

Salem High School Attendance Policy

1. Absences should be a rare occurrence. Students need to attend school for the entire school day. Students are allowed two (2) unexcused absences per quarter per class. When students reach the 3rd unexcused absence in a class in a quarter, they will receive an Administrative Failure (59) as a grade. If the student is currently receiving a lesser grade (below 59) in that class, the lesser grade will be entered. Students who earn an AF for the final grade will not earn a credit but will be allowed to move to the next course in that discipline.
2. An appeal process is allowed for an AF and can be initiated by the student by contacting his/her Housemaster for an Appeal Application.
The criteria to start the appeal process for the AF:
 - Full year course: demonstrated improvement by the student in the 2 quarters following the AF
 - Half year course: demonstrated improvement by the student in the 2nd quarter
 - The teacher's recommendation
 - No appeals granted for an AF in the 2nd half of a half or full year course
3. Parents/guardians are to make sure the student is in school every day for the entire school day. Patterns of student absenteeism will be closely monitored. The following are acceptable ways to excuse an absence:
 - a. Legitimately documented medical excuse
 - b. A parent/guardian note that has been verified by student's housemaster (vacation is not an acceptable excuse)
 - c. Death in the student's immediate family
 - d. Religious holidays
 - e. Documented court/legal/governmental appearances
 - f. Administrator approved field trips
4. The student is required to turn in a note to his/her housemaster within two (2) school days upon returning to school. Once the housemaster verifies the note, the student will be issued a yellow slip that must be signed by all of the student's teachers and then returned to his/her housemaster within two (2) school days of issue.
5. Students MUST make up schoolwork missed within two (2) school days of the absence unless the teacher grants an extension (which shall not exceed 2 scheduled daybacks).
6. Parents will be informed through Phonemaster when students are absent. Absences will also appear on the students' five-week reports and report cards.
7. Suspensions will not count toward the students' unexcused absences when students adhere to the yellow slip policy above.
8. Teachers will keep track of the unexcused/excused absences for their individual classes and will assign an AF when appropriate.

SALEM HIGH SCHOOL
TARDY POLICY

It is expected that students will be on time for school. School begins at 7:24 a.m. Alternative School begins at 2:45 p.m. Students are expected to be in their classrooms, ready to learn, before this time.

1. Students arriving late to school (after 7:24 a.m.) MUST sign in to school at the front desk in the main lobby. Alternative School students MUST sign in with their Housemaster if arriving after 2:45 p.m.
2. Students who arrive late to school without a legitimately documented note will be assigned an administrative detention to be served that day. Detention cannot be superseded by any other school activity.
3. Once a student has accumulated three (3) late arrivals to school in a quarter, parents will be notified by a Housemaster to arrange a parental intervention.
4. Students who are more than twenty (20) minutes late to class will accumulate one unexcused absence unless a valid excuse is presented from a staff member.
5. Two (2) tardies to class (under 20 minutes) will equal one (1) unexcused absence unless a valid excuse is presented from a staff member.
6. Students who arrive late to class will be assigned an after school detention with that teacher either that day, or the teacher's next dayback.
7. Teachers will keep track of the number of tardies for their individual classes and will assign consequences as appropriate (i.e. detentions, unexcused absences).