

## STUDENT ATTENDANCE POLICY

All students are expected to attend classes promptly every day and to remain for the entire class period. 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.
3. Twenty four (24) or more unexcused absences within a year will result in a grade of "F" for the year
4. It is the responsibility of the student to provide documentation for **any and all** absences. **This documentation generally does not include a parent note for absences which may be excused below.** It is also the responsibility of the student to request and complete all makeup work within five (5) school days upon returning to school. Competencies and other work must still be accomplished.
5. Three (3) unexcused tardies shall constitute one (1) unexcused absence. The administrator-in-charge may grant exceptions. Students who arrive on school transportation after the bell has rung 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 has rung.
6. Three (3) early dismissals shall constitute one (1) unexcused absence.
7. To be dismissed early from class, students must have written parental permission. **Early dismissals are always verified by telephoning parent(s) or guardian(s) regardless of the student's age.** Remember, students are never to leave school grounds without permission from the appropriate school administrator or his/her designee. New Horizons is a closed campus.
8. Students may be excused for a homeschool activity that has been **pre-approved** by the teacher.
9. Students will be excused for religious holidays.
10. Failure to attend class/session for at least one hour shall equal an absence unless approved documentation has been provided for the time missed.

11. Appealed absences: At the end of a quarterly marking period or a semester (within five (5) days of the end of the period during which the absences occurred), students who have incurred absences in excess of the four (4) or twelve (12) absences allowed may appeal in writing to the principal/director for a waiver of the attendance policy. Only absences in the categories listed below may be appealed. The decision of the principal/director is final, and **only one waiver per school year per student will be allowed.**

**ABSENCES WHICH MAY BE EXCUSED AND/OR APPEALED:**

- A. Absence due to an illness. A physician's note must be submitted within the same marking period certifying that the absence was at his/her recommendation.
- B. Absence due to a court appearance. A copy of the subpoena or another court document must be submitted.
- C. Absence due to death in the family. Supportive documentation must be submitted.
- D. Absence due to extenuating or exceptional circumstances **may be excused by an administrator**. The student must submit supportive documentation, and **instructor input may be requested**.
- E. Absence due to attending an approved activity at the student's home school. Documentation must be provided, signed by a [home](#) school official, [and approved by New Horizons instructor](#).
- F. Suspension days from homeschool where exceptional circumstances exist.