

## **High School Guidelines for Attendance and Recovery**

A student in grade 9-12 missing eleven (11) days, excused or unexcused, per class in a year course, or more than five (5), excused or unexcused, per class in a semester course for any reason other than a school initiated and Principal approved absence, will receive a grade of "F" for the course. Myers Park High School has an extended day recovery instructional program for students with excessive absences to reduce the number of absences to ten (10) days or less per class in a year course or five days or less per class in a semester course. Again, a student will receive a grade of "F" no matter what grade they have earned unless they make up each absence over 10 / 5.

### **Absences from School**

When students are absent from school, they should bring a note from their parent, guardian, or health care professional stating the students' legal name (not nickname), CMS student ID number, the reason for the absence and the date(s) absent from school.

Students are responsible for submitting absence notes directly to the Attendance Office.

According to CMS guidelines, the Attendance Office will code the absence as excused or unexcused and notify teachers.

- The teacher's grade book is the "official" attendance record for recovery purposes.
- Students must obtain all missed assignments from their teachers.
- Parent/Guardian will receive a PhoneMaster voice recording at home indicating that their student has missed one or more classes for that day regardless if the absence is excused or unexcused or if a note was submitted.
- It is not necessary to call Myers Park when your child is absent from school. If you know your student will have an extended absence, please contact your guidance counselor.

### **Early Dismissals**

Students and parents are urged to arrange personal appointments after school. If it is necessary for a student to leave early during the school day, early dismissals will be permitted between class changes. This will minimize classroom interruptions.

- A note must be sent from the parent/guardian and submitted to the Attendance Office prior to 7:15 AM on the day of the early dismissal.
- The note should detail your students' legal name (not nickname), CMS student ID number, reason for the early dismissal, time the student should be dismissed (between class changes), and a verifiable telephone number where a parent/guardian can be reached between 7:00 AM – 9:00 AM.
- Students will not be allowed to leave campus unless we speak to a parent/guardian to verify the early dismissal.
- Students with confirmed Early Dismissal's should pick up their passes from the Attendance Office between classes or during lunch. Classrooms will not be interrupted to call students out for early dismissals. Students must sign out in the Attendance Office before leaving school.
- Students returning to school from an early dismissal should sign in at the Attendance Office. Parents must accompany the student returning to school unless they bring a note from the medical/dental office or the attendance pass (given to the student when they left school) to the Attendance Office upon returning to school.
- Early dismissals over the phone are not permitted. The safety of your student is our primary concern. A Parent/Guardian must come into the attendance office to check their student out of school early if a note was not submitted the morning of the early dismissal. Please remember, classrooms will not be interrupted to get your student out of class. Please plan your appointment accordingly.
- Parent/Guardian will receive a PhoneMaster voice recording indicating that your student has missed one or more classes for that day even if you sent a note. You will be notified if your student misses any class for any reason, excused or unexcused.

## **Tardiness**

Our expectation is that students will arrive to school on time. Oversleeping, missing the bus, car maintenance problems, or being transported late by any private vehicle are not considered excused tardies. Students are expected to remain at school and be on time for all of their classes for the remainder of the day. Myers Park uses the "lockout" program that allows teachers to deal effectively with students who are tardy. Students who are tardy to class are refused admission to their regularly scheduled class and must go to a designated area (lockout) to complete class work or to do work assigned by the administration. Lockout is a classroom setting where students will report if they are late to class. Students may not enter into a classroom late without an excused pass signed by a faculty member. Multiple visits to lockout are dealt with by an administrator and may result in a suspension from school. Lockout visits are recorded on a semester basis.

Students arriving to school after the 7:15AM bell rings must do the following:

- For a CMS excused tardy (medical appointment, court date, or sick) students should report directly to the Attendance Office. The student will be provided an excused tardy pass to class only by presenting a note from the healthcare provider or a document from the court. A Parent/Guardian must accompany students who were sick to the Attendance Office in order to obtain an excused tardy pass to class.
- For a CMS unexcused tardy, (overslept, missed bus, car maintenance, or general transportation problems) students should report to the Attendance Office where they will be sent directly to lockout.

## **Leaving School Grounds**

Students will not be permitted to leave campus without permission from an administrator. All students who leave school grounds without permission will be considered truant and will face subsequent disciplinary actions. Those students who leave campus without permission will lose their driving privileges for at least one semester.

When an emergency situation or student illness occurs, students should report directly to the Attendance Office where a parent/guardian will be notified and dismissal arrangements will be made. All students leaving campus for any reason must sign out in the Attendance Office.