

Holly Springs High School Attendance Plan

Refer to Board Policy 6000

Key points to remember:

- Letters will be mailed home at unexcused absences 3, 6, and 9. We will also mail notifications home at absences 5, 7, 10, 15 and 20 whether it is excused or unexcused. Letters will be sent on the 1st and the 15th of each month.
- A student must be present at least half of the class/block (45 minutes) in order to be counted present for that class.
- All absences are marked **unexcused** until a valid note for the absence is turned in to the Attendance Technician. Students have two days upon return to school from an absence to deliver this note to the Attendance Technician. **Notes may be dropped off at the Attendance Technician's office between 7:05-7:25 each morning or during the student's lunch period.**
- If a student is absent more than 10 days during a semester, he/she will be subject to failure in each course he/she is exceeding the 10 day limit. Time missed for **excused absences** can be made up at Saturday School. Each Saturday School operates, from 8-12, and a student can make-up four (4) hours of absences during Saturday School. (1 hour = 1 class/block) A student **must** stay the duration at a Saturday School to be awarded any credit! A student may make-up up to 20 hours per semester.

HSHS Policy on make-up work for excused absences: Refer to Board Policy 6000.5 R & P

Key Points to remember if it is an *excused absence*:

- All work can be made up for FULL credit.
- If the absence is approved in advance and the work is assigned in advance, all work is due on the day the student returns to school.
- If absence is not known in advance and work is not assigned in advance, students will have one day per days absent for absences of one to three days, and two days per days absent for absences exceeding three consecutive days.

*Special Note: Out-of-school suspension days count as **unexcused absences**; however, students will be allowed to make up all work under the same policy as excused absences. (See the key points above.)

**HSHS Policy on make-up work for unexcused absences:
Refer to Board Policy 6000.4 R & P**

Students will be allowed to make up work for unexcused absences under the same policy as they will for excused absences. (See key points above and refer to Policy 6000.5 R & P) **Students will be allowed to receive *full credit* for make up work as long as they follow the guidelines of the policy.**

*Special Note: Students are allowed to make up their work for unexcused absences; however, they ***are not allowed*** to make up time. If they exceed 10 absences in a class, they are subject to failure of the course. (Refer to Policy 6000.8). Students will be given the opportunity to make-up time for three (3) unexcused absences per class/ per semester.

HSHS Policy on Early Release:

Any student who needs to leave school before the end of the school day must present a note from a parent/guardian to the Attendance Technician before 7:25 each morning. Students must then check out through the Attendance Office before leaving campus. The note must include the student's name, the reason for leaving, and a phone number that a parent/guardian may be reached at for verification purposes. If a parent/guardian cannot be reached, the student will ***not*** be allowed to check-out. Students ***must*** sign out at the Attendance Office before leaving school. Students will be given a note from the attendance window at the time of check-out to be signed by their parent/guardian as their excuse for the absence. This note will be turned into the Attendance Office the following school day. ***Failure to check out properly will result in a disciplinary action from administration.***

HSHS Policy on Late Buses:

Students will report to the Student Services Reception desk if they are on a late bus that arrives between 7:25 and 8:00. They will receive a late bus pass to admit them to class without penalty. If the bus arrives after 8:00, an announcement will be made to admit all late bus students to class without penalty.

Attendance Board Policy 6000.10:

The principal shall have the authority to waive the school-based decision after excessive absences as defined in policy 6000.8.

