

RE: Attendance Reminder

Excused Absence letters/phone calls should be turned into the front office upon returning to school within TWO days of the absence. The School has the right to refuse letters after 48 hours

If you feel that there is a discrepancy in your child's attendance due to facilitator error the ***first step*** is for your child to take the enclosed attendance letter to the facilitator's class in question and have your child discuss the absence with them. The facilitator has authority to change a learner's absence in their class only if it was a mistake by the facilitator. The facilitator can sign by the dates of error then it is your child's responsibility to turn that letter into the front office for correction.

Excused absences include, but are not limited to:

Religious holidays, family emergencies, medical appointments, student stays home sick, and college visits. If a child stays home sick 3 or more consecutive days then a **medical note is required**. Juniors and Seniors are allowed two college visitation days per school year. These absences DO NOT count toward final exam exemptions. Please note that hair/nail appointments, shopping, family vacations, or over-sleeping are Unexcused.

Below is an excerpt from page 25 of the NTH@C Learner Handbook found on NTH@C's home page.

Unexcused Absence

Learners are unexcused if:

- *They leave class or campus without permission from **both a parent and a school official**.*
- *They are in an area without facilitator or administrator approval.*
- *They leave school during the day without first providing the attendance office with a note from their parents giving permission for them to leave.*
- *They go home sick without going through the nurse.*
- *They call parents and leave without checking out through the attendance office.*
- *They don't sign out with the attendance office.*
- *They don't sign in with the attendance office.*

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Learners are considered unexcused if they are on campus but out of their assigned class without a trust card or facilitator permission. Disciplinary consequences are assigned by the Assistant Director.

Tardiness

Tardiness is viewed as a disruption to the classroom environment. All learners arriving within the first ten minutes of class will be considered tardy. After ten minutes, a learner is counted absent. Promptness and punctuality are skills necessary and beneficial for both school and the work place; therefore, NTH@C facilitators may also take off Professional Ethics and Responsibility points for learners who are tardy or require learners to forfeit their trust cards when tardy to class.

**** An absence will be recorded for every 3 tardies per class for truancy, 90% attendance, and exemption purposes.***

*****Please help your child monitor their attendance in the parent portal on the CISD homepage or through NTH@C's website. Your child has access to his/her attendance through this system. If you need help logging in please submit a Help Desk Ticket at <https://coppellisdhelp.zendesk.com/>**