

STUDENT ATTENDANCE: POLICY AND PROCEDURES

It is the belief of the faculty that good school attendance is essential to successful school progress. Regular and punctual attendance is necessary for the student to take full advantage of available educational opportunities.

In compliance with the District Student Attendance Policy, Gainesville High School has established the following procedures for its implementation.

1. Admission slips will no longer be used for students returning from absences. Notes will be submitted to the attendance office at which time Ms. Donley (attendance clerk) will enter the notes into Infinite Campus. The teacher will look on Infinite Campus to see if the absence was excused. **Please be aware Ms. Donley will enter the note(s) into Infinite Campus as quickly as possible.** Students should bring written documentation to submit to their first period teacher. District policy establishes that written documentation should be submitted to school normally within **two days** of the student's return. The District Student Attendance Policy states that excused absences will include the following:
 - A. Parent documented absences.
 - B. Documented death in the family or some other insurmountable condition.
 - C. Documented appointments with health care professionals.
 - D. Documented absence for religious instruction or a religious holiday. Prior notification is required.
 - E. Absence due to participation in an academic class or school-sponsored activity approved by the principal or his designee.
 - F. Court appearances (copy of subpoena or other court document must be provided).
 - G. All other absences are considered unexcused. More than six (6) unexcused absences per semester will result in loss of credit unless the semester exam is passed.
2. A parent/guardian may document up to six days of absence per semester, after which such absences will be unexcused unless documented by a physician, health care professional, court official, etc.
3. Upon a student's return to school from an excused absence, an appropriate amount of time will be given to the student to make up the work. It is the responsibility of the student to pursue this option with the teacher.
4. Upon a student's return to school from a suspension he/she will be afforded the opportunity to make up missed work. For each day the student is suspended, he/she

will be given one day to complete missed work. It is the responsibility of the student to request the missed work from each teacher on the first day of his/her return to school. The student may pursue this option during non-instructional time. All students shall be allowed to make up nine (9) weeks and semester examinations. The examinations are to be made up within five (5) school days from return at a time designated by the teacher.

Prearranged Absences:

The purpose of a prearranged absence is to allow absences for reasons normally unexcused because the student has taken the responsibility to work ahead. This way, when the student returns after a pre-arranged absence, it is as if he/she had not missed any school. Students need to anticipate the absence and prepare for it in the same way adults prepare to miss a few days of work. The burden is on the student to seek out the teachers to request the work needed, and to turn in the work on the day of return to class.

Prearranged absence form is available in the attendance office. This form should be signed by the parent/guardian prior to the student's absence and taken by the student to each teacher to complete. When this form is completely filled out, it needs to be brought back to the attendance office for the principal's designation. Prearranged absences may be designated excused or unexcused depending on the reason. This form must be completed prior to the absence. If this procedure is not completed prior to the absence, the absence will be ruled by the existing attendance procedure. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving, or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence.

Tardiness:

The faculty at GHS believes that a student's place is in the classroom. Students miss valuable academic interaction when they are not in the classroom. Students have six minutes between classes. A student is considered tardy if he or she enters the room after the tardy bell stops ringing.

Students are expected to be in each class before the late bell sounds. Late bell is a signal for the class to begin. When a student is tardy to class as a result of being detained by another teacher, the detaining teacher will issue a pass to class. The detaining teacher must have received prior consent to detain that student from the receiving teacher. If a student is unable to present an admit slip for being tardy to class, the teacher is to admit him/her "unexcused tardy" to class and implement appropriate progressive discipline. Teachers will refer students to the deans' office on the 3rd tardy. Consequences are based on accumulated nine (9) weeks referrals to the dean.

Check In Procedures:

Students are expected to be in school on time. Before 9:00a.m., late-to-school students are to report directly to class for the teacher to correct their absentee report before submission. After 9:00 a.m., students late-to-school must sign-in at the attendance office for an admit slip to enter class. The admit slip does not excuse the lateness to school unless otherwise stated by the attendance clerk.

Check Out Procedure:

Because the safety of our students is a primary concern at Gainesville High School, we encourage parents to check out students in person. Upon arrival, parents will be required to show photo identification.

When the parent or guardian is not physically present to sign the student out, students may check out from school only when they present a written note to the attendance clerk prior to the first period bell. This note must be signed by the parent and contain a phone number where the parent can be contacted for verification. To ensure their safety, students will not be allowed to leave campus without this verification.

Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will determine whether or not the student should be sent home and will notify the student's parent.

Upon the student's return to school, a parent is required to send an excused note including the portion of the day the nurse sent the student home.