

GHS ATTENDANCE REGULATIONS

School attendance is mandatory, and students will attend all scheduled classes daily.

The Legal Wording for Seattle Public Schools:

The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Because active student engagement is a necessary component of our classes, attendance and class participation will be considered as a basis for grading in our courses. Students' grades will be affected by not attending and participating in class.

EXCUSED ABSENCES: Each student's attendance record at school is very important. Academic achievement is difficult to attain with poor attendance habits. The State Board of Education and Garfield High School identify the following as excused absences:

- Death in the immediate family
- Court summons (proof required)
- Suspension
- State emergency
- Violent/hazardous weather
- Approved pre-planned absences (please see below for GHS policy on pre-planned absences and college visits)
- Illness of pupils
- Medical appointments
- Observance of full day religious holidays
- Lack of SPS transportation (not including Metro at this time)
- Field trips with GHS staff that have been approved by administration

Upon the student's return to school from a full day's absence, a written note prepared by the parent or guardian explaining the absence must be submitted to the Attendance Office. **This note must be received within two days of returning to school.** Otherwise, the absence will be unexcused.

The absence note must contain the following:

- Date of note
- Student's full name, grade level and ID number (printed)
- Date(s) and reason for absence
- Signature of parent/guardian
- Parent/guardian daytime phone numbers

*Please see the GHS website <http://www.garfieldhighschool.org/> for an absence note template.

PRE-PLANNED ABSENCES: As a general rule absences for vacations are unexcused. However, GHS students are allowed to take up to 9 days total, per school year, for family or educational trips. Non-district or non-GHS sponsored trips, including college visits*, which do not exceed 5 consecutive days, will be excused. Students need to submit their pre-planned trip form to GHS at least 3 days prior to leaving for their trip. ***Late forms will not be reviewed.*** There will be no exceptions. This form is available online at <http://www.garfieldhighschool.org/> or in the Attendance Office.

***COLLEGE VISITS:** Students visiting colleges must fill out the pre-planned absence form and turn it in to the Attendance Office at least 3 days prior to their trip. Students must bring a letter of visitation back from the college. Please see examples at <http://www.garfieldhighschool.org/>, or you may pick up an example from the Attendance Office.

EARLY DEPARTURES: Signing in and out. Students should make appointments outside of the school day. However, a student who needs to leave school for a doctor or dentist appointment must have a note from parent/guardian stating the reason for leaving and the time of departure. **The student must take the note to the Attendance Office before school begins.** He/she must sign out at the Attendance Office when leaving. **A doctor's or dentist's note may be required if there is an attendance question or concern.** If the early departure is for part of the day and the student returns to school, he/she must sign in at the Attendance Office when returning. Students are responsible for making up all class work and assignments missed as a result of the early departures.

LATE ARRIVALS: Signing in. When a student arrives after 8:45 a.m. due to a doctor or dentist appointment, he/she must sign in at the Attendance Office and provide a note from parent/guardian stating the time and the reason for the late arrival.

NOTE: If a student arrives at school after 8:45 a.m. with an excused note, he/she must sign in at the attendance office. If a student arrives after 8:45 a.m. without an excused note, he/she should report directly to class. Anytime a student leaves before 3:15 p.m., he/she must sign out at the attendance office; otherwise, he/she will incur an unexcused absence.

Students dismissed from school by the Nurse or the Health Room Technician must sign out at the Attendance Office. Upon departing, students must present the Health Room Dismissal slip to the Attendance Office and sign out. Any additional days of absence will be excused only with a note from the student's parent or guardian.

EXTENDED ABSENCES: For extended illness of five days or more, parents/guardians should call the counseling office at (206-252-2304) for assignments. Please allow 24 hours for assignments to be gathered from teachers. *

*A physician's note is required for five or more consecutive days.

It is the student's responsibility to meet with each teacher to arrange to make up missed work. Teachers allow a limited number of days to make up missed assignments, usually equal to the number of days of the legitimate absence.

EXAMS: Teachers monitor attendance during exams. Students who miss an exam must present a written note verifying the reason for the absence to the attendance secretary. Once the absence has been excused, then the student will work with the teacher to schedule a make-up.

MAKE-UP WORK: Upon returning from an absence, students are responsible for determining what work was missed and making arrangements with the teacher for its completion. The time for completion of make-up work is determined by the individual teacher, but make-up work should be completed as promptly as possible. If the assignment was known in advance of the absence and was due the day of the absence, it is due immediately upon the student's return. Teachers are obligated to help students in making up work when the absence is excused; **no such obligation exists when the absence is unexcused.** Students should make arrangements to make up missed work before school, during lunch or immediately after school.

PARTIAL ATTENDANCE OF A SCHOOL DAY: Missing four or more periods is considered a truant day. (The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Because active student engagement is a necessary component of our classes, attendance and class participation will be considered as a basis for grading in our courses.)

UNEXCUSED TARDINESS: Tardiness to class is one of the major reasons students fail. If a student arrives to school late, he/she should report to the Attendance Office. **Late arrivals will be considered unexcused, unless the student presents a note consistent with the reasons for excused absences. Administrators will work with the Attendance Secretary to monitor students for whom tardiness becomes an issue.**

Note: Upon request, the Attendance Office will provide printouts of student's attendance histories during lunch, before school, and after school.

HALL PASS POLICY: No hall passes will be permitted during the first and last 10 minutes of class. If students are in the hall during these times, they will be referred to their administrator.