

SCHOOL REGULATIONS AND PROCEDURES

ATTENDANCE POLICY

Effective 08-09 SY

Attendance to class/school is essential to the learning process. It is also an important life skill for students to learn. We urge students and parents to strive for excellent attendance since it is our belief that this is a critical way to ensure scholastic success.

Exeter High School will recognize three (3) types of absences:

Excused absence – an absence that has a specific purpose for a specific time i.e. brief illness, medical/dental appointments, family vacations, or college visits for juniors.

Unexcused absence – an absence that occurs for any reason other than an excused absence.

Exempted absences - all those listed below in paragraph 3.

1. All students who exceed ten (10) absences per semester will meet with their assistant principal and be informed of the Administrative Failure (AF). Students who receive an AF will be assigned a numerical grade of fifty (50) or their academic average earned in class, which ever is lower. This administrative failure will apply to the quarter it was earned. Any student who exceeds the limit of absences, will be encouraged to remain in the course to earn a passing grade. No additional absences will be allowed in the course that semester. Should additional absences occur, an administrator would assign a weekend detention for each absence beyond the maximum of ten (10). If the student has parking privileges, their pass will be revoked for the remainder of the semester. A student can only be withdrawn from the course and assigned to a study hall if they have more than five (5) classes. With teacher permission, a student may complete work missed through the Skills Tutor program or Plato Lab during a free period or after school. Students may appeal the Administrative Failure to the Attendance Appeal Board. In the case of graduating seniors, the appeal documentation may be submitted directly to the principal. All documentation (doctor's notes, etc.) must be provided at this time. **Note: Any student who cuts a class or is truant, will lose his or her right to appeal the AF.**
2. Being more than 25 minutes late to class will count as an absence.
3. The following absences **will not** count towards the Attendance Policy limits.

Reason

Long term/chronic illnesses (more than 3 days)
Hospitalization
Court Appearances
Religious holidays
School testing
Bereavement
All school sponsored activities
Out of school suspensions
College Visits (5 days per year)**
Military Appointments

Required Documentation

Doctor's note
Doctor's note
Court documentation
Parent/guardian note
Testing official verification
Parent/guardian note
Coach/teacher will provide roster
Assistant Principal verification
Admissions documentation
Military verification/note

*All documentation must be presented within two (2) days of returning to school after the absence.

**Seniors only.

4. Please note that extended family vacations outside of school vacation time **will count** towards the ten-day limit. This will be in effect at the beginning of the 2008-2009 school year.
5. Planned absence forms may be obtained from the Commons office. This form should be completed with signatures from all the student's teachers and parent/guardian and then submitted to the assistant principal who will make the final determination as to whether or not the absence(s) will be excused.
6. Notification will be sent home when a student has accumulated five (5) and ten (10) absences.
7. Students should not be in school prior to 7:00 AM. Only seniors with privileges may leave school grounds once they have arrived at school. All underclassmen must be properly dismissed in order to leave school. All students must be in their first period class by 7:30 AM. Students arriving after this time will be considered tardy and must sign in at the Attendance Office to obtain a blue admit slip.
 - Consequences for tardiness are as follows: students will receive an administrative detention for each tardy beyond the third (3) tardy each quarter. Any student who accumulates seven tardies will be assigned a Friday or Saturday detention for every day they are tardy for the remainder of the quarter. In addition, they will lose their parking privileges for the rest of the semester.
 - After the seventh (7) tardy, a parent conference is required with the student's assistant principal.
8. Dismissals will only be approved by a note signed by a parent or guardian. The note must be submitted to the Attendance Office prior to the dismissal no later than 8:15 AM. No retroactive dismissals will be approved. Phone dismissals will only be permitted in an emergency situation with the approval of the administration. A parent who wants to dismiss a student personally may do so at the Attendance Office. The student will not be called from class until a parent or guardian signs the student out. Students who are ill must be dismissed through the nurse's office. Students will not be allowed to go home during the day to obtain forgotten materials.
9. Students who cut classes, or are truant from school, will lose their rights to appeal all absences from that class.
10. A zero (0) will be assigned for all work missed due to a cut or truancy absence. It is the student's responsibility to contact the teacher on the day he or she returns. The timeframe for making up missed work is set by individual teacher(s).
11. Students enrolled in Running Start courses need to check the attendance policy with the college offering the credit.

ATTENDANCE APPEAL PROCEDURE

A student who has received an Administrative Failure (AF) will have the right to appeal to the Attendance Appeal Board. The Board will be comprised of the following: An assistant principal (tie breaking vote only), two faculty, one guidance counselor, one special educator, one nurse and two peers (optional). **Note: Any student who cuts a class or is truant will lose his or her right to appeal the AF.**

1. The student will complete the necessary paperwork for each class for which he or she is appealing his or her absences.
2. The student will then submit this paperwork to the Attendance Appeal Board Chairperson.
3. The chairperson will review documentation and set a date for the student to present.
4. After review and presentation, the Attendance Appeal Board will make a decision.
5. A student must have all documentation and records pertaining to absences complete before arrangements to be heard by the Board can take place.
6. A student can only file an appeal for a class in which he or she is currently earning a passing grade.
7. Any absence due to truancy will result in a student losing the right to appeal and an Administrative Failure (AF) grade will be issued.

ABSENCE APPEAL FORM

Name of student _____ Date _____

Class appealing _____

Current grade in class _____

Teacher verification of absences (initials) _____

Date(s) of absence

Reason(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attendance Appeal Board Decision _____

Date _____ Approved/Denied

Comments _____

