

4.151
Attendance Policy
Martin County High School
2022-2023

Students will receive a call home from attendance clerk every day absent. Excused absences will be honored through parent/guardian notes (not to exceed four per year) and doctor's notes (not to exceed eight per year). Upon returning to school following an absence or tardy, a student has five (5) school days to turn in a note or excuse to the attendance clerk. If a note or excuse is not presented within the five days, the absence or tardy will be considered unexcused. Notes or excuses will not be accepted after the five-day period.

1st unexcused – call home

2nd unexcused – call home and also inform parent/guardian that if student has another day unexcused there will be a three-day letter sent home.

3rd unexcused – call home, inform parents that if another unexcused day, attendance clerk will file a pre-complaint with the Court Designated Worker (CDW) and a letter sent. The coach will be notified if student is involved in any extra-curricular activities.

4th unexcused – call home. File pre-complaint with CDW. Student will have one day of ISS.

5th unexcused – call home and inform parent/guardian that they will be getting a six-day unexcused letter. Student will be assigned two days of ISS.

6th unexcused – call home and send six-day letter. Inform parent/guardian that if student has another unexcused absence then a complaint will be filed with CDW. Additional loss of next field trip or extra-curricular activity. Can earn back privileges if no more unexcused absences.

Beyond six unexcused or 10 total absences, consequences are at the discretion of the principal and assistant principal. These could include loss of opportunity to participate in clubs and club associated competitive events, loss of homecoming dance, loss of prom, unable to participate in school play, field trips and senior week activities. Also, in addition to loss of privileges ISS may be assigned.

Revised – May 17, 2022 to address chronic absenteeism and tardies.

Approved by SBDM – June 8, 2022