

Attendance Matters!

Arriving/Leaving School During School Day

Once a student arrives on school grounds, he/she may not leave campus during the school day without signing out through Student Services. Students arriving after 9:25 a. m. or leaving school during the school day must have permission verified by a parent or legal guardian and must check in and out through Student Services. Without exception, students must sign in when arriving after 9:25 and sign out before leaving campus. Failure to do so will result in disciplinary consequences. A parent/guardian must provide a valid Driver's License MUST be presented in order to check a student out of school. In addition, Senior and Junior students may lose the privilege of parking on campus in order for the student to utilize parent drop off or bus transportation to curtail chronic late check ins to school.

Student Absences

If a student misses more than 25 minutes of class, he/she will be considered absent from that class.

A written note or *email from parent is required within 3 days to excuse all absences. The information should include the reason for the absence and a contact number. It is the responsibility of the student to ensure that notes are turned in to Student Services within three (3) school days of the absence. Failure to notify NHS within three (3) school days will result in an unexcused absence and a zero for work missed.

*(There is a link on the NHS webpage under *Student Services* for the attendance clerk).

It is the responsibility of the student to check that absences in the *ClassLink* Student/Parent Portal are properly recorded and report any errors within two weeks so that the mistake can be rectified.

Excused Absences

Excused absences are approved in accordance with the Code of Student Conduct and will include, but not be limited to, personal illness, illness or death of a member of the immediate family, medical /dental appointments, and prearranged absences approved by the administration (not the teacher). In the case of medical/dental appointments, only the specific date and times noted for the appointment will be excused. It is the student's responsibility for all work missed during the excused absence period. All missed work must be completed within three (3) school days after returning to school. Tests, assignments that have been announced prior to the absence of the student may be given to the student immediately upon return to school. Written assignments or projects that were announced prior to the absence are due immediately upon return to school.

Pre-arranged Absences (Excused)

A written request from a parent/guardian for a prearranged absence must be submitted to the principal at least one (1) week prior to the absence. If approved, it is student's responsibility for arranging the completion of schoolwork prior to the absence and/or as outlined under Excused Absences. Students must prearrange these visits through Student Services:

- ✓ Seniors will be allowed two (2) days (total) for college visits and one (1) day for career shadowing that will be excused.
- ✓ Juniors will be allowed one (1) day for career shadowing and one (1) day 2nd semester for a college visit.
- ✓ Any special events such as "Mother-Daughter Work Day" will require advance notice.

School-related Absences (Excused)

An absence accrued because of the student attending a school-related function will not count toward a student's total absences. It is the responsibility of the student for all work missed during a school-related absence.

Unexcused Absences

Unless verified by a note within three (3) days, all absences will be considered UNEXCUSED. An unexcused absence shall be defined as, but not be limited to, any absence accrued as a result of truancy (skipping school), suspensions, pleasure trips (vacations, shopping trips, leaving for lunch), and other avoidable absences not prearranged by the student. Any student with an unexcused absence in a class will not receive credit for school work missed during the unexcused period and a grade of zero (0) will be entered for work missed in accordance with SRCSD policy.

Excessive/Chronic Absences

Once a student accumulates ten (10) absences within a semester, a doctor's note will be required to excuse any subsequent absences within the semester. In addition, Senior and Junior students may lose the privilege of parking on campus in order for the student to utilize parent drop off or bus transportation to curtail chronic absenteeism.

Truancy

If a student accumulates five (5) unexcused absences within a thirty (30) day calendar period or ten (10) within a ninety (90) day calendar period, the principal or designee will hold a conference to meet with the parent/guardian to discuss requirements of compulsive attendance laws, and the Department of Motor Vehicle sanctions which are as follows:

- A student who is 14 years of age but less than 18 years of age with fifteen (15) absences within a ninety (90) calendar day period may have their driver's license suspended.
- A student wishing to request a hardship hearing must notify the appropriate school officials within fifteen (15) days of notice of intent to suspend license issued by the Department of Highway Safety and Motor Vehicles.
- If the truancy problem continues, the student may be referred to Santa Rosa County Truancy Court.