

ATTENDANCE MAKE-UP SCHOOL

If a student must make up time due to un-waived absences, the following dates have been designated as "Attendance Make-Up School" dates.

Transportation is the students' and parents' responsibility.

All make-up sessions are held in the GRHS Student Dining Room.

- Students must present photo ID & must be **ON TIME** to be admitted to make-up school
- Students must be prepared with homework or reading material
- Students who do not comply with rules and directions given at make-up school may be dismissed at the supervisor's discretion with no credit

Semester I Dates

<u>Wednesdays</u>	<u>Saturdays</u>
10/17/12	10/20/12
10/31/12	10/27/12
11/07/12	11/03/12
11/14/12	11/17/12
11/28/12	12/01/12
12/05/12	12/08/12
	12/15/12

Wednesday Times Saturday Times

2:45-3:30	8:00-8:45
3:35-4:20	8:50-9:35
4:25-5:10	9:40- 10:25
	10:30-11:15
	11:20-12:05
	12:10-12:55
	1:00-1:45



*Attendance
Policy
and
Attendance
Make-up
Procedures*

Gila Ridge High School
7150 E. 24th Street
Yuma, AZ 85365

Main Number: 928-502-6400
Attendance Office: 928-502-6408
Activities Office: 928-502-6406



GILA RIDGE HIGH SCHOOL

Attendance Policy and Attendance Make-up Procedures

Semester I
Fall
2012

Gila Ridge High School is a collaborative academic community, supporting high standards and accountability for continuous individual growth.





ATTENDANCE POLICY AND REGULATIONS

A student is expected to attend all class periods in all classes in a semester. The primary responsibility for school attendance rests with parents and students. Students need to be in attendance on a daily basis to receive credit. Lectures, class discussions, guided practice, student participation and teacher follow-up are essential.

The grade earned for a class is based upon successful achievement of course objectives as defined by the District and determined by the instructor. A credit is earned by successful achievement of coursework with a passing grade **and regular attendance** each semester.

There is no substitute for the student being in the classroom. (Excerpt from YUHSD Parent Handbook).

DOCUMENTATION OF ABSENCES

Since absences do occur, procedures are in place for parents to notify the school regarding student absences and for students to make up the absences which **exceed five** in any class during any semester.

Parents are encouraged to call in, but should realize that a phone call does not absolve the student of the responsibility to make up the absence once the absences exceed five. Students are held accountable for all absences.

STUDENT Health problems, which cause absences beyond the five per class, per semester, require medical certification. Acceptable documentation includes:

- A medical doctor's note *or* an office visit receipt
- An orthodontist/dentist's note *or* an office visit receipt
- Absences excused through the school health office
- Chronic illnesses: medical waiver forms are available through the school nurse. Students who have medical waiver forms on file must provide the nurse's office with appropriate documentation immediately upon returning to school, as well as notifying the attendance office.

Medical certification should be turned in when the student returns to school. Upon administrative review of the documentation, a student may be excused from attendance make up requirements. **A prescription or appointment card is not adequate documentation to excuse absences.**

Other absences for which **proof is required** that **may be waived** include, but are not limited to:

- A death in family (obituary, funeral home card, etc.)
- Student court appearances, if not defendant (copy of court documents or subpoena)
- Military appointments (orders, travel forms)
- College visits/interviews (valid, dated proof of visit)

ATTENDANCE GUIDELINES FOR PARENTS

**Make school attendance a
top priority every day!**

- ◆ The five days the students are allowed without penalty are meant for illness or other unforeseen, legitimate, **parent permitted** absences that would not qualify for administrative review. If your teenager is **out more than five days in a semester for illness, take him/her to a doctor.**
 - ◆ If your teenager is **home from school with your permission, call our attendance office at (928) 502-6408 so that we can let teachers know he/she is not truant.** (However, remember that a parent phone call **does not** waive the absence.)
 - ◆ **Submit documentation for administrative review immediately after the absence.** Remind your teenagers to take **medical and dental verification to the health office** the day they return to school.
 - ◆ Log in to the Parent Assistant website at **<https://parentasst.yumaed.org/>** using your secure username and password to access current attendance.
 - ◆ The **automated calling system** will call your home after 4 p.m. any day that your student is absent for one or more class periods. It will inform you of your son or daughter's absence regardless of the reason. Please disregard the call if you are aware that your child was excused for a field trip, athletic event, activity, or if you called in the absence.
 - ◆ **Be prepared to attend school with your teenager if he/she is truant or ditching.** This shows how important his/her education is to you. Students are considered truant when they chronically miss school without parent permission.
 - ◆ Make sure your teenager **attends Make-up School following the sixth unwaived absence.**
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