



HERRICKS HIGH SCHOOL

STUDENT ATTENDANCE EXPECTATIONS

Herricks is committed to providing every student with the best educational opportunity available. All of the educational research clearly indicates that for a student to succeed at his or her maximum level, being in school on a regular basis is very important. The following attendance policies, contained in the Student Handbook, are designed to assure the regular, punctual attendance of our students.

ABSENCE

1. If your son or daughter is going to be absent, please notify the Attendance Office by phone (305-8774), e-mail (hsabsence@herricks.org) or note, on the day of the absence. If after twenty-four (24) hours the school has not been notified to the contrary, the absence will be considered unexcused.
2. A phone call should be followed up by a note or e-mail containing the following: student's name, date of absence, reason for absence, and a phone number where the information can be verified.

TARDINESS

1. Students who are late to school should go directly to class.
2. A note or an e-mail from the student's parent or guardian with the approximate time of arrival, and the date and reason for the lateness should be received in the Attendance Office within 24 hours of the lateness. Any note or e-mail received after the 24 hour period *will not* be accepted. These notes should be brought to the Attendance Office, outside of scheduled class time (during a free period).
3. Any lateness to school that is more than 15 minutes is considered an absence. Being late to class 15 minutes or less three times is considered the equivalent of one absence.
4. When a student drives to school after missing class and does not bring in a note or have an e-mail sent by a parent within the 24 hour period, any missed class will be considered a cut and disciplinary action may be taken, including the possible loss of driving to school privileges.

EARLY DISMISSAL

1. A phone call that can be verified, or a note or e-mail from a parent must be received by the Attendance Office BEFORE a student is permitted to legally leave school. Any student who leaves school without prior notification to the Attendance Office will be deemed to have left illegally. Notes, e-mails or phone calls after the event will not be accepted.
2. If a student misses class during this illegal absence, it will be treated as a cut and disciplinary action may be taken.
3. Students who are ill and wish to go home must report to the Nurse's Office for her approval and dismissal.
4. Upper classmen with open campus privileges are expected to return for all scheduled classes. Failure to do so will be excused only in the most extreme emergency.

If you have any questions regarding the Student Attendance Expectations, please call Mr. Hodge (305-8702 – grades 9 and 11) or Mr. Frisone (305-8703 – grades 10 and 12).