

# SUB-SECTION II – ATTENDANCE

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# ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

## **Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building. Exceptions to this rule can only be made with the principal's approval.

## **Extracurricular Classes**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes are defined as school-sponsored activities which are not a Division of Elementary and Secondary Education (DESE) approved course counting toward graduation requirements or classes that have not been approved by the Division of Elementary and Secondary Education (DESE) for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

## **Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver

for the student for the duration of the semester in which the placement is unable to be made. In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family.

The superintendent or designee shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

# TARDIES (4.9)

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

## MANAGEMENT OF TARDIES SPECIFIC TO THE HIGH SCHOOL

1. Any student at the high school that is tardy more than 49% of a class period, will have the tardy converted to an absence for that class period unless extenuating circumstances are present as determined by the principal or his designee.
2. High school students will be assigned lunch detention for each unexcused tardy as determined by the classroom teacher.
3. Any high school student caught outside their assigned classroom after the tardy bell has rung will be given one warning and then will be assigned to noon detention for every subsequent tardy. This procedure will start over at the beginning of each semester.

# CHECK-IN PROCEDURE

Students arriving at school any time after 8:00 (beginning of 1st period) are required to check into the office. This includes a student returning from an appointment that has already been to school. Failure to check-in may result in being disciplined for truancy.

# CHECK-OUT PROCEDURE

Students must come into the principal's office at the time of check-out when leaving during the scheduled day. Students must have a note signed by the parent or guardian granting permission to check out or the parent or guardian must be present to check the student out. If it is not possible to be present, the parent or guardian may speak to a school official in the office and check the student out over the phone. Any student checking out for medical purposes should bring a note from the doctor, dentist, etc. to be put on file. Failure to checkout appropriately will result in in-school suspension.

# COLLEGE OR OTHER POST-SECONDARY INSTITUTION DAYS

West Fork High School seniors will be allowed up to three (3) absences for “college/other post-secondary institution” days, with no more than two in a given semester. These days must be arranged through the counselor’s office. These days will count as school business days. Juniors will be allowed up to two (2) absences for “college/or other post-secondary institution” days and will follow the same protocol as the seniors by making arrangements through the counselor’s office. (NOTE: Students must show evidence that they actually visited the college/ot other post-secondary institution by returning a form that has been signed by a college/post-secondary institution representative on the day they return back to our school.)

# JOB SHADOWING DAYS

West Fork High School **seniors** will be allowed up to two (2) personal absences for “job shadowing”. These days must be arranged through the counselor’s office. Job shadowing days will count as school business days. Juniors and sophomores will be allowed one (1) absence for “job shadowing” and will follow the same protocol as the seniors by making arrangements through the counselor’s office. (NOTE: Students must show evidence that they actually visited the approved job shadow site by returning a form that has been signed by the job representative on the day they return back to our school.)

# WITHDRAWAL PROCEDURE

To withdraw from school, students must come to the principal's office to obtain a withdrawal form. The student should be sure to return all school-owned materials and pay any charges owed. The withdrawal form should be presented to each of the student's teachers, the cafeteria supervisor, and the school librarian for them to complete. Upon completion, the student must bring the form back to the office. A copy of the form will be provided to the student to take to the school they plan to enroll in.