

Attendance Policy

The privilege of attending public school comes with certain responsibilities on the part of students and parents. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the relationship that exists between academic success and regular school attendance. Students should be absent from school only when necessary. Much instructional activity cannot be replaced; class discussion and participation are lost forever to those who are absent.

State Attendance Law. Students in a 90-day block 1 credit course may have up to 5 absences, either lawful or unlawful, and still receive credit if they pass the course. Students who are in a 180-day A or B class may have up to 10 such absences. Any absence in excess of the limit for a specific class must be lawful; however, the principal or his/her designee may determine that any absences in excess of the limit may be excused. Credit may be withheld for excessive absences. In such cases, an FA (No credit due to absences) grade will be given.

The office of the attendance clerk is located off the atrium. The attendance clerk maintains attendance data in the computer, advises students and parents on attendance policy and law, and works with the social worker to refer and intervene with students who have excessive absences. You will need to see the attendance clerk or sign out in the main office under the following circumstances:

- You have been absent from school and need to file a written excuse from a parent or medical office. You must provide such excuses within one calendar month of an absence. Your excuse should have your name printed clearly, give the reason for the absence, have your parent's signature, and include a phone number where your parent may be reached if there are questions.
- You are tardy to school. The sign-in sheet is located on the counter in the main office.
- You are a co-op student or you have written permission to leave school early by parent note presented in the main office. The sign-out sheet is located on the main office counter.
- You have questions concerning your attendance record.
- You must submit a petition to appeal an FA grade (credit withheld due to absences) in a course.
- You chose to make up a day of unexcused absences by attending two Friday detentions.

At Bluffton High, attendance is taken by the teacher in every class, every day. You may not miss a teacher's class to attend to other school business without the teacher's prior permission. Bluffton is a closed campus, which means that students may not leave the campus during the day without prior written permission, including field trips and co-op arrangements, unless a parent/guardian signs the student out in the main office. Students may not leave the school during their lunch period. Leaving campus or being in the school's parking lot without permission is a disciplinary offense.

Students who receive FA (no credit) for excessive absences in a course may follow the school's structured appeals process to review the circumstances of the FA.

Absent / Late Work Make-up Procedures

If the absence is planned: Students who know in advance they are going to be absent should check with their teachers about assignments they will miss. Students are also encouraged to use School Fusion to access assignments missed. All work must be made up within three days

after return. Students may be required to make up previously announced tests, turn in required research papers, and submit work due upon their return to class. Each student should check with the individual teachers for the procedure to turn in work missed due to an absence. Tests, labs, and similar missed opportunities may need to be scheduled after school hours.

If the absence is due to suspension: Students on suspension must complete work and tests in the number of days equal to the suspension. It is the responsibility of the student to contact the instructor on the first day back following the suspension. Tests, labs, and similar missed opportunities may need to be scheduled after school hours.

If students have excessive unexcused absences: Students seeking to make up seat hours for excessive unexcused absences should see the attendance clerk. By school policy, a student may voluntarily attend two Friday detentions to make up one day of unexcused absence. This policy does not extend to make-up for individual classes only.

If work is turned in late but not due to absence: Teachers may accept late work up to five days past the deadline for submitting the assignment, and they may subtract points for such assignments according to their published policy.

Attendance / Tardy Policy

Students are required to be in class and on time. Five minutes are allowed for changing classes, and students must be in class when the tardy bell rings. Only an administrator can excuse a tardy. You may also be referred to administration for disciplinary action if you have three or more **unexcused** tardies in a class in a semester. The administration will determine if excessive tardies to block one will be deemed excused. **Student parking privileges may be withdrawn or suspended if a student has excessive tardies to block 1, A and B day combined.**

Block one:

- Beginning at 7:45, students who are tardy to school will be detained in the atrium in room 121.
- A spreadsheet of first block tardies will be maintained by student name and a referral will be written at 3, 6, and 9 tardies respectively and be given to the appropriate administrator. A and B days will be combined.
 - 3 tardies = afterschool detention/log in computer
 - 6 tardies = afterschool detention/log in computer
 - 9 tardies = Friday detention/log in computer. In addition, there will be parent contact and a written warning to those with parking permits.
 - 10 or more tardies to block 1, A and B days combined will result in suspension of parking privileges for the remainder of the semester.
- Students will be released to class at 8:00 with a late pass.
- Tardies to block 1 will be entered into the computer by the attendance clerk.
- Students who are past the atrium and in the halls but tardy to class will be marked tardy by their block 1 teacher.
- From 8:00 and for the remainder of the day tardy students will sign in with the receptionist and given an unexcused pass to class. Any excuses and updates will be processed by the attendance clerk.

Blocks 2-4

- Students who are tardy will be reported via referral at 3, 6, 9, etc. intervals of three tardies to the appropriate administrator. **All teachers are expected to report tardies in a timely manner.**
- The progression of discipline will normally be:
 - 3 = afterschool detention/log in computer
 - 6 = afterschool detention/log in computer
 - 9 = Friday detention/log in computer
 - 12 or more, at the discretion of the administrator, up to and including parent conference and suspension

Other Policies:

- Tardies are “forgiven” and the count begins again at second semester.
- There is nothing in this policy which prohibits any administrator from imposing more severe penalties after consideration of the record, incident, or context.