



## **AFHS Specific Attendance Policy and Procedures**

In the event of an absence or tardy, it shall be the responsibility of the student to present to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within two (2) days of the student's return to school. Failure to comply will result in the absence or tardy being recorded as unexcused per School Board Policy 6000.4. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

**Students returning to school from an absence and students securing permission for early release should report to the Attendance Office as early as possible to avoid tardiness to class. The Attendance Office opens at 7:00 a.m. Students who report to the Attendance Office after 7:20 a.m. to handle such notes may not be excused for tardiness to Period 1. There will be no student check-outs after 2:00pm daily.**

### **NEW TARDY POLICY**

Beginning class on time and valuing learning are at the heart of what makes Apex Friendship a superior high school. All students should be in their assigned classroom or location before the tardy bell rings. Any student who has an unexcused tardy must proceed as follows:

- Students arriving to school PRIOR TO 7:40 a.m. will report directly to their first class & sign in there. If the tardy is unexcused he/she must automatically serve lunch detention (LD) on the following day that LD is in operation. If the tardy is **excused** (has a note from a parent/doctor/etc.), then he/she will still sign in, but will not receive LD. He/she should attach the note to the sign-in sheet.
- Students arriving to school AFTER 7:40 a.m. will report to the Attendance Office to receive an admit slip to class. He/she will still sign in as they arrive to class. Again, if the tardy is unexcused, the student serves LD the next day. If it is excused on the admit slip, they do not need to serve LD.

If the tardy is to be considered **excused**, the student must bring a note from the parent, doctor, dentist, etc. A tardy is excused ONLY if it meets WCPSS Board Policy 6000.3. The excused list is available below.

- *Individual automobile equipment failures are **NOT** considered as a reason for excused tardies.*
- *Excuses such as oversleeping, alarm did not go off, missed the bus, etc. are **NOT** considered as a reason for excused tardies.*
- *Students arriving late to school on a school bus will be issued a late bus pass; **this is an excused tardy and the student is not subject to serving LD.***

### **Excused Absence/Tardy List (per WCPSS Board Policy 6000.3)- requires a note**

- ❖ Illness or injury that makes the student physically unable to attend school
- ❖ Isolation ordered by the State Board of Health or the Wake County Health Department
- ❖ Death in the family
- ❖ Medical, dental, or other appointment with a healthcare provider approved in advance
- ❖ Court when a student is under subpoena
- ❖ Religious observance, as suggested by the religion of the student or student's parents
- ❖ Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"
- ❖ A catastrophic event or natural disaster