

THOMAS STONE HIGH SCHOOL ATTENDANCE OFFICE PROCEDURES

LATE ARRIVALS

First period class begins at 7:30 a.m. Students arriving to class from 7:30-7:35 may enter tardy to class. Students entering school after 7:35 must sign in at the Attendance Office. Parents/guardians who bring their students to school late must sign them in at the attendance office. Students who are not accompanied by a parent/guardian should bring a note from their parent/guardian stating the reason for their tardiness. If a student is signed in without a parent/guardian or a note, the student is considered unexcused. ***Please note that oversleeping or missing the bus due to oversleeping is not an acceptable excuse for tardiness.*** Students have three days to bring a parent/guardian note to the Attendance Office to have the code changed. Tardy arrivals are entered into the student's attendance record. **Students who receive three (3) unexcused tardies in any class will receive (1) unexcused absence. Six (6) unexcused tardies equals (2) unexcused absences which is an automatic failure of that class for the quarter.**

When a student arrives at the Attendance Office for a tardy the office staff enters the student name, school ID # and excuse reason into the CCSS logging system on the computer system. A printed sticker is given to the student for admittance to class. A log is created from this entry that lists the arrival date/time, student name, ID #, reason for tardiness and excuse code. If the computer is having difficulties, a handwritten two-part pass is created. The white copy goes to the student and the yellow copy is held to be entered in the computer when it is functioning. If a student arrives after 1st period, they must hold the pass until the next day to show as an excuse for their absence in the periods up to their arrival the previous day. Students have three (3) days in which to bring in an excuse note from a parent/guardian for their tardiness.

Coding for Tardiness: If a student arrives tardy to school from 7:31 until 9:30 they are marked T (tardy) for ½ a day. If the student arrives from 9:31 to 11:30 they are marked A (absent) for ½ a day. If the student arrives after 11:30 they are marked AA (absent) for the entire day.

EARLY DEPARTURES FOR ILLNESS

Students who are ill and need to leave school early are to report to the nurse. **Students who are found to be using their cell phones to contact parents rather than going to the nurse will be reported for illegal cell phone usage.** The nurse calls the parent/guardian. In the event that a parent/guardian cannot be reached, the nurse will call a person on the student's emergency card. The emergency card is completed and signed by the parent/guardian at the beginning of each school year. A parent/guardian or emergency card designee will sign the student out with the Nurse and then take the pass from the Nurse to the Attendance Office before exiting the building. The Attendance Office staff will enter the information into the CCSS logging system. If the Attendance Office is closed, the information may be entered on the CCSS logging system in the Main Office. The student is responsible for holding the pass until the next day to show to the teachers whose class the student missed.

EARLY DEPARTURE FOR OTHER REASONS

Students who need to leave school early for appointments or other reasons are encouraged to report to the Attendance Office before 1st period with a note from their parent/guardian. The student will receive an early departure pass from the Attendance Office staff. If there is question regarding the validity of the note, the parent/guardian will be contacted by telephone. **If a student is found to be submitting a forged note for early dismissal, they will be reported to their Administrator.** The above procedure is the preferred method for early dismissal as it allows the least amount of disruption to the classrooms and has the student waiting at the front entrance for the parent without the parent having to exit their vehicle. If this method is not feasible for the parent/guardian, the parent/guardian should contact the Attendance Office as soon as possible after the start of the school day to request that their student be ready for pick-up at the designated time. The student will be called down from class to receive their early departure pass. If the parent/guardian needs to come in to pick up the student, they must report to the Attendance Office. The early departure pass will be completed and the student will be called down from class. If a parent/guardian arrives to pick-up a student and the student is in a lunch period, the parent/guardian will be provided with the student's early departure pass and an admittance sticker. The parent/guardian will be directed to the cafeteria to retrieve their student. **The Attendance Office is not able to pick up the student from the cafeteria.** Students will be released to person(s) listed on the emergency card **ONLY**. If student needs to be picked up by someone other than those listed on the emergency card, the parent/guardian needs to make arrangements ahead of time in writing along with a verified phone call. A handwritten two-part early departure pass is given to the student regardless of which method is used to retrieve the student. The information given for the early departure pass is entered into the CCSS logging system when the pass is issued. The white copy of the pass is given to the student, the yellow copy is kept in an alphabetical file box in the Attendance Office until the next morning. The following morning, any yellow copies with notes attached are filed in the individual student attendance files. Any yellow copies without notes attached are thrown away. The student is responsible for holding the pass until the next day to show to the teachers whose classes were missed due to the early departure. *Please note: If the Attendance Office is closed, this procedure can be completed in the Main Office.*

RETURNING FROM AN EARLY DEPARTURE

If a student has an early departure and then returns to school they must report to the Attendance Office. The Attendance Office staff will need the white copy of the early departure pass and a doctor's note if available. The Attendance Office will match the white and yellow copies together and complete the pass to show the time the student returned and indicate if the excuse has changed since the departure. The information is entered into the CCSS logging system to show that the student has returned. The student is responsible for holding the white copy of the pass to gain entrance to the current period and to hold until the next day to show teachers whose classes were missed in the departure time.

Coding for Early Departure: If a student leaves before 9:30 a.m. they are marked AA (absent) for the entire day. If a student leaves from 9:31 – 11:30 they are marked A (absent) for ½ a day. If a student leaves from 11:31 – 2:15 they are marked T (tardy) for ½ a day.

NOTE: If you do not wish to take your child out early but want to pick them up rather than have them ride the bus home, a parent/guardian must contact the main office no later than 15 minutes before the end of the school day. The student's 8th period teacher will be contacted with a message for the child to meet the parent/guardian in the parking lot.

Vehicles that park in the bus lanes to pick up their student early will be towed. Please park in the designated areas outside of the bus lanes.

ABSENCES

Students have three (3) days to bring in an excuse note from a parent/guardian for an absence. ***Students are responsible for ensuring that their first and last name along with their student ID # (lunch number) are clearly written on the letter.*** This ensures that the student is given credit for their excuse note. This is vitally important for students that have a different last name from their parent/guardian. Students are to take the note to their 1st period teacher who will issue a green admittance pass to the student. **The Attendance Office does not issue green admittance passes.** If a parent/guardian faxes or e-mails an absence excuse to the attendance office for a student, the paper copy will be forwarded to the 1st period teacher. **If the student has a substitute teacher, they are to hold the excuse note until their teacher returns. Substitute teachers are not to issue green re-admit passes.** Notes are sent to the attendance office on a daily basis where they are coded and entered into the student attendance record system. Notes remain in individual student files in the attendance office for the entire school year. **If an excuse note appears to be a forgery, it will be forwarded to the Administrator for verification.** It is the responsibility of the student to ensure that all teachers sign their green admittance pass. Students should hold the completed pass in case of discrepancies at a later date. If a student does not bring in an excuse note within three days they are marked unexcused. If a student is expected to be out from 3-5 days, a parent is required to contact the student's administrator by phone or by e-mail. If a student is expected to be out longer than 5 days, the administrator and principal must be notified in advance, in writing, to ensure proper coding for absence. If a student is on an attendance contract and is too ill to attend school, they must have a parent/guardian contact their administrator by e-mail or by telephone as soon as possible on the day of the absence. ***Students who are involved in extra-curricular activities (such as sports) may not miss more than 4.5 days of absence in the previous quarter in order to remain eligible for the current quarter.*** All absences are counted against the student's attendance record except for Medical (M2) and Principal's Approval (08).

Coding for Absences: The following codes are used to excuse absences:

- (01) Funeral – immediate family, note provided
- (02) Illness – note sent in from parent/guardian
- (04) Court – paperwork provided by parent/guardian
- (07) Violent Storms – School board must approve
- (08) Principal approved for school/work activities

Coding for Absences: (continued)

- (09) Religious Holiday – board of education approved
- (13) Emergency
- (10) State Emergency – (such as 9/11)
- (18) Suspension
- (M2) Illness – Medical note provided
- (20) Truant
- (21) Note provided – excuse not valid
- (22) Unexcused – no note provided within three (3) days

The synrevoice system is in place to notify the parent/guardian of the student each day if that student missed a class by a phone call to the home of the student. If the student was absent, tardy or had an early dismissal the system will call the home of the designated parent/guardian. **The system will call whether the student was excused or not for the absence.**

Attendance letters are printed twice per month from September until May of each school year. These letters are for students who have more than 5 days, 10 days, 15 days and 21+ days absent. These letters are run from the attendance record system. **The system does not designate between excused and unexcused absences. It only counts the days absent.** The letters are printed and mailed to the parent/guardian of these students. These letters are intended to reach parent/guardians who may not know the amount of absences for their students. Five (5) and 10 day letters are sent from the Attendance Secretary as a warning to parents. 15 days letters are sent from the Pupil Personnel Worker and 21+ days are sent from the Administrator for each grade.

For information on the MVA forms required for new drivers, please refer to the MVA section of the school website.

If a parent has any questions pertaining to the attendance of their student, please contact the attendance office.