

## GILES COUNTY TECHNOLOGY CENTER STUDENT ABSENTEE POLICY

Each student may have three days per semester of unverified absences to use in case of minor illness or to take care of personal business with parent permission. Any unverified days the student is absent beyond the three provided results in a grade reduction within the nine weeks in which the absence occurs for unsatisfactory class participation.

### Procedure

1. Students attending the Tech Center shall obtain their admit slip explaining the reason for their absence from their high school. GED students enrolled in a Tech Center program shall obtain their admit slip from the Tech Center office. Students are to bring a note from parent/guardian explaining the reason for the absence.
2. Giles County Technology Center recognizes two types of absences: verified and unverified.  
*Verified Absence:* Any absence documented with a doctor's note or a documented required court appearance or absence due to death in the immediate family. There is no limit on the number of verified absences a student may have in a semester but due to safety and instructional concerns excessive absenteeism for any reason may result in the student being withdrawn from the technical program with the option to begin the program again in the next school term.  
*Unverified Absence:* All other absences not described under the definition of a verified absence. An unverified absence includes days absent due to personal reasons, minor illness, etc. with parent permission but outside the definition of a verified absence. Students are permitted three days of unverified absence within a semester.
3. Students shall bring copies of documentation from their doctor or court services to the Tech Center office upon return to school after an absence. If documentation is not received in the Tech Center office within three days the absence will be marked as an unverified absence.
4. *Late arrival/early dismissal:* A record will be maintained of all absences for each student, including when students enter or leave school during class time. Three instances of a student arriving late or leaving early will equal one unverified absence.

Absences beyond six days for the semester for any reason may require a conference between the parent, student, teacher and principal.

### Consequences

Should a student not meet the expectations of the attendance requirements at the Tech Center the following consequences may occur.

- A student's final grade for the nine weeks in which he/she had an unverified absence beyond the three days permitted per semester shall reflect the lack of participation in the technical program. A student's nine weeks grade shall be lowered by nine points for each day of non-participation with an unverified absence beyond the three permitted each semester.
- Excessive absenteeism for any reason may result in the student being withdrawn from the technical program.