

- 8:00 AM - 3:30 PM Teacher School Day
- 8:35 AM Student Starting Time
- 8:36 AM - 10:30 AM Arrival Tardy
- 10:31 AM -11:45 AM Arrival Absent One-Half Day
- 11:46 AM - 1:45 PM Departure Absent One-Half Day
- 1:46 – 3:04 PM Departure Early Dismissal

When a child is permitted to leave school early, there is a disruption to the educational process. Therefore, we encourage appointments to be made for late afternoons or Saturday when possible. A child may be **tardy** three times during the school year without a doctor’s excuse; however, on the fourth occasion and with each occurrence thereafter, the child will lose their recess privilege on the day of the occurrence. **Note: Parents taking students home after special events may be considered unlawful.**

A child may be **dismissed early** 8 times per school year without a doctor’s excuse. On the 9th early dismissal (with no doctor’s excuse) of the school year, the child will then be required to lose a recess privilege during the next school day and for each early dismissal thereafter.

It is very important for the parent(s)/guardian(s) to send/return excuse(s) on the day a child returns to school from any type of absence. If you have any questions or concerns on the above, please talk to the elementary principal or your child’s classroom educator.

SECONDARY POLICY ON STUDENT ABSENTEEISM

A parental excuse will be accepted for any day's absence to a total of ten (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) days parental excuses. After a total of five (5) days absences, a five (5) day letter informing parents of the situation and the closeness to the ten (10) day limit will be set.

Following the accumulation of ten (10) days with parental excuses, a written notice will be sent to the parents stating the need for a written doctor's excuse for each day's absence from that time until the end of the school year. Failure to submit a doctor's excuse may mean classifying the absence as unexcused. In accordance with the district discipline policy, each unexcused absence may result in three (3) 6:00 detentions.

The following are the Tussey Mountain High School's Tardy/Absence Guidelines

- 7:50 a.m. - 3:20 p.m. Teacher School Day
- 7:55 a.m. Student Starting Time
- 7:56 a.m. - 10:20 a.m. Tardy
- 10:21 a.m. - 1:00 p.m. Absent One-half Day

Absences due to illness or death in the family are excused. Other absences are unexcused. When three (3) unlawful absences have been accumulated by a student, under seventeen (17) years of age, an acknowledgement letter is sent to the parent or guardian. On the occasion of the fourth

(4th) and succeeding unlawful absence of a student under seventeen (17) years of age, the district magistrate is notified and the parent or guardian is subject to a fine. On the occasion of the fourth (4th) unexcused absence after the accumulation of three (3) unexcused absences for a student seventeen (17) years of age or older, the absence will be considered unexcused and will result in zeros for missed class work. A hearing before the board of directors also may be requested to determine if sufficient cause exists for an expulsion or an alternative educational process for said student.

Because attendance is critical to learning, the Attendance Officer is instructed to call the home of absent students. This does not infer that your child is suspect but does assist us in confirming the reasons for absence. Since we have instituted this procedure, our attendance has greatly improved. Your home may be called on the first absence.

Excuse for Absence:

When a student, who has been absent, returns to school, a written excuse showing the date(s) of absence, reason for absence, and parent's or guardian's signature should be presented to the attendance officer in the Attendance Office prior to going to homeroom. Elementary students will present their excuses to their classroom teacher. Students failing to bring an excuse upon returning must report to the principal's office for an admission slip to homeroom. **FAILURE TO BRING AN EXCUSE TO THE ATTENDANCE OFFICER WITHIN FOUR (4) SCHOOL DAYS AFTER AN ABSENCE WILL RESULT IN THE ABSENCE BEING CLASSIFIED AS UNEXCUSED AND SUBJECT TO FINE.** Students will not be excused with anyone other than a parent/guardian unless the note is accompanied by a confirming phone call. If we cannot confirm the note, the student may not be released. Include your work number on the note if you will not be home.

Excuse for Early Release:

If a student wishes to be excused early, he/she must present to the attendance officer, a written request from his/her parent or guardian, stating the reason for early dismissal. At the discretion of the principal, permission may or may not be granted. Elementary students will present a written request to his/her classroom teacher.

A student may be tardy three times during the school year and be excused by a note from that child's parent or guardian. However, on the fourth occasion and with each occurrence thereafter, the tardy will be deemed unexcused. Students in excess of 5 unexcused tardies are subject to detention as per the discipline policy.

Students must be present in school at least half a day in order to be eligible to participate in after-school or evening extra-curricular activities. This includes all athletic or other organized activities either as a participant or spectator.

Excuse for Dental or Medical Appointments:

At times it is necessary that a student leave school for visitation to the doctor. When this occurs, permission will be granted in the attendance office. Each student will take with him a form, "Dental or Medical Appointment" to be completed by the doctor. Upon returning to school, the

student will bring this form with him for presentation at the attendance office or homeroom teacher in the case of elementary students.

Admission Slip and Assignment of Make-Up Work - Secondary:

When an excuse for absence is presented to the attendance officer, the student receives an admission slip. The admission slip indicates the date(s) of absence, reason for absence, and whether the absence is excused or unexcused. The student is to present this admission slip to his homeroom teacher. Assignments missed for unexcused absences will not be permitted to be made up, and students will incur a "0" for said assignment(s).

DENIAL OF CREDIT

Any student with absences of eighteen (18) or more school days will be considered for denial of credit.

POLICY ON STUDENTS WITHDRAWING AND
RE-ENTERING SCHOOL

If a student 17 years of age or older decides to withdraw from Tussey Mountain High School, the student will not be permitted to re-enroll until the following academic year. The student will then re-enter at the same grade level as when he/she withdrew.

The administration will be responsible to document efforts attempted to keep the student in school. However, in the event the student decides to withdraw, the administration will provide information and options on programs available to school dropouts. The student will be given credit for any semester courses that were successfully completed prior to withdrawing from high school.

TRIPS DURING THE SCHOOL YEAR

District officials ask that if parents are going to take their children on educational trips during the school year that they attempt to schedule the trips during the days school is not in session. Should this not be possible, the parent will need to write a letter to the principal seeking his approval for the student's release from school to go on a trip of an educational nature. The letter should include the goals of the educational field trip. It is recommended that all requests be submitted at least five (5) days in advance of the trip and be limited to five (5) school days. This will provide sufficient time for the student's teachers to prepare alternate assignments/homework to cover the days of absence. Parents are encouraged not to schedule trips during the last ten days of the school year. Approved Educational Field Trips count toward parentally excused absences. Students may be required to provide a summary of their educational field trip experiences.

AFFIDAVIT OF RESIDENCE

If a student resides with you and is not your natural son or daughter, an Affidavit of Residence Form must be filled out each year prior to the first day of school.

CUSTODY DOCUMENTATION

Any Custody documentation and changes must be filed with the district.