

## ATTENDANCE POLICIES

### Absence From School

If a student is going to be absent, a parent/guardian shall notify the office at 740-397-5820, by 8:25 a.m. on the day of the absence. Otherwise, a phone call will be made by the automated school messaging system to the home or cell phone provided to inform you of the absence. If no phone call can be made, a card will be sent to the parent/guardian.

**A maximum of two (2) absences** per quarter, in any period, with a parent/guardian note will be allowed as an excused absence. Any additional parent/guardian notes within the quarter will be considered unexcused.

**Two (2) unexcused absences** per quarter, in any period, will result in assignment of a **Saturday School**. Failure to serve Saturday School will result in further disciplinary action.

Students with **eight (8) or more absences per semester (*half a year*)** in any period or **sixteen (16) or more absences during the school year** in any course may face the loss of lab certification/competencies and/or withdrawal from Knox County Career Center.

### Procedures To Follow Upon Returning To School

In addition to the parent/guardian calling the office, a written note from the parent or a doctor's excuse must be presented to the Attendance Office upon returning to school within three (3) days of the absence. The student will then be issued an admission slip, which is to be presented to each instructor. The student has one day for each excused day absent to make up work. A student who is absent and fails to provide a valid written excuse within the three (3) days of his/her return will be considered unexcused. An unexcused absence means the student receives no credit for assigned work for the day and may not make up the work for credit.

### Tardy To School

Any student arriving between 8:00 a.m. and 8:23 a.m. must report to the Attendance Office to sign-in and secure an admission slip to enter class. The Knox County Career Center makes no distinction between and "excused" or "unexcused" tardy. Continual tardiness to school will result in the following disciplinary action (*per quarter*):

**3<sup>rd</sup> Tardy** Assigned a 30 minute detention during the students lunch period

**4<sup>th</sup> Tardy** May result in further disciplinary action, such as a Saturday School.

Excessive tardies may result in further discipline including referral to the juvenile court truancy officer.

### Tardy To Class

Any student arriving after the bell signaling the start of class will be considered tardy to class. Students must obtain a written pass from the office, attendance office, counselor, administrator or teacher from the prior class to be admitted. Three (3) or more tardies in any quarter may result in disciplinary action assigned by the classroom teacher and/or administration.

### Early Dismissals/Release

Students needing an early dismissal/release must have a written request signed by a parent/guardian. Early dismissals/release must be approved by the Attendance Office between 7:45 a.m. and 8:00 a.m. Students need to sign out and back in at the attendance office. Early dismissals/releases with parent notes will count towards your maximum allowed notes each quarter, if other excuses are not provided.

All early dismissals/release (*except home school activities*) before 2:10 p.m. will count as a half day absence from school. (*Please see Attendance/Tardy Procedures.*)



# ATTENDANCE POLICIES

## Attendance/Tardy Procedure

Student absences/tardies will be determined by the following guidelines:

### Full-Time Students

- Tardy - Arriving at school between 8:00 a.m. and 8:23 a.m.
- Absent - Anytime between 8:24 a.m. and 2:10 p.m.
- Early Release - Leaves school at 2:10 p.m. or after

### On A 2 Hour Delay

- Tardy - Arriving at school between 10:00 a.m. and 10:20 a.m.
- Absent - Anytime between 10:21 a.m. and 2:10 p.m.
- Early Release - Leaves school at 2:10 p.m. or after

### Dual School Students

- Tardy - AM Students Only: Arrives between 8:00 a.m. and 8:23 a.m.  
PM Students Only: Arrives between 11:40 p.m. and 12:20 p.m.
- Early Release - AM Students Only: Leaves school at 11:00 a.m. or after  
PM Students Only: Leaves school at 2:10 p.m. or after

### Home School Calendar Consideration

**In all circumstances, students are to follow the Career Center school calendar and not the calendar of their home school.**

A student is not considered absent if his/her home school is not in session due to inclement weather only. If KCCC designates certain days to be in session through online learning, students must do the online assignments to be considered present.

### Contracts

Students may be placed on Attendance Contracts once the student has missed twelve (12) days, (excused or unexcused) in any period or for any previous attendance issues.

Violation of a Knox County Career Center Behavior Contract or Knox County Career Center Attendance Contract may result in disciplinary action, including and up to loss of lab certification/competencies and/or loss of enrollment at the Knox County Career Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date