

ATTENDANCE

ATTENDANCE POLICIES

Regular attendance at school is absolutely necessary if students are to obtain the maximum benefit from their educational experience. **Students should only be excused from school for serious reasons.** Students who miss school for unnecessary reasons not only hamper their education, but also hinder school efforts to educate the student. Make-up work must be completed and is the responsibility of the student.

ABSENCES

Parents/guardians of absent students are to notify the Attendance Office (575-3310) each day of absence. Absences will be considered excused for reasons of the following: serious illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, weddings in the family, family emergencies, death in the family and when students are official representatives of the school at school sponsored activities.

Homework:

Parents should make arrangements to get homework when their child is absent for two or more days.

- Homework assignments are available on the classroom teacher's webpage. There is an email link for additional questions.
- If internet access is not available, parents may call the Administration Office by 9 a.m. to request homework which will be available after school.
- See "School Related Absences for specific guidelines regarding homework procedures."

APPOINTMENTS

Parents are requested to schedule student appointments outside of the school day whenever possible. However, if it is necessary for a student to be excused during the school day, the parent/guardian should call or send a note with the student **at least one day prior to this absence** stating the reason and time for the early dismissal.

- Once the information is received by Attendance, a Permit to Leave the Building will be issued. Students should stop by the attendance office to pick up their permit.
- The Permit to Leave the Building serves as a pass to leave class. At the designated time, the student needs to bring the permit to the Attendance Office and sign out. This permit also serves as the pass back to class after the student has signed in upon returning to school.

EXTENDED ABSENCES

Parents are requested to schedule student vacations and trips when school is not in session. However, if it is necessary for a student to be absent for one or more days, the parent/guardian should call or send a note with the student to the Attendance Office **at least two days prior to the absence** stating the reason and time for the dismissal. An Extended Absence form will be issued to alert teachers of the upcoming absence. It also allows the student to receive assignments in advance, and serves as the pass for the student to leave class at the appropriate time. It must be signed by the teacher of each class. The student must bring the completed form to the Attendance Office and sign out before leaving the building. Students who fail to obtain and return the Extended Absence form could receive a detention and/or suspension.

EXCESSIVE ABSENTEEISM / LOSS OF CREDIT

Ten (10) or more absences from a class in any one semester may result in loss of credit for that class. Reissuing credit with the appropriate grade earned will be contingent upon the student adhering to the attendance policy and meeting the expectations of the Administration. Medical exceptions with a written doctor's statement or circumstances cleared with the Administration will be taken into consideration. Unusual circumstances such as prolonged illness, emergencies, etc., will also be taken into consideration. In determining loss of credit in a course, emphasis is placed on unexcused absences, excessive vacation days, or abusive patterns of behavior. School related absences are NOT included in Excessive Absence Reports and are NOT considered when determining loss of credit in a course; however, excessive absences of any kind can have a detrimental effect on academic

achievement. Excessive absences of any kind may prevent students from attending future school related events that require students to miss school. *Excessive absenteeism has been shown to be an indicator of potential at-risk behaviors. If deemed necessary and appropriate, additional requirements for attendance may be requested by Administration.*

FIELD TRIPS

It must be remembered that:

- Students represent O’Gorman High School. Conduct should reflect the high ideals of the school.
- Students will be expected to dress appropriately.
- Chaperones approved by the school shall accompany students.
- Students must go and return in the same group. No permission will be granted to leave the assigned group except when parents request of the chaperone **directly in charge**, that a student accompany the parents in the parents’ car.
- Students will report promptly to the designated place at the assigned time.
- Students should consult faculty sponsors before trips when any question arises as to proper attire, transportation and other arrangements.
- Permission forms obtained in the Administration Office must be signed by parents prior to the student attending any school-sponsored trip.

ILLNESS

Students who become ill during the school day should report to the Attendance Office for assistance. Students who are ill will be released once a parent/guardian has been contacted and gives approval. In the event a parent/guardian cannot be reached, we will try to get permission from the student’s emergency contact(s) Updating emergency medical information is critical for the health and well being of the student in the event of an emergency. ***Students may not participate in school events if they are absent for more than four periods on that same day or evening as the event.***

SCHOOL RELATED ABSENCES

Make-up Work for School-Related Activities: Students who will miss school for school-related activities are responsible for communication with their teachers regarding work they will miss. The expectation is that students will make up, ***in advance***, any tests or quizzes that will be missed due to the activity absence. Students are responsible for having missed homework completed ***upon their return***.

College Visits: Juniors and Seniors are allowed **two** school days per year to visit colleges. These absences are recorded as “school related absences” and are not recorded on a student’s transcript. Please notify the Attendance Office **at least 2 days in advance** of these visits so that they may be recorded accordingly. Documentation may be requested. Additional days may be granted with administrative approval. These days may be limited if the student has exhibited habitual patterns of absenteeism or tardiness. See “Extended Absences” for more information about homework and procedures.

TARDINESS

Students are expected to be on time for all classes. Students who are tardy at the start of school should report to the Attendance Office to sign in and obtain a “Tardy Admit” pass. **First period tardiness is unexcused.** Students are allowed one unexcused first period tardy per six week reporting period with no penalty. Each subsequent first period tardy will result in detention. All tardies during the school day will result in detention. Students have two (2) school days to serve detention(s). Detention starts at 7:25 a.m.

Excessive Tardiness will be referred to the Administration - ***Five (5) or more tardies from a class in any one semester may result in loss of credit for that class.*** If the class involved is a study hall, the Administration will recommend appropriate disciplinary action. Reissuing credit with the appropriate grade earned will be contingent on the student adhering to the attendance policy.

TRUANCY / UNEXCUSED CLASS ABSENCE

Students who are absent from school or a particular class without parent/guardian or administrative permission

will be considered truant. Students may not leave the classroom or fail to attend a class without direct permission from their teacher. In addition, students may not leave school property unless they have prior parent/guardian permission or permission from the administration. If a student is found to have left a classroom, skipped a class, or left the school property unexcused, he/she may expect the following consequences:

- **First consequence:** 1 day of In-School Suspension.
- **Second consequence:** 1 day Out-of-School Suspension* and referral to the Student Assistance Team for appropriate intervention.
- **Third consequence:** 3 days Out-of-School Suspension* and continued monitoring by the Student Assistance Team.
- **Fourth consequence:** alternative placement.

*All Out of School Suspensions require communication between the parent(s) and Administration before a student will be allowed to return to class.