

GVHS ATTENDANCE POLICY
2009-2010 School Year

The Golden Valley High School staff believes there is a direct correlation between regular, daily, on time attendance and high achievement. Students with regular on time attendance achieve higher grades, make better connections, enjoy school, and learn positive habits that contribute to their personal and career success.

Students are expected to be in each class, on time, daily. We encourage students and parents to be aware of traffic congestion when driving to school. Leaving for school just ten minutes earlier can sometimes help avoid a tardy to the students first period of the day.

NEW POLICY

Teachers will be taking attendance daily, and will write referrals as they feel necessary. When the student is absent nine times from a class, the teacher can contact the parent through phone and email to make them aware. At twelve absences, the counselor can be notified, and a letter will be sent home. The student will also be placed on contract. At fifteen days of absences, the teacher will refer to the students' assistant principal. **Students who are absent fifteen days in a semester are subject to failing the class.** Appeals to this policy may be made for excused absences with special circumstances associated. A letter will be sent home, and the parent will be able to fill out the appeal form for review by the attendance appeal board. Please be aware that letters will be sent home at 5, 10 and 15 days of absence from classes regardless of the reason for absences, excused or unexcused.

Students earn the right to privileges at Golden Valley, and students who have positive attendance will be able to benefit from those privileges. **Students who have more than five unverified or unexcused absences within a five week grading period will be in jeopardy of losing those privileges up until the following five week grading period. Students need to be aware that privileges include off campus passes, dances, field trips, campus activities, etc.** In addition, students who have unverified/unexcused absences are subject to consequences including detention, Saturday school, student study team, conference with deputy, and/or may be issued a truancy citation. Please keep the following in mind:

- When a student is absent from school, the parent/guardian should call the attendance office on the day of the absence. If the parent cannot call, the student must bring a signed note from the parent/guardian stating the reason for the absence. Absences **not** cleared within 72 hours will automatically become unexcused, and will **not** be able to be excused thereafter, resulting in a truancy.
- **All GV students must carry their ID with them at all times.** Students without proper ID cards may receive a consequence of a Saturday School.

- Out of concern for the safety and security of all Golden Valley Students, we ask that parents/guardians of all students come into the attendance office and physically check out their students through the attendance clerks. Students will not be permitted to meet their parents outside of school or are allowed to leave campus without a pass from the attendance office, unless they have an open class period sticker on their identification card. Although we know this may be an inconvenience for families, this policy is intended to ensure that all GVHS students are properly checked out and are dismissed from school in the safe care of a parent or guardian. Students not checked out through attendance will be considered truant. If at all possible, we ask parents to try and schedule pick-up times between classes as to minimize interrupting class instruction. Please be aware, it may take up to 15 minutes to have your student brought to the office. We thank you in advance for following this attendance policy.
- Incentives are being created for those students demonstrating positive attendance.
- When students are absent from school, the parent/guardian should call the attendance office 298-8140 at ext.'s 1110 or 1111 between 6:45am and 3:45pm on the day of the students absence. If the student is absent for more than one day, each day must be cleared.
- Automated telephone calls go out every night to make parents and guardians aware that their student has one or more periods of uncleared absences for the day. The attendance office voicemail system is available 24 hours a day if you wish to leave a message regarding an absence. Please include your student's name, date of absence, reason, and phone number to reach you in case there are any questions.
- Requesting Homework: Homework can be requested through the attendance office for those students absent more than three consecutive days. Please allow 24 hour notice. For students absent less than three days, parents may go on the GV website, and email teachers.

Tardy Policy

Attendance at the beginning of class is highly valued by the Golden Valley High School staff. Students have the opportunity to benefit from the full class instruction time, and students being on time minimizes disruption of the class. Tardies this year will also be tied to our privilege system recognized in our attendance policy. Students need to be aware that an excess of ten or more tardies within a five week grading period may result in loss of privileges up until the following five week grading period. Privileges may be reinstated when the student shows improved attendance of tardies. Excessive tardies may also result in detention, Saturday School, conference with deputy, parent conference, etc. Tardies will be recorded by teachers. Students will be recorded absent to a class period when they are 20 minutes late without proper clearance. Students should check in with the attendance office when arriving to school during the day.

We encourage students to arrive to school early, as there typically is traffic congestion in the mornings. Please plan ahead in order to arrive to school on time. **Tardy excuses for the mornings will be limited to 5 (five) per student, and thereafter, will not be permitted to be excused.**