**Chipley High School**

**School Wide Adopted Attendance Protocol**

**August, 2017**

1. **Parent Notes**
   1. Each student is allowed 4 parent notes per nine weeks to be used as excused absences.
   2. Parent notes are per day and will **not cover a sequence of days**.
      1. *For example, if a student is absent Monday, Tuesday, and Wednesday, he or she must use 3 of their parent notes. Therefore, he or she only has one parent note remaining to use for an excuse.*
      2. *One parent note will* ***not*** *meet the excusal requirement for a sequence of absent days.*
   3. Parent notes must be turned in within **3 school days of returning to school.**
2. **Excused Absences and Tardies**
   1. Students with excused absences will be provided their work.
   2. Students will receive **up to 3 days** (“up to” means anywhere from 1-3 days at the teacher’s discretion) to complete their makeup work.
3. **Unexcused Absences and Tardies**
   1. Students **will receive zeroes or other academic penalty at the teacher’s discretion** for all work that was missed while they were absent unexcused or tardy unexcused.
   2. Students will receive the work they missed. This work is provided to students so that they will have access to the information missed while absent unexcused or tardy unexcused.
4. **Attendance and Previously Assigned Work** 
   1. Any work previously assigned before an excused or unexcused absence occurs (including tardies) **is due the day the student returns to class.**
   2. Work announced verbally in class prior to the student’s absence or provided on Google Classroom or other electronic means accessible during the absence has the same deadline as if the student was in school. 1. If the assignment was provided online and was due in one class period, then the student should have it completed upon return to school.

2. If the assignment was provided online and covers multiple days, then the student must catch up and adhere to the same deadline originally announced.