

HSHS ATTENDANCE POLICY

HSHS Specific Attendance Policy and Procedures

Coming to school every day, ready to learn, is important for your child's success – and it's required by state law for children between the ages of 7 and 16. Attendance is taken very seriously at Holly Springs High School. HSHS will maintain accurate attendance information and will share this information with parents and students. It is extremely important for parents and students to closely monitor and document absences. The staff and administration believe there is a high correlation between attendance and achievement, and that regular attendance is crucial to student success. The more students are in the classroom, the more opportunities they have to be successful. We also know that from time to time it is necessary to be out of class. *A student must be in class a minimum of 45 minutes to be counted present for period attendance.* Please use the descriptions below to help answer your questions about what to do when you are absent.

What do I need to do if I am absent?

Upon return from an absence, students should bring a note from a parent, doctor, dentist, etc... and drop it in the mailbox outside of the Attendance Office. ***Wake County Board Policy 6000.4 requires that notes to excuse an absence be submitted within two days of the student's return to school. Failure to do this results in the absence being permanently marked as unexcused.*** Notes should clearly list the following:

- Students First and Last Name (no nicknames)
- Date(s) of absence
- Reason for absence

Absences will be excused for the following reasons:

- Court/DMV
- Death in Family/Funeral
- Illness/Injury
- Medical/Dental Appointments
- Religious Observance
- Educational Opportunity (requires approval from the principal **prior** to the absence)

Medical absences must be accompanied by a doctor's note. Court absences must be accompanied by an official note from the court. Notes must be signed by a parent or legal guardian.

Why am I getting letters and phone calls about my absences?

Holly Springs High School is required by state law to alert parents when their student is absent. Plus, our goal is to keep parents as informed as possible. Phone calls are made by an automated machine at the end of each day. Even if we know exactly where the student was, the machine will still call. Letters are sent to parents when students receive 5 and 10 absences. These letters are also a requirement of state law. The intent is to ensure that parents are aware that students could lose credit for their courses once they exceed 10 absences. Please note that these letters are sent whether the absences are unexcused or when a student has a well-documented excused reason for being absent.

What do I need to do if I am arriving late to school?

It is our belief that students maximize their opportunities for academic achievement when they arrive to class promptly and are prepared for learning. We want to protect instructional time and limit classroom disruptions. All students should be in their assigned classroom or location before the tardy bell rings at 7:25. Any student who arrives late to campus with a valid excuse note from a parent, guardian, or doctor should report directly to the Attendance Office for an excused admission slip to class. Students arriving to campus without a valid excuse note will report directly to class. **Student who are more than 15 minutes late to a class without a valid excuse note will be considered skipping and will have a referral written and sent to their administrator.** A tardy will be considered excused only if it meets WCPSS Board Policy 6000.3. **The excused list is available above. Excuses such as individual automobile equipment failures, oversleeping, alarm did not go off, missed the bus, etc... are NOT considered a reason for excused tardies.**

Check Out – WITH NOTE

Students needing to leave before the end of the school day must present a note from a parent/guardian to the Attendance Office between 7:00 – 7:20 am. The check-out note needs to include the following information:

- Students First and Last Name (no nicknames)
- Date/Time of Appointment/Absence
- Reason for Leaving
- Parent/Guardian Signature
- A Telephone Number where a parent can be reached

A parent/guardian will be contacted before a student leaves campus. Students should pick up the yellow check-out slip during a class change or during lunch. **Phone calls, faxes, and email will not be accepted for checking out students.** Upon returning to campus, students should return to the Attendance Office with their yellow slip to be checked back into campus. All absences are marked unexcused until a valid medical/court note for the absence is turned into the attendance office.

Check out – WITHOUT NOTE

If a student needs to check out early and does not have a note, a parent or guardian must go to the Attendance Office and check the student out. **Phone calls, faxes, and emails are not accepted.** Any parent/guardian who checks out a student must show a picture ID and be on the approved contact list. If a student goes off campus for lunch and does not return because he or she is ill, a parent must go to the school and officially check the student out. **NO student may be checked out after 2:00pm.**

What if my child becomes ill during the day?

If a student becomes ill during the school day, the classroom teacher may send the student to the Attendance Office with a pass. The Attendance Office will contact the parent. The student will return to class immediately after notifying the Attendance Office to call a parent and will remain in class until the arrival of a parent/guardian at the Attendance Office to check the student out of school.