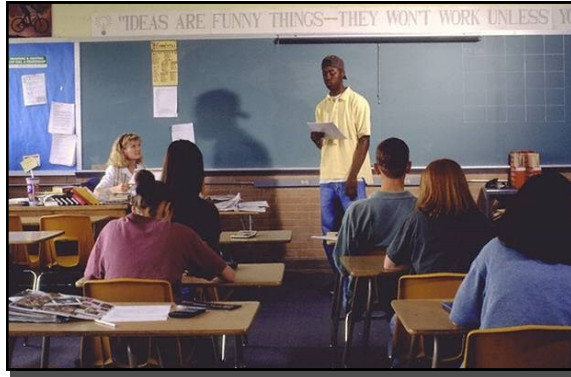


9. On the fifth (5th) day of unexcused per term for any full credit course or on the third day of unexcused absence for any half credit course per term, the principal shall notify the parent/guardian of the student's loss of credit because of excessive absences and their right to bring evidence as to why credit should not be denied. This notification shall be in writing, via U.S. Mail and shall provide an opportunity for a conference as well as information regarding the parent/guardian's right to an appeal to the Superintendent, provided this cannot be settled in the conference.
10. In cases where extreme emergencies exist and can be verified, the principal may extend the maximum number of unexcused absences per term that a student may accumulate before credit is withheld.
11. The principal is encouraged to establish an alternative plan by which students may redeem their credits.
12. The parent/guardian may appeal a decision to withhold credit for an individual student based upon excessive unexcused absences to the Superintendent by writing the Division of Student Services, setting forth the reasons for the absences and attaching any supporting documentation. The appeal is to be considered by a three (3) member committee consisting of an Attendance Supervisor or Attendance Officer/Social Worker, a representative of the Division of Curriculum and Instruction, and the Assistant Superintendent of the Division of Student Support Services/designee.
 - A. The committee can exercise one of the following: Uphold the principal's decision and withhold credit.
 - B. Overturn the principal's decision and award credit.
 - C. Approve or revise the principal's offer of Contingency Plan.
13. The principal shall develop and implement local school procedures necessary for the proper implementation of these procedures. Each teacher shall be provided a copy of the local school procedure. Included in these procedures will be written notification to parent/guardian outlining their right to appeal.



The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all Federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed as follow. For student inquiries contact Student Services Executive Director, P.O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4246. For employee inquiries contact Human Resources Employee Relations Administrator, P. O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4531.



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Mobile County Public Schools

P.O. Box 180069 - Mobile, AL 36618




Attendance Policy Grades 9 - 12



Responsibility Of Parent/Guardian

- A. Students are required to be on time for school. It is the responsibility of the parent/guardian to assure that their children arrive on time each day. After fifteen (15) tardies, a referral will be made to the Early Warning Truancy/Discipline Program. Four (4) unexcused tardies equal one (1) unexcused absence. Suspensions are unexcused absences.
- B. Anytime a student is absent, the parent/guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent/guardian meets the following state guidelines:
- ❖ Illness.
 - ❖ Death in immediate family.
 - ❖ Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
 - ❖ Legal quarantine.
 - ❖ Emergency conditions as determined by the principal.
 - ❖ Prior permission of the principal and consent of guardian.
- The note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence.
- C. A written note from the parent/guardian, as described above, will excuse absences for up to but not exceeding four (4) absences for any full credit course per term and not exceeding two (2) absences for any half credit course per term. Future absences will require a doctor's note in order to be coded excused.
- D. On the fifth (5th) unexcused absence, a referral will be made to the Early Warning Truancy/Discipline Program. Attendance at the Early Warning Truancy/Discipline Program shall be mandatory except where prior arrangements have been made or an emergency exists.

- E. The parent/guardian of any student who has a chronic ailment that may cause the student to miss school during the year is required to provide the school with a physician's statement of illness verifying the student's condition. At the beginning of each semester, a new physician's statement of illness must be provided. A parent/guardian note is still required within three (3) school days for any chronic ailment absence. Failure of the parent/guardian to provide the school with a physician's statement of illness and parent note for each absence can result in unexcused absence accumulation and referral to Juvenile Court.
- F. Prior permission must be obtained from the principal in order for absences for out-of-town trips to be excused.
- G. Students must be in attendance one-half of the instructional day to be counted present. The parent/guardian must send a written note if the student is checked out prior to completing one-half of the instructional day.
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- H. Any parent/guardian having housing instability that may cause the child to miss school during the school year is requested to communicate with the school's registrar and/or administrator regarding their housing situation.

Headlice

Students should return to school as soon as possible cleared of lice and nits. Only three (3) days are excused for each occurrence of headlice.

High School Credit Restricted on the Basis of Excessive Unexcused Absences From Class

1. Students are responsible for reporting to school and to each class in accordance with their approved schedule.
2. Teachers shall be responsible for checking the rolls daily in their assigned classes and properly recording the students' attendance.
3. A student approved by the principal or designee to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
4. The principal shall notify teachers, in advance, of students who will be attending approved activities and should be counted present.
5. A student absent from class more than four (4) unexcused days for any full credit course per term or two (2) unexcused days for any half credit course per term shall not receive credit for the course, unless otherwise approved by the principal. These absences will include unexcused absences only.
6. In case of prolonged absences due to illness, the parent/guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school.
7. The principal or designee should make every reasonable effort to contact (by phone or in writing) the parent/guardian of any absent students on the day of absence.
8. The principal shall notify the parent/guardian of the student's attendance record on the second day of unexcused absence per term for any full credit course and on the first day of unexcused absence per term for any half credit course. This should be documented and kept on file for future reference.