

ARABIA MOUNTAIN HIGH SCHOOL

STUDENT ATTENDANCE POLICY AND EXPECTATIONS



ATTENDANCE PROCEDURES

Students achieve at higher levels when they attend school on a regular basis. Arabia Mountain High recognizes that student attendance is a key component to student learning and achievement. We hold high expectations for all students, and students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.

AMHS has developed school wide rituals and routines that all students are expected to follow to ensure that they are successful:

- Follow AMHS ATTENDANCE Policy
- Be monitored in the hallway, during class time, and restroom breaks
- Not travel in the hallway during class time unless called to the office or with permission from the teacher with an approved hall pass
- Only travel in the hallway during class time for emergencies
- Be respectful and courteous at all times

Arabia has developed a progressive and consistent attendance policy that allows all students the opportunity to make appropriate decisions and correct any deficient behavior in regard to tardiness and skipping classes. Before submitting a student referral and referring a student to the office for discipline, all teachers are expected to contact parents regarding the deficient behavior, to allow the student to make self-corrections, and to ensure that the parents are fully engaged in the process. All teachers will follow the outlined plan:

1. Warning to student
2. Parent phone contact/personal conference
3. Teacher consequence/motivational incentive
4. Attendance Administrator/ grade level counselor referral (as necessary)
5. Student discipline office referral

EXCUSED ABSENCES

To excuse an absence, a student's parent/guardian must provide a note to the attendance office personnel within 48 hours of the student's absence with an acceptable reason. An absence may be considered excused for the following reasons:

1. Personal illness
2. Pre-approved excused college visits
3. Death of a family member or close friend
4. Verified legal proceedings
5. Emergency removal for administrative reasons
6. Suspension from school
7. School-sponsored or school related activities
8. Verified medical or dental appointments
9. Observance of a religious holiday
10. Other activities approved by Administration

On the first day of attendance after an absence (no later than the second day), the student must bring a written excuse from a parent/guardian stating the specific reason for the absence. The excuse must be presented to the attendance personnel before the absence becomes excused. The parental excuse must state:

Date

Parent/guardian signature and telephone number

Full name of the student

Reason for absence

Date(s) of absence

Students checking in after first period should show absentee notes to the attendance office personnel at the time of check-in to obtain an admit slip to class. Requests from parents/guardians for an anticipated absence must be presented in advance to the Assistant Principal for Attendance. Students with no excuse for an absence will be counted as having an unexcused absence. Unexcused absences due to truancy or class cutting will result in disciplinary action. In addition, students will receive a zero for all work missed.

The following applies to all unexcused absences:

| Number of Unexcused Absences | School Action Per Occurrence* |
|-------------------------------------|--|
| 1 - 2 | *The Attendance Protocol/Consequences are subject to change at any time. School notifies the parent of absences. |
| 3 - 5 | School notifies the parent of absences and refers student to the counselor or assistant principal who will then meet with the student and/or parent for the purpose of discussing the reasons for absences and signing an attendance contract. |
| 6 - 7 | Letter sent to parent/guardian informing him/her of the student's absences and the administrative and legal consequences of continued absences from school. |
| 8+ | Counselor will make a referral to the school social worker to conference with the parent/guardian and student for assessment and/or possible referral to Juvenile Court, Solicitor-General's Office, Department of Family and Children Services or other agency. |

TARDIES

Students arriving after 8:20am during 1st period will need to check in at the Attendance Office to receive an excused or unexcused pass. Students who arrive to class after the late bell prior to 8:20am should be accepted into class and marked tardy in Infinite Campus. (Note: Students should only be told to report to the attendance office for a pass if they arrive to the classroom AFTER 8:20am)

Students who are tardy during 2nd-7th periods will report to class and the teachers will document tardies in Infinite Campus. Teachers may require students to sign the tardy log that is provided in the attendance folder in the little red school house on computer.

CHRONIC TARDIES

Being repeatedly late to school, to class, or a school activity constitutes a violation of the Code of Student Conduct. Penalties may range from detention to short-term suspension.

The following applies to all tardiness / skipping violations:

| Number of Tardies | School Action Per Occurrence* *The Attendance Protocol/ Consequences are subject to change at any time. |
|--------------------------|--|
| 1 - 2 | Student receives a warning. Teacher is responsible for contacting the parent(s). |
| 3 - 6 | Student receives 1 day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s). |
| 7 - 10 | Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract. |
| 11+ | Student receives a discipline referral and ISS or comparable consequence, Parent contacted and referral to counselor and social worker. Student is given choice of 10 days ISS, alternative school/program placement, or comparable consequence. |

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PLEDGE OF ATTENDANCE

Student Pledge:

I, _____ (Print Name), pledge to attend school and class, every day, on time. If I am absent from school, I will turn in an excuse note as soon as I return and will complete all of my assignments that I missed.

I will respect myself, my education, and my community by having good school attendance and by being involved in my education. I will come to school prepared to learn and with a positive attitude.

By signing this pledge, I agree to do my best each and every day!

Signature: _____ Date: _____

Parent Pledge:

I, _____ (Print Name), pledge to help my child to attend school and class, every day, on time. If my child is absent from school, I will send an excuse note as soon as he/she returns and will make sure that he/she completes all of the assignments that he/she missed.

I understand that regular attendance and punctuality are vital parts of my child's success. I agree to help monitor my child's daily attendance and to partner with the school if my child has any issues.

By signing this pledge, I agree to support and encourage my child to do his/her best each and every day!

Signature: _____ Date: _____



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Every student and parent/guardian should take the time to read and discuss the DeKalb County Code of Conduct Handbook and the Arabia Mountain High School Student Handbook together in detail. Students should be aware of the specific rules and also understand their rights and responsibilities. Parents/Guardians, we urge you to set appropriate expectations for your child's behavior and attendance at school, and support the AMHS Staff in the event that your child receives a discipline consequence.

I understand that if I violate the DeKalb County School District and the AMHS Student Code of Conduct, I am subject to discipline consequences that may range from a warning to In School Suspension.

Print Name: _____

Student Signature: _____

Date: _____