

# EXETER HIGH SCHOOL ATTENDANCE REGULATIONS AND PROCEDURES

Effective 2008-2009 School Year

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 three.

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 A student can only be withdrawn from the course and assigned to a study hall if they have more than five (5) classes.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.

<u>Reason</u>	<u>Required Documentation</u>
Long term/chronic illnesses (more than 3 days)	Doctor's note
Hospitalization	Doctor's note
Court Appearances	Court documentation
Religious holidays	Parent/guardian note
School testing	Testing official verification
Bereavement	Parent/guardian note
All school sponsored activities	Coach/teacher will provide roster
Out of school suspensions	Assistant Principal verification
College Visits (5 days per year)**	Admissions documentation
Military Appointments	Military verification/note

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

\*\*Seniors only.

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REGULATIONS AND PROCEDURES**

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 (see attached Planned Absence Form) may be obtained from the Commons office. This form should be completed with all required signatures 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.

Law Reference:

Appendix Reference: JH-R

Date Adopted: December 14, 2004

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Last Review Date: February 2008