

PCHS 2021-2022 ATTENDANCE POLICIES

1. Students will be permitted three (3) parent excused absences per class per quarter. A written note must be received in the attendance office within three (3) school days of the absence. **It is the student's responsibility to make up work missed for an excused absence as per the individual teacher's late work policy.**
2. Students who have accumulated more than 3 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in extracurricular activities or field trips.
3. To participate in extracurricular activities (i.e. sports, field trips, dances, plays, etc.) **the student must be in class the two regularly scheduled periods before the practice or departure for the event.** This includes after-school activities. It is the student's responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.
4. Students are expected to be in class on time. A tardy (arriving to class within the first 10 minutes) to any class cannot be excused by a parent/guardian and is subject to individual teacher tardy policy. Students should report directly to class.
5. If a student arrives between 10 minutes and 45 minutes late, they must sign in at the office and will be marked "L" (Late). After three (3) "Lates" in a class each additional late arrival will be considered an unexcused absence. Lates can only be medically excused.
6. Students arriving more than 45 minutes late will be considered absent and will need a note to excuse the absence.
7. For liability reasons, students may not leave campus during regular school hours except at lunch. If a student needs to leave campus, a parent/guardian can check them out through the attendance office or the student can provide a note from the parent, releasing them at the needed time.

***If a student leaves school without checking out through the attendance office, they will be considered truant and subject to disciplinary action.**

The following absences will not count against the 3 allowed absences:

- **Medical:** For ongoing health-related absences, please contact the school nurse to create a healthcare plan.
- **Death or grave illness of an immediate family member.**

- **Excused religious holidays.**
- **Absence from class due to counseling or main office business:**
Documentation must be provided by the counseling and/or attendance office.
- **Documented college visits:** Written documentation from the admissions office of each college with the date and time must be submitted to the attendance secretary. Pamphlets/Brochures are not considered documentation.
- **School-related absences:** Participation in school-sponsored extracurricular activities. **Students who have accumulated more than 3 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in extracurricular activities or field trips.** It is the student's responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.
- **Contract absences:** Students involved in, but not limited to, ski teams, modeling, competitive skating, rodeo, equestrian, etc. must set up an individual "Attendance Contract". The contract may be obtained at the Attendance Office. **Subject to grade and attendance verification as explained in the contract.** See contract for additional information.
- **Pre-arranged absences – Limit one (1) per year:** Special requests for extended absences, 3-10 school days, should be submitted in writing to the Attendance Secretary at least 2 weeks before the dates requested for a "Prearranged Absence." See contract for additional information.

To **qualify** for a "Prearranged Absence" a student:

- Must have a minimum GPA of 2.0
- Have not exceeded the allowable (3) absences during the quarter in **any class**
- Must have a parent/guardian signature on the form
- Must return the form to the Attendance Office **before leaving**.

Steps to take following an absence:

Students have three (3) school days to bring in a note from a parent. A signed note or email may also be sent to the school via email to kesquivel@pcschoools.us.

If a parent/guardian is out of town at the time of a student's absence, the student should contact the attendance office so that adequate time can be given for an excused note to be provided upon the parent's return. **Parents should notify the school of a responsible party prior to leaving, in case of an emergency, or to write notes to excuse their student.**

Checking out students during the day:

If you need to check your student out of school during the school day for an appointment, please send a note the **morning of the checkout** with your student to take to the attendance office.

Your student will be given a GOLD “permit to leave school” pass. The student gives the pass to the teacher to be excused at the specified time. You can then meet your student at a specified location for pick up. **If a note is sent on the morning of check out, a parent does not need to come into the office to sign the student out.**

If you do not send a note ahead, we have to call the classroom and disturb the class. Sometimes we are unable to locate your student because they are in a PE class, dance class, computer lab, library, or even off-campus. This causes you to be late for your appointment or event. Please be considerate and plan ahead.

Illness during the school day:

A student who becomes ill during the school day will report to the main or attendance office for permission to call home. The parent/guardian is requested to provide transportation to the doctor or the home as soon as possible. In case of an emergency, proper authorities and the parent/guardian will be notified. **Under no circumstances may a student leave school without permission from the attendance office.**

Excessive absences:

- If a student is excessively absent, an administrator will reach out to the parents/guardians to come up with a plan to improve attendance.
- Ten Day Rule: By law, a student who misses ten (10) consecutive unexcused attendance days will be dropped from the school rolls. Contact your guidance counselor with concerns.

NOTE: Students with specific educational plans and/or accommodations may be exempt from some of all portions of this policy.

OTHER SPECIFICS OF THE ATTENDANCE POLICY

- A student who forges a parent note must meet with a school administrator.
- Parents may not legally give permission to a minor to sign their name or write their own excused note.
- Legal-aged students may not write their own excused notes while still residing in a parent/guardian household.