

# Attendance/Exam Policy

The following is based on **overall attendance without the distinction** between AB (Absent), PN (Parent Note), UX (Unexcused), OSS (Out of School Suspension), or EX (Excused with proper documentation).

Parent or Doctors notes **are required** for each absence. Any student who does not present a note upon the first day of their return is subject to disciplinary action including, but not limited to; demerits, ISS, or OSS.

**13** You must apply for a waiver after you miss more than 13 days.

**9** You may choose exemption from a final exam if you pass the SOL associated with the class, have an 'A' in the class, and have nine or fewer total absences.

**8** You may choose exemption from a final exam if you pass the SOL associated with the class, have a 'B' in the class, and have eight or fewer total absences.

**7** You may choose exemption from a final exam if you pass the SOL associated with the class, have a 'C' in the class, and have seven or fewer total absences. **For non-SOL classes, students must have a C average or better, and have 7 or fewer absences.**

- You will automatically have to take all final exams if you have been assigned **OSS**.
- You will automatically have to take all final exams if you have been assigned **three or more days of ISS**.
- Exam exemption policy does not apply to any weighted classes or dual-enrollment taught through New River Community College.
- Any student who misses 13 or more days cannot participate in a school sponsored field trip that would require the student to be absent from classes for 1 full day. Only extenuating circumstances will be reviewed by administration for exceptions to the policy. Academic standing in any class may also be factored into this decision.
- If you miss 3 periods, you may not attend any school sponsored event scheduled for that day unless the absence is a verified excused absence (Note from Doctor, Dentist, Court Officer etc.) A death in the immediate family may be accepted based on the principal's evaluation of the situation.
- For those students who are not successful on the SOL test or who fail the course, they must take the final exam/project and it shall count the current 1/7 of the final grade.

## **Leaving School during the Day**

- Students must have permission to leave school during the school day. Such permission may be granted by the administration and/or attendance office. Students leaving school grounds without proper authority are subject to disciplinary action.
- A student who wishes to be dismissed early must submit a note from a parent stating the reason to the Attendance Officer, between 8:15 a.m. and 8:30 a.m. Failure to follow this procedure will result in demerits and/or ISS.
- All students being dismissed early by the attendance monitor must sign out in the main office before leaving the school grounds.
- Parents/Guardians will be required to enter the school office to check their student out. The student may not be readmitted after checking out without proper documentation, (physician note, court note, and funeral).
- Students may not participate in after-school activities if they check out and do not check in the same day.