

Attendance Procedures & Policy

Official attendance will be taken daily in every classroom and in each period. All information and absences, as appropriate, must be coded in FOCUS. All information regarding absenteeism, tardiness, check-ins, and check-outs will be found in FOCUS. Any student who is absent from class and whose name does not appear in FOCUS as absent or a check-out should be referred to the Deans' Office. The Office of the Deans will determine the reason for the unauthorized absence and provide feedback to the teacher.

1. Teachers will take attendance at the beginning of every period and record in FOCUS the absences and tardies. The number of absences from all classes will be recorded on each nine weeks report card.
2. If a student is not in class, the student is absent and should be marked as such in FOCUS.
 - o Field trips, assemblies, and extracurricular activities, properly approved, are not counted as days out of school.
3. A student will be given three school days after his or her absence to bring an excuse note to the attendance clerk.
4. Students with excused absences will be allowed to make up all missed work.
 - o All missed work during an excused absence must be requested by the student or parent/guardian either during the absence or on the day the student returns to school.
 - o All work assigned during a student's excused absence may be submitted without penalty upon the student's return at a time agreed to by the teacher and student but no fewer than the number of consecutive days of absence.
 - Example: Student is absent three (3) days – has three (3) days to turn in assigned work.
5. All students tardy to school must report directly to the Attendance Office upon arriving on campus.
6. All absences are unexcused until the attendance clerk receives the absence verification form and corrects the absence in FOCUS.
 - o The student has the responsibility to clear his or her own unexcused absence(s) by submitting the absence verification form. Absence verification can be uploaded directly to FOCUS.
7. Students with unexcused absences may request makeup work, but will only receive partial credit for assignments.

TATE HIGH SCHOOL

UNEXCUSED ATTENDANCE POLICY

If a student is **NOT** in class, they are to be marked absent.

The exceptions to this policy are properly approved field trips, assemblies, & extracurricular activities.

1-3 total unexcused absences within one 9 weeks

TEACHER INTERVENTIONS:

- School automated call for daily absences.
- Teacher/student conference.
- On the 3rd absence, teacher calls parent.
 - Must record phone call in Focus under the Contact Log tab.



On the 4th unexcused absence within one 9 weeks, the teacher refers student to grade level counselor.

COUNSELOR INTERVENTIONS:

- Parent conference with grade level counselor.

5th unexcused absence in one 9 weeks

CHILD STUDY TEAM:

- Grade level counselor refers student to Ms. Blackmon/Grade Level Dean
 - 9th Grade Team (Young/Blackmon)
 - 10th Grade Team (Abney/Blackmon)
 - 11th Grade Team (Powell/Blackmon)
 - 12th Grade Team (Powell/Courson/Blackmon)
- School Social Worker is initiated by Ms. Blackmon/Grade Level Dean



Check-In & Classroom Tardy Policy

Tardiness is the absence of any student when the official school day begins or when a student fails to report to any class during the school day before the class bell rings.

Check-In UnExcused/Tardy Policy:

All students late to school must check in through the Attendance Office. Documentation will be required for a check-in to be excused. Below is the Check-In Policy for the 2024-2025 school year.

- 4th Tardy – Office Discipline Referral
 - Assigned 1 morning detention
- 5th Tardy – Office Discipline Referral
 - Assigned 2 morning detentions
- 6th Tardy – Office Discipline Referral
 - Assigned 3 morning detentions
 - Refer to the Academic Advisor/Child Study
 - Parent Conference
- 7th Tardy & There After – Office Discipline Referral
 - Assign ISS
 - Refer to the Academic Advisor/Child Study
 - Refer to the School Social Worker

Classroom Tardy Policy:

All students are expected to be in class when the tardy bell rings. Below is the Classroom Tardy Policy for the 2024-2025 school year.

- 1st Tardy
 - Verbal Warning
 - Reteach Expectation
- 2nd Tardy
 - Private conference with student
 - Reteach expectation
- 3rd Tardy
 - Private conference with student
 - Reteach expectation
 - Call parent & document in Focus in the Contact Log tab
- 4th Tardy (and all consecutive tardies following)
 - Office Discipline Referral
 - Follow disciplinary consequences outlined in **Check-In UnExcused/Tardy Policy**