

CHS Attendance Procedure

Parents are asked to call the Attendance Office the morning their student is absent and explain the reason for the absence. If the parent does not call the day of the absence, a parent note will be required from the student when he/she returns to school. Without a call or a note upon returning to school, the absence will remain unexcused. In cases of **8** total absences, the student will be required to produce a doctor's note to excuse any subsequent absences. Students who are absent from school are ineligible to participate in extracurricular activities held after school on the date of the absence. District policy determines if the absence will be recorded as excused or unexcused. Unexcused absences will result in zeroes for all class work missed during the absence. A student has 48 hours to return a parent/doctor note or the absence will remain unexcused.

Checking In

- Students arriving on campus after **7:10** must check in through the Attendance Office.

Checking Out

- Students will not be allowed to check out of school without a written note from a parent/guardian. All students are to check out through the Attendance Office.
- Students cannot be checked out after **1:30** in the afternoon.

Illness During the School Day

If your child becomes too ill to stay at school, it is required that the parent or the parent's designee comes to the Attendance Office to sign out the student. For their safety, students too ill to stay at school cannot leave school based on a phone call, email, fax, or note. **No exceptions.**

Personal Day

If a student is going to be absent for extenuating circumstances (mission trip, college tryouts, etc.), he/she may complete a CHS Personal Day form for an excused absence. Students are allotted **5** Personal Days per school year. The form can be found on the CHS homepage.

The Personal Day request must be completed **7** days prior to the absence. If the principal approves the absence, all requirements listed on the form must be completed for the absence to become excused. Failure to complete the requirements will result in an unexcused absence.

Personal days will count towards a student's total absences for the school year. Once students reach **8** total absences, they will be placed on the Doctor's Note list, per CS Policy 6.20.

College Visits

Students wishing to visit a college must coordinate information through both the Counseling and Attendance offices. At least **2** days before the trip, students must have the signature of the following: counselor, one parent, the Attendance Office, and each teacher. Upon returning to CHS, the student must bring, to the Attendance Office, this form and a letter from the official of the college that he/she visited with his/her name on it. Failure to return both of these will result in an unexcused absence. The Attendance Office will issue the student an admit slip.

9th-12th grade students are allowed **3** college visits per year. The college visits will be counted as field trips with proper documentation turned in to the Attendance Office.

2018-2019 TN Truancy Law

Tier 1 – Once a student accumulates **5** Unexcused Absences

- A. Letter – Notification of Truancy mailed
- B. Attendance Conference – Includes completion of an **Attendance Contract** – Which contains **Expectation, Penalties – (school based), Length of Contract, Follow-up date, Signed by Parent, Student, and Administrator.** (*The administrator will have the discretion to make absences excused if the parents are able to provide satisfactory evidence.*)

Tier 2 – **8** Unexcused Absences

- A. (Referral form sent to SS) Letter from Student Services
- B. Attendance Assessment by School – Complete student assessment form (by teacher or counselor), may also include phone conference with teacher.

Tier 3 – **12** Unexcused Absences

- A. Complete second referral form and send to Student Services (Must have evidence of Tier 1 and Tier 2)
- B. Student Services Truancy Conference with Parent
- C. Referral to Juvenile Court