

## Greene County Schools

### HIGH SCHOOL ATTENDANCE

1. All absences must be accompanied by a physician's statement, other documentation such as an obituary, or be prearranged with the principal to be classified excused.
2. Documentation must be presented to the office the day the student returns to school. The student's absence will be classified unexcused without proper documentation.
3. A student who comes to class late (after the late bell) or leaves early (prior to the dismissal bell) will be considered tardy. Three unexcused tardies in a nine weeks will be considered an unexcused absence. The same rules for classifying absences excused or unexcused will apply to tardiness. All tardies over three will be reported to the office.
4. Any class periods that are missed more than three (3) times during a nine (9) weeks (whether the absences are classified excused or unexcused) are to be made up time for time in one of the make-up sessions or the student will not receive passing grades for that class. Make up sessions will be scheduled by the principal of each school.
5. Any class periods that are missed more than seven (7) times during a term (whether the absences are classified excused or unexcused) must be made up to receive credit for that class.
6. Students will have the opportunity to make up any work during the make-up sessions. All time-for-time make up must be made up before the end of the nine (9) weeks.
7. In the event of special circumstances, students who have missed more than three (3) days may appeal to a review board in writing with appropriate documents. The review board will meet at the end of each nine (9) weeks or as needed and will notify the student of the results of the review. The review board will consist of the guidance counselor, teachers of that student, and an administrator.
8. Excessive absence, even when accompanied by a physician's statement, may result in truancy charges.
9. Students who are absent five (5) days without adequate excuse will be reported to the Director of Schools or his designee who will, in turn, provide written notice to the parents/guardians of the student's absence.