

MILLS T. GARY HIGH SCHOOL

Attendance Rules and Procedures

I Rules regarding attendance;

1) All students will attend all classes, and record room, throughout the length of each period, unless officially excused. There will be no excuses from record room attendance.

Students who find it necessary to use school time for medical or dental appointments will be required to secure a Clinic Appointment and Report form, signed by a physician, dentist, or a nurse.

2) No classes may be dismissed before the end of the period unless special arrangements have been made by the teacher with the school principal.

Note: State accreditation standards require not less than 120 sixty-minute periods or 160 forty-five minute periods. Dismissing classes early tends to reduce materially the amount of available instructional time, and also to disturb and demoralize other classes.

3) The Core Studies class section will be used as the basic attendance record unit.

4) Regular class periods shall be not less than 50 minutes in length except for social occasions when early dismissal requires a reduction to the minimum length of 40 minutes. The Record Room will be 10 minutes in length.

II Rules regarding absences;

1) A written explanation will be required for all absences. In case the parent cannot write in English, a signature in the Japanese language will be acceptable. In all cases, the relationship of the signer to the student should be stated.

2) Illness will be the only legitimate reason for absence unless arrangements have been made in advance and approved by the principal, vice-principal or the registrar.

In case of illness as a reason for absence, a statement signed by the physician, public health nurse or by the parent will be required.

3) Regardless of the reason for absence, all studies missed must be made up to the satisfaction of the teacher or teachers if the student hopes to receive credit for that portion of the course missed. It will be the student's responsibility to make up all work which was required of other students during his absence or tardiness.

III Rules regarding tardiness;

1) Pupils must be in the classroom ready for work when the second bell rings. Any student entering the classroom after the second bell has stopped ringing will be counted as tardy. If a student is tardy three times during one quarter, he shall not receive higher than a "C" on Dependability on the quarterly reports. If tardy more than three times during a quarter, a student may not receive higher than a "D" in Dependability. These ratings will be considered in evaluating the student's credits for the year.

Revised

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### IV Attendance procedure:

#### 1) Students's responsibilities and procedures:

Whenever possible, the student will notify the teacher in advance of inability to attend regularly assigned classes.

Immediately following absence, it is the responsibility of the students to do as follows:

- a) Secure a written explanation of the reason for absence, signed by physician, public health nurse, parent, or legal guardian.
- b) Present this written explanation to each teacher in turn for signature as he reports to the classes from which he was absent. The last teacher will retain  the written excuse and attach it to the Daily Attendance Report for that day.
- c) On the day of re-entering class, the student must secure from the teacher an explicit assignment of work missed during his absence.
- d) It will also be the student's responsibility to report back to the teacher when the assignment is completed.

#### 2) Teacher's responsibilities and procedures: (Secondary Division)

a) Every teacher will fill out the Daily Attendance Report in full giving as complete information as possible on the form provided and have it ready for collection by a member of the office staff within ten minutes after the beginning of the sixth period each day. Any written explanations of absence for the day should be attached.

b) Each teacher will act as Record Room teacher for ten minutes each day at the Record Room and announcement period at which time she will take the attendance report of the Core Studies section assigned to her.  On Friday of each week she will turn in a Record Room Weekly Attendance Report.

c) Teachers will require students to submit written explanations for absences upon re-entering class after absence for any reason.

If a student returns to class without a written explanation or with one which the teacher has good reason to believe does not meet the requirements for written explanations as set forth in Sec. IV (1-a) she shall refuse the student admittance until he presents such written explanation. Absences thus accumulated by the student shall count as unexcused absences.

d) Teachers will please refer pupils to the health counselor at the first sign of illness or disease. The pupil will then be referred to the nurse or doctor. First period teachers are requested to be especially alert in this regard.

Teachers' responsibilities and procedures: (Elementary Division)

- a) Every teacher will keep a classroom attendance record.
- b) Every teacher will send a Daily Attendance Report to the Elementary Division Attendance Office immediately after the morning health inspection period.
- c) Each teacher will turn in a Record Room Weekly Attendance Report each Friday.
- d) Pupils suspected of illness or contagious disease must be referred immediately to the Health Counselor in the health room.

*Clarify*

3) Attendance Office responsibilities and procedure:

The assistant principal and the attendance clerks will function as the attendance office. This office will be responsible for the collection of the teachers' Daily Attendance Reports, for the preparation of the Weekly Attendance Summary, Poston School Statistical Report, and the W.R.A. Monthly Report. This office will also be responsible for evaluating the written explanations of absence turned in each week, interview students who are absent without excuse, and for carrying on a follow-up program with students habitually tardy or absent, e.g. conferring with parents, checking absentee's school program against part-time employment, health, etc.

V Description of Forms:

1) Daily Attendance Report (Attendance form 1)

This report is intended to give a complete report of attendance, absence and tardiness in each room.

2) Record Room Weekly Attendance Report.

This form will be a weekly report of enrollment, attendance and A.D.A. It will be kept by the record room teachers and turned into the Attendance Office on Friday of each week.

3) Weekly attendance summary.

This summary will be prepared at the attendance office from Daily Attendance Reports. This summary will be used as the basis for the Poston School Statistical Report.

4) Poston Statistical Report.

This is a report from the local school to the office of the Director of Education. This report will be used in connection with W.R.A. Monthly Report.

5) W.S.A. Monthly Report.

This is a report to the office of the Director of Education at the close of each month. It will be prepared by the attendance office.

6) Clinic Appointment Report. instructions: (see form)

7) Request for Leaving Class.

This form will be used for all absences from class that do not come under illness or Clinic appointment. The request will originate with the student, will be made in advance of absence, and must bear the signatures of all teachers concerned as well as that of the advisor. It shall then be returned to the office.