

ATTENDANCE POLICIES

Absences from school

Parents are asked to call the Attendance Office the morning their student is absent and explain the reason for the absence. If the parent does not call the day of the absence, a parent note will be required from the student when he/she returns to school. Without a call or a note upon returning to school, the absence will remain unexcused. In cases of 10 unexcused absences, the student will be required to produce a doctor's note to excuse any subsequent absences. Students who are absent from school are ineligible to participate in extracurricular activities held after school on the date of the absence. District policy determines if the absence will be recorded as excused or unexcused. Unexcused absences will result in zeroes for all class work missed during the absence. A student has 48 hours to return a parent/doctor note or the absence will remain unexcused.

CHS Make-up Work 2017-2018

Students who incur 10 absences, in any one class, will be required to produce a doctor's note to excuse all future absences; all future absences without a doctor's note will be considered unexcused.





Following the sixth unexcused absence from class, work missed as a result of unexcused absences will be penalized 50%; following the tenth unexcused absence from class, assignments missed as a result of unexcused absences will receive no academic credit.

Personal Day

If a student is going to be absent for extenuating circumstances (mission trip, college tryouts, etc.), he or she may complete a CHS Personal Day form for an excused absence. Student are allotted 5 Personal Days per school year.

The Personal Day request must be completed 7 days prior to the absence. If the principal approves the absence, all requirements listed on the form must be completed for the absence to become excused. Failure to complete the requirements will result in an unexcused absence.

Personal days will count towards a student's total absences for the school year. Once students reach 10 total absences, they will be placed on the Doctor's Note list, per CS Policy 6.20.

<p align="center">CHS Personal Day Form</p> <p><i>This form must be completed in order for students to use one of their allotted 5 personal days for the school year. This form must be turned into the attendance office 7 days prior to the 1st absent date listed on this form.</i></p> <p>DATE: _____</p> <p>STUDENT NAME: _____</p> <p>DATE(S) ABSENT: _____</p> <p>REASON FOR ABSENCE: _____</p> <p>_____</p> <p>Parent Signature: _____</p> <p>Student Signature: _____</p> <p><small>*Personal days will count towards a student's total absences for the school year. Once a student reaches 10 total absences, they will be placed on the Doctor's Note List, per CS Policy 6.20</small></p> 	<p align="center">CHS Personal Day Form</p> <p><i>This form must be completed in order for students to use one of their allotted 5 personal days for the school year. This form must be turned into the attendance office 7 days prior to the 1st absent date listed on this form.</i></p> <p>DATE: _____</p> <p>STUDENT NAME: _____</p> <p>DATE(S) ABSENT: _____</p> <p>REASON FOR ABSENCE: _____</p> <p>_____</p> <p>Parent Signature: _____</p> <p>Student Signature: _____</p> <p><small>*Personal days will count towards a student's total absences for the school year. Once a student reaches 10 total absences, they will be placed on the Doctor's Note List, per CS Policy 6.20</small></p> 
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Look under Forms and Documents on the CHS main page to download a copy of the Personal Day form.

Illness during the School Day

If your child becomes too ill to stay at school, it is required that the parent or the parent's designee comes to the Attendance Office to sign the student out. This is for the safety of students who are too ill to stay at school. **NO EXCEPTIONS.**

Check Outs for Doctor's appointments (Monday-Thursday)

A driving student may sign out without a parent coming to school for a doctor's appointment if the following two requirements are met:

1. The student brings a note from a parent explaining the check out and the time the student is to leave.
2. The parent calls the Attendance Office prior to the check out to verify the note.

Without the note and phone verification the student will not be allowed to leave school. ALL check outs for doctor's appointments will be excused only after the student brings to the Attendance Office a "return to school" note from the doctor's office upon returning to school.

Friday Check Outs

Due to the excessive number of checkouts on Fridays, a parent will be required to come to the Attendance Office to sign the student out of school. Notes, faxes, or phone calls will not be accepted for Friday checkouts.

Late Check In

Attendance is taken at the beginning of each class period daily. Students who arrive to school after 7:10 AM are required to check in through the Attendance Office immediately upon entering the campus. Failure to follow this procedure will result in disciplinary action. A parent must sign in students who arrive after 7:10 AM.

Checking in Without a Parent

If a student checks in late to school, the student can avoid receiving a tardy provided a parent calls the Attendance Office prior to the student's arrival explaining the reason for the late arrival and the time we can expect the student to arrive. Saturday School may be assigned for being tardy to school if a parent does not call or accompany the student.

College Visits

Seniors are allowed two excused absences for college visits. A college visit permission form must be picked up from the Attendance Office one week prior to the visit.

This form must be signed by the counselor, a parent, and all the student's teachers and turned in to Attendance at least one day prior to the college visit. Juniors are allowed one college visit day after verification that they have taken the ACT and the Guidance Department has received the score. Juniors in the Honor Graduate Program receive two college days. An eligible college visit must include an appointment with a school official and signed documentation to verify the visit.

Make-up Policy

Students are given one day for make-up for each day of school missed if the absence is due to an excusable absence (gold slip).