

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. Notes **MUST** be turned in within **THREE DAYS** from the absence to be excused. Any additional parent/guardian notes within the quarter will be considered unexcused.

Two (2) unexcused absences per quarter, in any period, will result in the 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

- 1) A written note from the parent/guardian or a doctor's excuse must be presented to the Attendance Clerk 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.
- 2) A student who is absent and fails to provide a valid written excuse will be given an unexcused absence upon their return. The student has three (3) days from their return to school to turn in an excuse into the attendance office. 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 the class. The Knox County Career Center makes no distinction between "excused" or "unexcused" tardies. Continual tardiness to school will result in the following disciplinary action (*per quarter*):

3rd Tardy Assigned a 30-minute detention during the student's lunch period

4th 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 the maximum allowed notes each quarter if other excuses are not provided.

Truancy

Habitually Truant: A student may be considered habitually truant if the student is absent without a legitimate reason for 30 or more consecutive hours, 42 or more school hours in one (1) month, or 72 or more hours in a school year. When a student becomes truant, the school will; contact the parent in writing, schedule an intervention team and develop an intervention plan, notification of the registrar of motor vehicles. If a student does not make progress on the plan, the school may file a complaint in the juvenile court.

The attendance officer may also provide notice to the parent/guardian of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

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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 2:30 p.m. Total time absent will be calculated toward truancy.

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 2:30 p.m. Total time absent will be calculated toward truancy.

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

Contracts

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

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

By signing below, you have read and understood the Attendance Policy at Knox County Career Center.

Parent/Guardian Signature

Date

Student Signature

Date

