

ATTENDANCE POLICY
LINCOLN PARK HIGH SCHOOL
ATTENDANCE GUIDELINES 2018-2019

The Lincoln Park High School staff believes that regular school attendance is an asset to the learning process and considered necessary to academic achievement; therefore, the following attendance guidelines and procedures have been established:

1. Students are expected to attend all of their scheduled classes.
2. Students will be allowed seven (7) absences in each class period during a semester, which includes suspensions. Students on suspension are required to make up their work without reduction in grade. Parents are required to call and report the absence of their child within 24 hours of the absence. Parents are also encouraged to review their child's attendance on "Parent Connect."

Excused Absence defined: absence has been confirmed by a parental call or note.

Unexcused Absence defined: absence has not been confirmed by a parental call or note.

(It is recommended that the classroom teacher notify parents on the student's third (3rd) absence.)

3. On a student's third (3rd) fifth (5th) **and seventh (7th)** absences, a phone call will be made home by the Phonemaster System regarding a student's attendance.
 - A. Students who accumulate a total of eight (8) absences will only be eligible for a pass/fail grade. If they pass the class they earn credit, but receive a letter grade of "S" which would give them credit towards graduation, but earn a 0.5 towards GPA (0.5 falls between a D- and an E on the GPA scale). If they do not pass the class, they receive a grade of "U" and do not earn credit toward graduation.
 - B. Absences not calculated in the absence procedure include:
 - a. Documented medical/legal/funeral absences (within 5 school days of the absence).
 - b. School related absences.
4. Whenever an assembly is scheduled, students must first report to class for attendance.
5. Personal business or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that these absences count and they are placing the student at an academic disadvantage.
6. If at any time during the day, a student finds it is necessary to leave the building, the student must obtain permission from office personnel and a parent or guardian. Students are not to leave school property during or between classes without proper authorization.
7. It is the student's responsibility to monitor his or her own attendance, obtain their

make-up work and complete the assignments in an amount of days equal to that of the absence. The teacher's record will always be used as the official record.

8. An administrative conference may be requested by the parent or student regarding attendance concerns or questions.

SCHOOL-RELATED ABSENCES

School-related absences are defined as field trips, college visitations (2), athletic events, and other approved school functions. The advisors will be responsible for sending a list to the attendance office requesting that the absences be school-related. Students must bring documentation from a college representative.

(It is recommended that staff minimize occurrences in which students are taken out of class during instructional time).

FINAL EXAM POLICY

All students in 9th, 10th and 11th grade are REQUIRED to take final exams.

High school juniors (or students taking the MME) can be exempt from the second semester final exams as a result of reaching proficiency as determined by the State Department of Education on the ACT. This would include the entire final week of school for those students that reach proficiency in all four subject areas.

Senior students with a grade of "C" or above in the class three (3) or less excused absences, no unexcused absences and two (2) or less tardies for the term will not be required attend school on the final exam day. Only school related absences will not be counted in the total when determining exam day exemption. The administration will make the determination on any student absence in question. Due to the rigor of advanced placement courses, advanced placement teachers have the option to require all students to take the class final exam.

TARDY POLICY

In order for class to begin on time and use the full period of instruction, all students are expected to be in the scheduled classes on time. A tardy occurs when the student is not present in the room when the class is scheduled to begin.

1. If a student is less than ten (10) minutes late, the teacher will record the student as tardy.
2. If a student misses more than ten (10) minutes of the class, the teacher will record the student as absent (Z). (This "Z" serves as an incentive for student to come to class. It is looked on more favorably than an absence in which the entire class was missed).
3. Students start with a clean tardy slate at the beginning of each semester. (During their conference period, teachers are encouraged to sweep the hallways and hasten any students to class).

APPEAL PROCESS

At the end of each semester, an appeal of student attendance can be made to the building assistant principal. All appeals shall be made within ten (10) calendar days of the semester conclusion. A decision on the appeal will be made by administration within ten (10) school days of receipt.

(Student Signature) (Printed Name) (ID #) (Grade)

8/25/08 rev. 8/24/10
Rev. 1-18-2011/rev. 6-5-2012
/r/high school attendance policy