

LAUREL HIGH SCHOOL ATTENDANCE POLICY

Laurel High School, in order to ensure the success of every student, will continue its strict attendance policy. Neither tardiness nor unexcused absences are acceptable behaviors for Laurel High School students. These rules are instituted to protect the students of Laurel High School and to create an atmosphere where academics are primary.

- Students who enter the building after 7:45 AM **must** report to the Cafeteria, acquire a dated, timed tardy pass, and report promptly to class. Students who enter the building after 8:15 AM **must** report directly to Ms. Clifford in the Main Office for a dated, timed tardy pass.
- Three (3) unexcused tardies equal one unexcused absence. At 3 tardies, teacher will call home.
- Five unexcused absences in a ½ credit course shall result in a “No Grade” (N) for that course. Ten unexcused absences in a full credit course shall result in a “No Grade” (N) for that course. An “N” grade gives a student no credit for the course.
- Six (6) tardies shall result in ISS (In-School Suspension). Twelve (12) tardies, in Saturday detention. Fifteen or more tardies will lead to an “N” grade and/or suspension.
- Class cutting will result in either detention or, after administrative review, suspension.
- Early Departures require a **24-hour advanced written notice** unless a legal guardian with proper identification arrives to pick up the student. Failure to sign out legally, even if the parent is aware that the student is leaving, will result in detention.
- All absences are automatically recorded as **unexcused**. It is up to the student to bring a note for each **excused** absence (See below) no later than 2 A-days (or 2 B-days) after the absence. If no note is offered in that time period, the absence is permanently entered as **unexcused**. Before school starts, students will give the note to Ms Serf in Attendance Office (near Career Center), who will then write a yellow slip. The student will present this yellow slip to all teachers of classes he/she missed. At the end of the day, students should retain this slip for their records.

Excused Absences:

- Death in the immediate family
- Illness of the student
- Quarantine
- Court Summons
- Observance of a religious holiday
- Violent storms, which would endanger the student
- Suspension
- College visit approved by principal
- Documented failure of school bus to pick up student
- Participation in approved events such as interscholastic athletic events, field trips, and conferences.

(The student is responsible for submitting work due on that day.)

Student Signature

Date

PRINT LAST NAME

PRINT FIRST NAME