

ATTENDANCE - POLICY (STUDENTS)

NOTE In order to participate in an extra-curricular activity, the student must be in attendance the day of the event. For a non-school day event the student must have been in attendance on the last school day prior to the event.

EXCUSED ABSENCES - Upon return to school from an absence for one of the seven reasons listed below, a student should bring any written notes or other documentation to the attendance clerk located in the front office. Unless the administration grants an exception, notes will only be accepted within 3 school days of return to school from an absence.

The school principal or designee has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are the valid/lawful excuses for temporary nonattendance of a student at school.

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or Dental Appointments: When the absence results from medical or dental appointment of a student.
5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance: When the student is absent due to a religious observance in accordance with local school board policy.
7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted **PRIOR** to the absence.

The school principal may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of the school day.

UNEXCUSED ABSENCES

Absences for reasons other than those listed above will be deemed unexcused. Unexcused absences include, but are not limited to: missing the bus, oversleeping, car trouble, or babysitting. Absences caused by infestation of lice generally will be coded as unexcused if the absence lasts more than one day beyond the identification of the problem, or if more than three infestations occur during the school year.

HIGH SCHOOL ATTENDANCE REQUIREMENTS

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Because students receive 90 minutes of instruction in each class daily, good attendance is crucial. Based on these considerations, students missing **more than five (5) days, unexcused, per semester will not receive credit for the course and No Credit (NC) will be recorded for the grade.**

Students who miss more than 5 unexcused class periods in any specific class will have an opportunity to “make up” the time. If the student makes up the time to get the official number of unexcused absences below 5, the student will receive credit for the course, providing that the student passes the course.

EARLY DISMISSAL AND PARTIAL PERIOD/DAY ATTENDANCE

A. For a student to receive an early dismissal he or she must bring a note from a parent or guardian to the attendance window by 7:50 a.m., or have a medical/dental appointment card, or a court notice. All notes must have a telephone number where a parent or guardian can be reached. No student will be dismissed until the note is verified.

B. No student will be permitted to leave class to get an early dismissal.

C. Students returning to school from an early dismissal must check in at the attendance window and present their pass to the teacher upon entering class.

D. Students must complete two full class periods in order to be counted present for the school day unless they are out of school due to a school related activity.

E. Students must be in attendance for 60 minutes of a class period in order to be counted present for the class unless they are out of class due to a school related activity.

F. Once a student has arrived on school property during the school day, whether or not the instructional time has begun, that student becomes the responsibility of the school. Any student who comes on the campus must have special permission from the proper school authority in the office before leaving.

NOTE: Absences due to early dismissals will be coded lawful or unlawful (refer to attendance policy). Job applications, working on cars, trading cars, insurance appointments, and other reasons of this nature are NOT considered emergencies.

TARDY POLICY

Students will be counted tardy if they are not inside the classroom when the tardy bell sounds.

Accumulation of Tardies is done on a period by period basis. A student may be late (tardy) to each class one time and will technically have 4 accumulated tardies, but disciplinary action begins with the 2nd tardy to the same class. The actions specified below are for tardies to any single class or to advisement. Students who are not in 1st period by the 7:50 bell will not be admitted to class without first checking in and receiving a tardy pass. **Students who arrive at school after 7:50 AM will get a tardy note from the front desk and go straight to their first period class.**

Freedom High Schools Tardy Policy

- Disciplinary action begins with the 2nd tardy to the same class or advisement.
- Students who arrive after 7:50 will get a tardy note from the front desk and go straight to their first period.

1st Tardy –Warning from the classroom teacher

2nd Tardy- Teacher notifies parents of consequences of additional tardies.

3rd Tardy- 30 minute PM detention with teacher

4th Tardy- Administrative Referral –1 lunch detention

5th Tardy- Administrative Referral- 1 period of ISS for the period where the tardies occurred.

6th Tardy- Administrative Referral – Required parent conference at school- 2 days of period missed in ISS.

7th Tardy- 3 *FULL* days of ISS, loss of parking privilege for 10 days if the student drives to school and they are late for their first class of the day.

Additional Tardies: 1 day of OSS for each and parent conference required for return to school.

(Loss of parking permit for the semester if parking permit has already been suspended for 10 days.