

Attendance
PHS 2009 – 2010



“Eighty percent of success in life is showing up.”
Woody Allen

Dean of Students	Students
Joe Fontana (970) 488-6034	(A – L)
Kendall Wilson (970) 488-6070	(M – Z)

Hall Monitors
Lori Miller
Lucas Riojas

Students	Counselors
A – C	Schelly (488-6213)
D – I	Nash (488-6044)
J – Md	Ulstrup (488-6062)
Me – R	Thacker (488-6046)
S – Z	Thorson (488-6032)
IB	Wilder (488-6015)
Newcomers	Thacker (488-6046)
Frosh / Soph Academy	Ulstrup (488-6062)

We recognize that regular class attendance is one of the most important aspects of a student's educational program. There is a strong correlation between consistent class attendance, parental involvement and academic success. Student attendance is primarily the responsibility of the student and parent(s).

✓ **To report an absence, parent/guardian call 488-6002 at any time.**

Please be aware of the following policies:

- The Attendance Office's automated calling machine will make daily calls in the evenings to your home for absences that have not been excused. It DOES NOT call for tardies, only unexcused absences. Generally the calls go to your home phone number, if you would like request a different number to receive these calls, please contact Carol Yaussi at 488-6067.
- Parents and students are **strongly** encouraged to view their child's attendance:
 - using the *Pinnacle Internet Viewer "PIV"* at <http://schoolweb.psdschools.org/phs/> on the PHS website. Parents will need to request information from the school such as the student's ID number and a password. Parents can sign up to receive daily attendance reports via e-mail. Contact Kelly Mapes at 488-6064 to receive this information.
- **ALL ABSENCES NOT REPORTED WITHIN 24 HOURS WILL BE CONSIDERED UNEXCUSED.**
- **ABSENCES NOT REPORTED WITHIN 10 DAYS WILL PERMANATELY REMAIN UNEXCUSED.** Attendance records are legal documents that we are not allowed to alter.
- **NOTES WILL NOT BE ACCEPTED TO EXCUSE AN ABSENCE.**
- SENIORS & JUNIORS may take two days during the year as school excused absences to visit colleges, if they pick up a visitation form from the Guidance Office or Attendance Office **prior** to their trip. Days not used in junior year do not carry over to senior year.

For the purpose of administrating this policy, absenteeism shall be defined as a student's absence from class for any reason other than those listed below or while engaged in a school activity in which participation in lieu of class attendance has been approved by the principal. Parents are expected to call **daily** when their student is absent. The attendance office number is open 24 hours a day.

Examples of Justifiable Cause for Absenteeism

- ✓ **Medical Reasons**
- ✓ **Extended Illness with Doctor Verification**
- ✓ **Funerals**
- ✓ **Religious Observances**
- ✓ **Court**

*****While these types of situations may justify an "excused absence," any absence, unless "school excused" will impact a student's final exempt status.***

TARDIES

- Students are considered tardy if they are not in the room when the bell rings.
- Students who arrive **1 – 9 minutes** late to class are **TARDY**.
- Students who arrive **10 minutes late or more** to class are marked **ABSENT**.
- Students who arrive to class **with a note from a staff member** are marked **PRESENT**.
- 3 tardies to a class = 1 unexcused absence

ABSENCES

- Excused absence – is an absence that has been verified by parent/guardian. This absence will affect the student's finals exempt status.
- Unexcused absence – is an absence that has not been reported to attendance by a parent/guardian. This absence will affect the student's finals exempt status.
- School excused absence – student is attending a school sponsored activity, but is not in class. This absence will NOT affect the student's finals exempt status.

FINAL EXAM EXEMPTION POLICY

In response to current health concerns, Poudre High School is revising the Final Exemption Policy for the remainder of the semester. The new policy will now read:

All students will take finals unless they earn an exemption by meeting the following criteria:

- Student has no more than **2 unexcused absences** in each of his/her classes. If he/she has **3 or more unexcused absences** in any class, he/she must take the final exams in all of his/her classes. No appeals are allowed for final exempt. **Tardies also apply to this policy** here 3 tardies = 1 unexcused absence. **School excused absences do not apply to this policy.**
- If the student's grade is below an 80%, he/she **must** take the final in that class.
- If the student **elects** to take the final exam, the exam will be counted only if it raises the final grade.
- **Absences during/for CSAP and ACT test do count toward final exempt status. Any session that has a parent refusal will cause a student to forfeit their final exempt status.**
- Seniors and Juniors must take 2 days as a school excused absence to visit colleges if they pick up a visitation form from Guidance Office prior to the visitation.

****Please be advised that absences not excused within 10 days will permanently remain unexcused without the chance of appeal.**

- No appeals are allowed for final exempt.
- Tardies apply to this policy. 3 tardies = 1 absence.
- School excused absences **DO NOT** apply to this policy, i.e. field trips, athletic events, etc.





LUNCH

- Poudre School District mandates a **CLOSED campus** for **freshmen and sophomores**.
- Juniors and seniors may go off campus for lunch.

ISS - In School Suspension

This is a room at PHS that is equipped with textbooks, computers, and tutors. Students who are assigned ISS will work quietly on school work. The intent of ISS is to detour students from cutting class. **After being notified that a student has ISS, failure to show up may result in out of school suspension.** For further questions regarding ISS or the new attendance policies, please contact the Deans, Joe Fontana 488-6034 or Kendall Wilson 488-6070.



Year (credits)	Unexcused Absences (Per Class)	Consequences for Truant Students
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Freshman	1 st – 2 nd Absence	Automated call home
	3rd Absence	Student with off period: 1 week of ISS during off period Student without off period: 1 week of lunch detention in ISS
	4 th + Absence	An off period (or lunch) in ISS for each additional unexcused absence Lunch detention Campus cleanup duty
Sophomore	1 st – 3 rd Absence	Automated call home
	4th Absence	Student with off period: 1 week of ISS during off period Student without off period: 1 week of lunch detention in ISS
	5 th + Absence	An off period (or lunch) in ISS for each additional unexcused absence Lunch detention Campus cleanup duty
Junior	1 st – 4 th Absence	Automated call home
	5th Absence	Student with off period: 1 week of ISS during off period Student without off period: 1 week of lunch detention in ISS
	6 th + Absence	An off period (or lunch) in ISS for each additional unexcused absence Lunch detention Campus cleanup duty
Senior	1 st – 4 th Absence	Automated call home
	5th Absence	Student with off period: 1 week of ISS during off period Student without off period: 1 week of lunch detention in ISS
	6 th + Absence	An off period (or lunch) in ISS for each additional unexcused absence Lunch detention Campus cleanup duty

Students

A – G
H – O
P – Z
IB

Administrators

Mackay (970) 488-6151
Woodall (970) 488-6191
Beauprez (970) 488-6058
Hays (970) 488-6119

Discipline

PHS 2009 - 2010



Cell Phones / iPODS / Electronic Devices

Students will NOT use cell phones or any other electronic device in class unless previously approved by the teacher.



1. 1st offense – warning by teacher to put it away
2. 2nd offense – cell phone/device is confiscated by teacher until the end of the day.
3. 3rd offense – cell phone/device is given to the Dean. The parent/guardian will be called and must come and pick it up. Habitual offenders will be given ISS.



Student Handbook states:

Although iPods, MP3s and headphones may be brought on campus, they **are not allowed in classrooms** and the security of the devices **is the student's responsibility**. Cell phones are allowed on campus; however, if they ring in the classroom or if the student is text-messaging in class, the instructor has the right to take your phone. Turn them to “vibrate” while on campus and **DO NOT** take them out of your pocket or bag while in class.

PSD Dress Code

The intent of the dress code is to keep students focused on education, which means clothing should be appropriate for school and school activities. Clothing should not be distracting or intimidating. **If you are not sure, ask yourself: “Is it distracting?”**

- Clothing must cover underwear, the midriff, chest and buttocks.
- Clothing may not promote alcohol, drugs, tobacco, gang affiliation, sexuality or profanity.
- Jewelry or accessories that could be used as weapons will not be allowed.
- Skirts and shorts must be mid-thigh length.
- Shoes or sandals must be worn at all times.
- When a student is standing, his or her shirt should cover his or her belly button.
- Shirts that are prohibited are: half shirts, see-through shirts, mesh shirts, backless shirts, and tube tops.
- Certain school activities may be exempt from these guidelines with administrative approval.
 - Students found in violation of this policy will either be asked to change, will be sent home, will be given ISS, or will be suspended.

Food and drink in classrooms

Water in a clear, closed container will be allowed in classrooms. Other beverages and all food, however, will not be permitted in the halls or in the classrooms. Exemptions may be made for students with health conditions. Other beverages and all food may be consumed in the Student Commons. Help keep our building CLEAN!

