

## ATTENDANCE

Successful academic achievement and student attendance are directly correlated. Our attendance policies at Brunswick High School have been designed to ensure that all students take advantage of learning opportunities. Our attendance policies are:

1. On the day of the student's absence, the parent or guardian must call the school's Attendance Office at (240) 236-8600, prompt 3 after 7:00 a.m. to inform the school of his/her child's absence. If the parent fails to call the school that morning, the school will make contact with the parent or guardian.
2. Within two days of returning to school following an absence, the student must bring a note from the parent or guardian, or the absence is automatically classified as unlawful. These notes must contain the date(s) and reason(s) for the absence(s). The note will be presented to the attendance secretary.
3. Parents may write notes for up to ten (10) days of student's absences or tardies due to illness per year. Students with excessive absences are required to provide official documentation for each additional absence.
4. If a student must leave before the end of the day, a written request by the parent or guardian for permission to do so must be submitted to the Attendance Office by 7:30 a.m. on the day for which the request is made. This note must contain the daytime phone number where the parent can be reached. Students must check out at the Attendance Office before leaving school and when returning. Students are not permitted to leave school at any time during the school day without checking out through Attendance. Students who are involved in extracurricular activities must attend school for the entire day to be eligible to practice or participate in any after-school activity. Students who are absent or arrive and are admitted to school after 9:00 a.m. are ineligible to compete, practice, or participate that day unless they have received prior approval from the Principal. Those students who have a doctor's appointment must have written permission from the doctor to participate in after-school activities on the day of the doctor's appointment. Those students who feel ill in the morning and arrive in school after 9:00 a.m. will not be granted permission to participate in any after-school activity without a doctor's approval.
5. Students with more than five (5) unlawful absences in any 9-week grading period will automatically fail for that grading period. Students who are unlawfully absent more than 10 days for a semester course or more than 20 days for a year-long course will lose credit regardless of grades earned. Students whose absences have placed them in danger of losing credit can potentially reinstate themselves after completing a program specified by administration.
6. The school day begins at 7:30 a.m. It is important to be on time. Any student who arrives at school after the 7:30 bell must report directly to the Attendance Office for an admit slip.
7. Parents may write notes for up to ten (10) total days of late to school or absence due to illness per year.
8. Unexcused tardy to school for each semester will be treated as follows:

1 <sup>st</sup> – 2 <sup>nd</sup> Tardy	Verbal warning from Attendance
3 <sup>rd</sup> - 4 <sup>th</sup> Tardy	Lunch Detention
5 <sup>th</sup> Tardy	30 min. After School Detention
6 <sup>th</sup> Tardy	1 hour After School Detention
7 <sup>th</sup> Tardy	1 ½ hour After School Detention
8 <sup>th</sup> Late & beyond	Referral and Parent Conference

### **Coding of Absences**

A student is counted present for a full day if a student is present 4 hours or more. A student is counted absent for a full day if the student is present for one hour or less of the school day. A student may be credited with ½ day attendance if the student is present for at least 2 hours but less than 4 hours.

Absences considered lawful and therefore excused include:

- Illness of the student or a family illness (doctor's verification may be required)
- Death in the immediate family
- Court summons
- Work or activity accepted by the school authorities
- Observance of religious holiday
- Other emergency at judgment of the Superintendent or designee

Students may take trips for a combined maximum of five (5) days. Visits by students to prospective colleges are excused up to three (3) days per year.

### **Makeup Work For Absences**

Students may make up work missed during excused absences. This includes legal late to school and school suspensions. Make-up work counts for full credit. Students must request makeup work within two days of their return to school and make necessary arrangements with the teacher. Unexcused absences will cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review, but NO credit will be given. An example of an unexcused absence is a class cut.