



National Collegiate Preparatory (PCHS)

Policy: Attendance

Daily attendance is vital to success in our students' academic career. It is very important students are present every day and complete the entire day. National Collegiate Preparatory requires a significant time commitment, but by enrolling, students have pledged to accept our extended hours and families have agreed to support students in this endeavor.

Students absent from school are not permitted to:

- Be on school property
- Participate in school activities
- Attend school activities and/or after school activities

Late Arrival

If a student is not present in his/her classroom by 8:00 am, that student is considered tardy.

When a student arrives after advisory, s/he must sign in at the Security Desk and will be issued a pass in order to be admitted to class.

Tardy Policy

The following procedures apply if a student is tardy (**not in the classroom by starting time of the period**) to any class:

- Students will be issued a late pass and detention slip. Students will be required to serve detention on that day.

Other

Currently enrolled National Collegiate Prep students are permitted to attend school related events without the presence of a parent or guardian. Individuals under the age of 18 who are not currently enrolled students are not permitted to attend any National Collegiate events unless they are accompanied by a parent or have been cleared and given permission by National Prep administration to attend the event unaccompanied. Any student who is expelled from National Collegiate Preparatory is prohibited from attending National Prep events on or off campus. Any student who is not in academic and /or behavioral good standing may be excluded from National Collegiate Prep events. National Collegiate Prep administration reserves the right to refuse admittance to any student to National Prep events.

Early Dismissal

In the event that a student needs an early dismissal, the following procedures must be followed:

- A parent/guardian must come to the school and sign the student out of school. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
- If a student becomes ill during the school day, National Prep's nurse will be available to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian must pick the student up and sign the student out in the office.

- **Students are not allowed to leave school by written note alone; parents must pick up student or give permission by telephone to school administration only.**

Loss of Credit

Five (5) unexcused absences in any quarter in a particular class will result in an automatic failure with a grade of 55 for that quarter in that class. A total of ten (10) unexcused absences and/or excused absences during a semester in a particular class will result in an automatic loss of credit for the semester. This means that a grade of "F" will be issued to the student for any class in which s/he has exceeded the number of allowable absences.

Students and parents /guardians may appeal a loss of credit by following the appeals procedure.

National Collegiate Preparatory Attendance Appeals Procedure:

If a student has received an 'F' due to excessive absences and feels that absences have occurred in error, the following steps to appeal can be taken:

The Parent/Guardian of student must fill out the appeal form to request a hearing with the Executive Director or Chief Academic Officer. All appeals must be submitted no later than two weeks after the end of any quarter or semester grading period.

Upon receipt of the appeal form, you will be scheduled within 2 days for a hearing with the Executive Director, to discuss the unexcused absences. At the time of scheduling, you may be asked to provide documentation for the absences at the meeting.

Excused Absences

- Death in the student's immediate family
- Illness of the student (a doctor's certificate is required for a student absent more than five consecutive days.);
- Observance of a religious holiday;
- Out of School or In School Suspension
- Medical reasons such as a doctor's appointment. (a doctor's note should be provided when the student returns to school.); and
- Other absences approved **in advance** by the National Collegiate Preparatory administration upon the written request of a parent/guardian.

Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the Registrar in the main office that includes the date (s) of the absence, the reason for the absence and any required documentation. A doctor's certificate needs to be provided for medical appointments scheduled during the school day.

It is the student's responsibility to obtain all make-up work from teachers.