

SVHS / JCIB / SVTA Attendance Policies and Procedures

Attendance Check:

Attendance is checked daily during first block and in each succeeding class. Students are expected to report on time to all scheduled classes, group meetings, and assemblies. Teachers record in INOW the names of those students who are tardy to any scheduled classes, group meetings, and assemblies. Students should be in their first block classes no later than 7:55 AM. Students arriving after this will be counted tardy.

Check-In (Tardies):

All students who check in to school should bring an excuse. If a student reports to school after 8:05 AM, he should report directly to the office with his excuse. **An unexcused check-in for the first half of the block (first 40 minutes of the block) will be counted as a tardy. An unexcused check-in for the last half of block (more than 40 minutes missed from the block) will be counted as an absence from that particular block.** Students will receive an absence for all entire blocks missed.

A permit to class will be issued at the time of check-in. The student must show a permit to the teachers of all missed classes. If the student fails to do this, he will remain absent on the teacher's records. Failure to check-in to the office before entering class will result in the student being counted absent from that class. **We do not accept a faxed note from the doctor's office.**

Check-Out:

After a student arrives at school, he may not leave campus prior to the regular dismissal time without written permission from the office. If the student knows when he/she comes to school that it will be necessary to leave during the day, he/she must bring a note signed by his/her parent(s) giving permission for him/her to leave. **He/She should bring a note to the Main Office when he/she arrives at school.** The note must contain the reason for which the student has to leave school and a telephone number where the parent(s) can be contacted. **The student will be allowed to sign out three times per semester with a note from parents and verification over the telephone by office personnel. After three times, a parent must come to school to sign the student out.**

If a student checks out (or checks in late) for a medical appointment, he/she must bring a statement from the doctor's office when he returns to school. An admittance pass will be issued; this should be shown to each teacher whose class is missed.

If, in an emergency situation after a student arrives at school, it becomes necessary for him/her to check out, he/she must report to the Main Office where parents will be contacted. **If his/her parent(s) cannot be contacted during the day, it is most important that the parents place a secondary emergency contact on the student's data sheet.**

Student Attendance on Days of Extracurricular Activities: A student who plans to participate in an extracurricular activity (including tryouts) must be at school the entire school

day on the day of the activity or tryout. The student is not allowed to check-out or check-in without a doctor's excuse or an excuse from the principal. Any absences due to extenuating circumstances will be reviewed by the administration on an individual basis.