

NHS ATTENDANCE POLICY

1. Parents are encouraged to call their child's school on days of absences. Upon returning to school after absences, all students must submit to the attendance director or the office secretary a note signed by a parent/guardian stating the parent/guardian was aware of the absence and giving the reason for the absence. ANY NECESSARY DOCUMENTATION FROM A DOCTOR, DENTIST, COURT OR FUNERAL MUST BE SUBMITTED WITHIN THREE SCHOOL DAYS OF THE ABSENCE. Reasons for absences are important because an attendance committee will meet to discuss students who have missed 7 or more days (or blocks from any one class) and determine if absences should be waived for course credit. Failure by the student to submit a note signed by a parent/guardian upon returning to school from an absence may result in disciplinary action and/or a grade penalty for work missed due to the absence. ABSENCES BEYOND 6 DAYS PER SEMESTER SHOULD BE DOCUMENTED BY MORE THAN A PARENTAL NOTE. Such documentation includes a note from a physician, an agent of the courts, or a funeral pamphlet with confirmation of attendance. This documentation is required for a student to receive an excused absence when absences exceed 6 days missed without notes from physicians, court or funerals. Students who are absent more than 6 days without official documentation will have their attendance records reviewed by a committee to determine the granting of an attendance waiver for the semester or class. If an attendance waiver is not granted, the student may lose credit for the course.
2. To be fair and consistent, the attendance committee requires the same documentation for each student. If it is necessary for the committee to determine course credit, the student's teachers will take into account the quality and quantity of make-up work that has been submitted by the student. It is not required that parents write the school to request an attendance waiver. Students will automatically be considered for waivers when their absences reach 7 days without official documentation.
3. An automated call will be made to the homes of absent students each day. If the home has an answering machine, a message from the principal will be left.
4. When the principal is notified of absences, he will ensure that letters and the attendance policy are sent to parents/guardians on at least the student's third day of absence of the semester as a warning, and on the fifth day of absence stating that any further absences may result in course failure(s). The letters are sent when the student misses any class over three or five times. THESE LETTERS ARE SENT FOR EXCUSED AS WELL AS UNEXCUSED ABSENCES EVEN WHEN OFFICIAL DOCUMENTATION HAS BEEN PROVIDED.
5. Morning check-ins without official documentation or parental notification will be counted as unexcused tardies or absences. The second late check-in without official documentation will result in before or after school detention unless the parent calls or writes to provide prior notification. Excuses such as "going out of town" or "needed at home" will be unexcused unless more specific details are given. Arriving to school late for car trouble is considered an unexcused tardy or absence.
6. Parents are asked to call the school before a checkout is to occur. Students checking out early should also have a signed note from the parent. NHS will not allow a student to check out of school without written or verbal permission from a parent or guardian. Students who forge checkout slips or have someone call the school posing as their parent or guardian will be subject to a class IV discipline infraction. Advance

notification must be provided if a student is to be picked up at school by someone other than a parent or guardian.

7. Students that miss classes due to checking in or out of school will have the total number of classes missed counted against them. When a student has totaled 4 missed classes, this will count as 1 day of absenteeism. Students must be in class at least half of each block to be counted as present in that class. Students are permitted no more than 6 days of undocumented absences per class each semester. Absences beyond 6 days per class in one semester may result in course failure.
8. Student admission passes will be marked "excused" when students are eligible to make up class work. This does not mean that any excused absences above 6 signed by a doctor, dentist, etc., will not be counted against the County Attendance Policy. "Excused" printed on an attendance slip just tells the student's teachers that the student can make up missed class work. Any student missing over 6 days with excused parent notes will still be subject to a review by the attendance committee for determination of a waiver. STUDENTS ARE ELIGIBLE FOR 1 ATTENDANCE WAIVER PER SCHOOL YEAR, HOWEVER, STUDENTS MAY NOT RECEIVE WAIVERS IN CONSECUTIVE SEMESTERS. In other words, students are not eligible for an attendance waiver at the end of the fall semester if they received one at the end of the spring semester of the previous school year.
9. A student must be present at least $\frac{1}{2}$ of the class period to be counted present. Absences do not include school-related activities such as field trips. Visits to colleges or recruiters should be scheduled on weekends or holidays and not on school time. School officials should be notified in advance of college visits that cannot be arranged on weekends or holidays.
10. Athletes should make every effort to be at school for the full day every day, and loss of playing time or other disciplinary measures may be taken if athletes miss school, check in late, or check out early. An athlete should never check in to school late the morning after a game unless he or she has a doctor's note. GETTING HOME LATE FROM AN ATHLETIC CONTEST WILL NEVER BE AN ACCEPTABLE EXCUSE FOR MISSING SCHOOL OR CHECKING IN LATE!
11. Students who are not in school for at least $\frac{1}{2}$ a school day may be denied the privilege of attending or participating in extra-curricular activities for that evening.
12. A point of emphasis will be placed on the timeliness of completing make-up work. Students have three school days to make up any missed assignments if they are counted as excused absent. Work not completed within three days of the absence will not be accepted, and a grade of "Zero" will be recorded for that assignment. If a student checks in or out of school and misses a test or quiz, he or she should expect to take that test or quiz the next day. Work missed due to an unexcused absence will be recorded as a "Zero".