

# Minimum Attendance Procedure

In our ongoing strive for excellence, we place the utmost value on classroom instruction and classroom interaction and, therefore, our expectation is that students will be present in class on a daily basis. If your child is ill and needs to stay home, please call the attendance office at 680-1652 to alert the attendance secretary, and send a note in with your child when he/she returns to school. This will legalize your child's absence and allow your child to make up missed work, tests, quizzes, etc. Please be aware, however, that the absence will count toward the allowable number of absences as set forth in the Minimum Attendance Procedure outlined below.

In order to receive credit for a course at TZHS, students must earn an average of 65% or higher (including a final exam or assessment). In addition, students may not miss more than the number of class meetings (periods) for any class as outlined below.

<u>COURSE</u>	<u>ABSENCES</u>
1 Credit Course	20
½ Credit Course	10
Physical Education	06

Absences such as illness, lateness in excess of 20 minutes, class cuts, early dismissal, truancy, etc., all count towards the maximum absences allowed. Consequences will be assigned as outlined in the Student Handbook for class cuts, truancy, and lateness. Absences such as music lessons, office visits, field trips, AP exams, and other school related absences will not be counted. Students are responsible for making up all missed work regardless of the reason for the absence.

## Extended Illness

During the first week of an extended illness, a parent or guardian must contact the school. Parents must provide a doctor's note detailing the nature of the illness as well as the potential length of absence. Students who anticipate an absence of two or more consecutive weeks will be provided a home tutor for all appropriate courses; these days will not be counted as absences.

## Notification of Class Absences

Students and their parents or guardians will be informed of class absences at various intervals as noted below:

	Full year Course	½ Credit Course	Physical Education Course Credit
1 <sup>st</sup> Warning	8	4	3
2 <sup>nd</sup> Warning	14	7	5
Loss of credit letter	21	11	7

## Appeals

If a student is absent for more than the allowable number of class meetings due to an extenuating circumstance, or if there is a disagreement in the number of absences, he/she can make an application to the Appeals Committee. **Appeals must be requested within 10 school days from the date of the Final letter.** The Appeals Committee will be comprised of teachers and administrators, and this committee will make a recommendation to the Principal for a final decision.