We expect all students to attend class each day, arrive on time and remain for the entire class period. Since class periods at the Career and Technical Education Center (CTEC) are 2 and 1/3 hours in length, one (1) absence from these classes is equivalent to missing three (3) regular classes.

The following rules shall govern student attendance:

1. **Five (5) or more unexcused absences (failure to attend class) in any nine-week grading period will result in a grade of “F”**

2. **Twelve (12) or more unexcused absences within a semester will result in a grade of “F” for the semester/ Twenty four (24) or more unexcused absences within a year will result in an grade of an “F” for the year**

3. **It is the responsibility of the student to request and complete all make-up work within five (5) school days upon return to school.**

4. **Three (3) unexcused tardies and/or early dismissals, shall constitute one (1) absence.** Exceptions may be granted by the principal.

   Students who arrive on school transportation after the bell rings shall not be marked tardy if they report to class immediately. Students who arrive at New Horizons by any means other than school transportation shall be marked tardy whenever they enter class after the bell. To be dismissed early from class, students must have written parental permission. Early dismissals are always verified by telephoning parents or guardians. Remember, students are never to leave school grounds without permission. Under exceptional circumstances, students may be dismissed early for a home school activity that has been pre-approved by an administrator.

5. **Failure to attend class/session for at least 90 minutes will result in an absence.**

6. **Appealed absences:** Within five (5) days of the end of the marking period during which the absences occurred, students who have incurred absences substantiated by primary documentation may appeal in writing to the principal for a waiver of the attendance policy. Absences not falling into the categories below may not be appealed. The decision of the principal is final. **Only one waiver, per student will be granted each school year.**

No appeal shall be considered without the required documentation. To be considered, a request for a waiver must be submitted within five (5) school days of the end of the marking period during which the absences occurred. In addition, a waiver must process through a student's teacher for recommendation.

Absences, which may be appealed:

A. **Absence due to an illness.** A physician's note must be submitted certifying that the absence was at his/her recommendation.

B. **Absence due to a court appearance.** A copy of the subpoena or other court document must be submitted.

C. **Absence due to death in immediate family.** Supportive documentation must be submitted.

D. **Absence due to extenuating circumstances.** Supportive documentation must be submitted by the student, and there must be instructor input prior to the principal’s decision to permit a waiver.

E. **Absence due to attending a activity at the student's home school.** Documentation must be provided, signed by a school official.
Suspension

1. A student under suspension or expulsion at his/her home school shall not attend classes at New Horizons until the suspension or expulsion has been resolved. The principal or a designee shall be responsible for informing New Horizons of such action. Likewise, a student suspended from New Horizons is suspended from his/her home school as well.

2. A student expelled from school by a cooperating school division will not be considered for enrollment at New Horizons until the expelling board makes a formal request to the New Horizons Board of Trustees. The Board will approve or disapprove such enrollment on an individual basis.

3. A student may be suspended from New Horizons for failure to follow regulations and procedures. A parent conference may be required before reinstatement. At the very least a parent must be in direct contact with an administrator before a student may return to school from a suspension. The student shall not attend classes at his home school until the suspension resolved.

4. A student assigned to in-school suspension at the home school is permitted to attend New Horizons during their scheduled class.

Virginia School Laws: §22.1-259. Teachers to keep daily attendance records: Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children in accordance with regulations prescribed by the Board of Education. Such record shall, at all times, be open to any officer authorized to enforce the provisions of this article who may inspect of copy the same and shall be admissible in evidence in any prosecution for a violation of this article as prima facie evidence of the facts stated therein. (Code 1950, 22-209, 22-275.15; 1959, Ex. Sess., c. 72; 1964, c. 119; 1968, c. 178; 1980, c. 559.)