

Revised January 2010

There is a direct correlation between student achievement and in-seat attendance. Classroom participation, quizzes, tests & projects completed in class contribute to grades given in all classes. Therefore, absences can adversely affect the grade earned in class. In an effort to ensure our students success, the following attendance policy has been developed.

1. **Attendance Incentive – Participation in School Activities**

- In order to maintain satisfactory attendance standing, students must not exceed the maximum of 5 full days or 5 absences in any one class during one semester.
- At the 6th absence, FOR ANY REASON, the student is no longer in good attendance standing, and will be placed on the Non-Participation STOP CLEARANCE List.
- Students on the STOP CLEARANCE list will be prohibited from attending school activities, such as Winter Formal, Prom, Senior Breakfast, Graduation Ceremony, Grad Night, and other school dances and assemblies.

2. **Clearance of Absences/Early-out Requests**

- Students must bring notes to clear ALL absences within 5 days, and notes are to be taken to the Attendance Office before school, nutrition, lunch or after school.
- Parents requesting early dismissal (for appointments, court, etc.) must send a written note, including the name and date of birth of the student and correct contact phone number, to the Attendance Office before 10:00 a.m. Telephone requests will not be accepted.

3. **Seniors ONLY** - Appeal and Privilege Recapture Process for Second Semester

- An appeals process is available to SENIORS ONLY, and applies only to the second semester.
- Seniors not in good attendance standing (and on stop clearance list) during the second semester may file an appeal with the Attendance Office, requesting that their good standing be re-instated.
- An appeal may be made at least two weeks prior to a school activity by filling out an Appeals Form and providing appropriate documentation.
- Grounds for an appeal include the following possible reasons:
 1. **Health-Related Absences** – Student has a verifiable health emergency such as hospitalization, chronic illness, or extended care treatments, during the Spring Semester. All doctor's/hospital notes must be turned in to the Attendance office and on file within one week of student returning from an absence.
 2. **Bereavement** - Student experiences the death of an immediate family member, during the spring semester. Appeal may be made with proper documentation.
 3. **Extraordinary Circumstances** – If a student has an extraordinary circumstance causing excessive absences, during the spring semester, an appeal can be made with all documentation on file.
- **Privilege Recapture** – If an appeal is granted, students may be removed from the stop clearance list, and be allowed to participate in school activities.

4. **Notification Process**

- Summer mailer/Attendance Policy
- Teacher-generated parent letters/course syllabus
- Attendance contracts sent home with students, requiring parent signature.
- Website: www.sanpedrohs.org
- Daily Bulletin Announcements
- Parent meetings
- Senior meetings
- Letters home informing parent of stop clearance
- Connect Ed phone calls home
- Attendance checks as part of graduation clearance process
- Posting on Non-Participation List