

Coconino High School Student Attendance Policy

Philosophy

Students, parents, and educators recognize the importance of attendance and punctuality at school.

Policy

Attendance is essential in order to earn credit in a class. Students may be in danger of losing credit if they do not make up class assignments or if they miss too many classes. The law charges the parent or guardian with the responsibility for the student's consistent school attendance.

Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student will be entered on an attendance report and submitted to the office. Each evening parents will receive a computer generated phone call letting you know your child was not in class.

Procedures

1. Students shall be in physical attendance in the classrooms in which they have been assigned. Students will be counted absent on a period-by-period basis whenever they are not physically in attendance.
2. The only time students are allowed to leave campus during the school day is during lunch. There are no exceptions to this rule. Students that do not return from lunch on time may lose the off campus lunch privilege.
3. Students will be considered absent from class if they are not in class on time ready to learn.
4. Parents/guardians need to contact the school attendance secretary, Tina Burrell at 773-8210 or 773-8211, to excuse the student's absence or tardy. Tardies or absences are excused only in the event that a parent has called or the student brings in an excused note from the parent. This needs to be done prior to the absence or by 9:00am on the day of the absence.

5. Adult students (18 years of age and older) must follow the same attendance rules as other students. Regular attendance is an important element for success and is the responsibility of the parents/guardians and the students.

Loss of Graduation Credit

Students who reach 10 non-school related marks in any one course, per semester, will lose credit in that class. Absence appeals can be made to Cris Holmes, in writing and in person. At which time the appeals will be taken to the Attendance Appeal Committee for review.

1. Appeals must be submitted before December 6, 2013 for semester-1 and before May 20, 2014 for semester-2.
2. No appeal will be granted to students with excessive attendance marks.

Tardy Policy

Promptness is a quality that is absolutely necessary for success in school, at work, and with people. Tardiness to school and to class is not acceptable. It is a disruption to the classroom. In order to support promptness to class, tardy sweeps will be conducted frequently. Teachers will have their individual tardy policy stated in their syllabus.

Note to students

If you have been detained in the office or by a teacher, ask for a pass from the person who detained you before going to your next class.