

Attendance Policy

Definitions

Excused Absences: verifiable illness, hospitalization, funerals, and doctor appointments. A parental note or phone call will be required for all excused absences. The excuse must be received within 5 school days of the absence.

Truancy: a student missing his/her class(es) while on or off campus without a hall pass or prior to check out through the attendance office or without the knowledge and permission of the parent/guardian or teacher. A truancy may not be excused after the fact and will have to be made up.

Tardy: When a student is late to class up to 20 minutes after the bell rings. At that point it turns to an un-excused absence and the student must check in at the attendance office for an admit slip.

Un-excused Absence: When a student misses class or is more than 20 minutes late to class and has not been excused by a parent.

Medical excused: When a student misses class due to illness or an appointment. A doctor's note is required in order for absence to be entered as medical and not to count towards student's excused absences.

Policy

Attendance at Westlake High School will have a direct connection with a student's academic grade. The student will receive a NC in the class that attendance is deficient. A deficiency occurs when a student has: once un-excused absence at anytime, a truancy or 4 or more tardies in any class (This includes both excused and unexcused tardies). Absences that will not cause deficiency in the student's attendance: school excused activity, medical with doctor's note, pre-approved absences, or parent excused absences. For pre-approved absences a form must be filled out by teachers, parent, and administration. This form can be found in the attendance office. **It is the parent's responsibility to excuse their student's absence.** This can be done through the Attendance Office Monday-Friday 7:00-3:30pm. Parents will have 5 school days to excuse an absence. Acceptable ways to excuse your student is by phone/message, email, or with a note.

Tardy

- Tardies will be the responsibility of the teacher, marking all tardies. After 20 minutes of class time a student is considered absent and must have an admittance note from the attendance office to enter class.
- Tardies; 1-2 Warning with student from teacher.
- Tardy; 3 Parent Contact by teacher phone or email recorded in Skyward (SIS) and Referral form filled out.
- Tardy; 4 Referral from teacher to Office and grade dropped to a NC. Referral form must follow student to the office with intervention steps documented. Office will return referral form with steps taken and intervention steps to be followed by student.

Absence

- Marking absences will be the responsibility of the teacher. Excessive un-excused absences will be dealt with by the student advocates and admin over that alphabet.
- 1 un-excused absence by a student at anytime in the term will be a grade drop to a NC. Truancy letter will be sent home. Parent will have 5 days to clear the absence.

Truancy

- Teachers need to refer the student and the truancy to the attendance office. The attendance office will mark the truancy and refer the student to the student advocate over that alphabet.
- 1 truancy by a student at anytime in the term will be a grade drop to a NC. Parents will not be able to excuse the truancy after the fact.

Make-up Avenues for Students

Attendance school

- Wed. morning FREE 6:15-7:15
- Mon. after school 1:20-2:20 (\$3.00)
- Wed. after school 2:20-3:20 (\$3.00)
- Attendance School make-up time due one week before term ends.

Community Service

- Pre-approval needed and can be found on our school website.
- Once approved, students can pick up a packet from the Administrator or the Attendance Office.
- Students can make-up 8 hours of Community Service per term and is due 2 weeks before the term ends.
- This is free for the student.

Teacher Make-up

- Students can pick up the form from the Attendance Office.
- Once completed, the teacher must turn the form into the Attendance Office.
- Students are allowed to make-up 1 hour of attendance with the teacher over the class that has a NC. Teacher Make-up is due 1 week before the end of the term.
- This is free for the student.

Time for make-up;

- 1 hour = 1 absence or 1 truancy
- .5 hour = 1 tardy

The Role of the Teacher

1. Roll is to be taken in the first five minutes of class as per policy for secondary schools.
2. Highly suggested - On time, sponge activity for points for those on time to class.
3. Ernest and Persistent Effort Procedures to trigger District Attendance Policy.
4. Teachers will mark all absences and tardies accurately.
5. Teachers sponsoring school activities must notify the Attendance Office with an excuse list and require that their students know that they must get permission before leaving for an activity.
6. Teachers will keep a tardy log in their classroom for students to sign in when they are late. Teachers will correct and verify their attendance by 2:45pm each day.

See student handbook for the role of the student, parent, administrator, and the attendance office.