must be approved by an administrator.

- ALL ATTENDANCE REQUIREMENTS PERTAIN TO **EIGHTEEN (18)** YEAR OLD STUDENTS - INCLUDING PARENTAL PERMISSION.

STUDENTS CANNOT EXCUSE THEMSELVES FROM SCHOOL.

**ALL STUDENTS WHO LEAVE SCHOOL FOR ANY REASON MUST SIGN OUT THROUGH STUDENT SERVICES. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY MEASURES BEING TAKEN.**

## **EARLY DISMISSAL**

### **EARLY DISMISSALS BY TELEPHONE & EMAIL ARE NOT ACCEPTED**

Any student with an early dismissal note from their parent/guardian must submit it to Student Services before going to their first class of the day (by 7:30 AM on regular days). **No phone in or emailed requests will be honored due to security issues.** A parent or guardian must come to school to have a child released if the request is not submitted prior to their first class. In order for the early dismissal to be excused, you must follow the guidelines listed for excused absences.

### **DISMISSAL DUE TO ILLNESS**

Students who become ill during the school day must receive permission from the teacher to go to the school nurse. If it is recommended that the student check out, contact with a parent/guardian by the school nurse is required before the student is released. Students who are ill cannot be dismissed through Student Services with a parent phone call. The School Nurse must be contacted directly (472-4611) or the parent must come into the school and check out the student.

## **TARDIES**

### **LATE TO SCHOOL**

When a student arrives to school, he/she should report to Student Services. He/she should have a note from a parent/guardian and present it to the Student Services Office. The student will sign in and will be given a note to enter class. A student may not enter class without a note from the Student Services Office.

If the late arrival is excused (see excused absence guidelines), the student will be given an excused slip that must be shown to each teacher. If the absence is unexcused and the arrival is during first period, the student will be issued a detention for the following day. If it is during second through eighth periods, an unexcused note will be issued.

**Traffic and car trouble are not excusable reasons for being Tardy to school.**

### **TARDY TO CLASS OTHER THAN LATE ARRIVAL TO SCHOOL**

Students who are tardy to first period must sign in at the Student Services Office. The tardy policy is outlined below:

#### 1<sup>st</sup> Period Tardy/Unexcused Absence

Each tardy/unexcused absence to 1<sup>st</sup> period will result in a detention the next day.

#### 1<sup>st</sup> – 8<sup>th</sup> Period Tardy/Unexcused Absence

Tardies/unexcused absences to periods 1-8 will result in the following consequences

- 3 tardies/unexcused absences – 1 detention
- 6 tardies/unexcused absences – 2 detentions
- 9 tardies/unexcused absences – Friday Opportunity School
- 12 tardies/unexcused absences – 2 days ISS and Parent Conference

Tardies accumulated after twelve will result in further disciplinary actions taken which could include Out of School Suspension and/or a petition to appear in Juvenile Court.

- A student who arrives unexcused to class after ten minutes into the period will be denoted as skipping class, are considered (unexcused) absent and are not allowed to make up missed work.
- Excessive tardies or skipping may result in a petition to appear in Juvenile Court and /or placement in ALC.
- Tardies are cumulative for an entire nine weeks.

## **COMPULSORY ATTENDANCE**

### **COMPULSORY ATTENDANCE LETTER FOR DRIVER'S PERMIT**

Students should fill out a request for the Compulsory Attendance Letter in Student Services. The letter will be ready for pick up two (2) days after the request is made. The Compulsory Attendance Letter expires 30 days after pick up.

### **COMPULSORY ATTENDANCE LAWS**

Attendance letters will be sent to parents after 2-3 and 5 unexcused absences. If the student continues to be absent 3 days from the date of the second letter, then an unruly court petition for truancy must be filed. If a student misses ten consecutive or fifteen total unexcused absences during any semester, then the school must send a letter to the State Department of Transportation (driver's license revoked).

### **DENIAL OF MOTOR VEHICLE LICENSE (STATE LAW 49-6-3017)**

State law requires that students 15-17 years of age be enrolled and making "satisfactory academic progress" in a secondary school or they will have their licenses suspended or will be denied the opportunity to obtain a driver's license. Students must be making a passing grade in at least **three full unit subjects** or their equivalency at the conclusion of any regular **school semester**. If a license is revoked or denied, a student must make a passing grade in at least three full unit subjects or their equivalency at the conclusion of the following semester. For example: If you are requesting a Compulsory Attendance Letter in the Spring, your Fall semester grades (in December) are considered. If you are not passing at least three (3) classes, then you will have to wait until the final grades in the Spring (at the end of the school year) to submit a second request.