

HRHS Attendance / Open Campus Policies 2009-2010 (as of 8/7/09)

ATTENDANCE EXPECTATIONS

There is no substitute for quality education. While education takes place in a variety of settings, school remains the most important and necessary arena in which learning occurs.

School attendance is required by law for every child between the ages of seven and 17 years unless the parent or guardian chooses to withdraw the student. Attendance in class is an integral part of the educational process and students are required to be in attendance every day school is in session each academic year. Parents, guardians, and legal custodians of students between the ages of seven and 17 years are obligated by state law to ensure the child's attendance.

Student achievement occurs through classroom instruction and participation. Students who are absent from class can make up the missed work, but the interaction and learning that takes place in the classroom cannot be duplicated. With absenteeism, a loss of learning occurs. Educational research shows a direct correlation between success in school and regular attendance. Thus good attendance in school becomes an essential component in the acquisition of a quality education.

Absences will be classified as excused and unexcused as defined in the HRHS daily planner. Parents are notified via automated messenger following each absence and can monitor through the Parent Portal.

TRUANCY/COMPULSORY ATTENDANCE LAWS

A student, under the age of 17, is considered habitually truant if the student has at least "four or more unexcused absences from school or class on FOUR or more different days in a one month period, or TEN or more unexcused absences from school or class on ten or more different days in a school year." Absences will not be excused after 48 hours of the missed class unless approved by an administrator.

TEACHER EXPECTATIONS

- Take attendance every class period within first 15 minutes
- Enforce Tardy and Attendance Policies
- Record tardies and absences in Infinite Campus
- Communicate with Students, Parents and Administration at appropriate times concerning tardies and absences
- Do not allow students to leave class with or without a pass during the first 10 minutes of each class period

TOTAL ATTENDANCE/ABSENCE POLICY

*See flow chart

TARDY POLICY (Teachers may have own tardy policy approved by Administration)

The purpose of Discipline is to change behavior. Teachers must use either HRHS Tardy Policy or their own. If using their own, it must be approved by Kurt Pritts or Bruce Wright and on file with them.

HRHS STANDARD TARDY POLICY:

- 1st Tardy - Conference with student
- 2nd Tardy - Conference with student and notify parent
- 3rd Tardy - Assign After-School Detention and notify parent
- 4th Tardy - Referral to Kurt Pritts (9th) or Bruce Wright (10th thru 12th)
- 5th and Subsequent Tardies - Referral to Kurt Pritts (9th) or Bruce Wright (10th thru 12th)

OPEN CAMPUS

Freshman students may not enter cars or leave the school grounds during school hours without advance permission from the Principal, inclusive of lunch periods. Other students, who do not have a regularly scheduled class period, may leave campus without advanced permission of the Principal. This flexible schedule option for students is a privilege and subject to revocation based on grades, attendance and/or disciplinary action.

Teacher Expectations

- Work day is 7:30-3:00
- Required to sign out in Main Office if leaving building for more than 15 minutes (does not include lunch)
- Each department will post teacher schedules including "Access" periods and locations
- Be available for students
- Immediately remove students from "Quiet Study Areas" who are in violation
- Help supervise students when traveling in halls

Student Expectations

- May study quietly in designated "Academic Areas" during open periods
- If disrupting classes, will be asked to move to "Social Area / Commons", and must do so immediately
- If off-campus during open period, will be expected to adhere to HRHS Core Values

Revocation of Off-Campus Privileges

- Privilege, **NOT** a right
- Commission of crime while off-campus during school day
- Taking other students off-campus during school day will include loss of parking permit if Freshmen are involved
- Excessive absences and/or failing class will result in loss of privileges the next semester

Re-Classification

- Effective the 2010/2011 School Year
 - 6** credits to be classified as a **Sophomore**
 - 12** credits to be classified as a **Junior**
 - 18** credits to be classified as a **Senior**