

At the high school level, ATTENDANCE is taken during each block class:

- For attendance by class, a student must be present for an hour to be counted as PRESENT for each class.
- For attendance by day, a student must be present for an hour to be counted as PRESENT for the day.

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**STUDENT'S ABSENCE** - The parents have **within two (2) school days after the student returns to school** to provide a written or verbal reason for the absence. All absences and tardies will be determined either EXCUSED or UNEXCUSED. If after two (2) school days no reason is provided, the absence will be considered unexcused.

- The **ATTENDANCE LINE** is always available for voicemail messages. We will need the child's FULL name, reason for the absence, and a contact number in case we need to reach you.
- An email can be sent to [atodd@nkcp.k12.va.us](mailto:atodd@nkcp.k12.va.us) to include reason for the absence.
- The student can put the absence note in the red mailbox located outside the attendance office upon return to school.

**NOTE:** After five (5) parent note/calls, a legal document may be required for an absence to be excused.

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**LATE TO SCHOOL** - The student must report to the attendance office even during change of classes.

- The parent can escort the student inside the building and sign them in at the attendance office.
- If the student is dropped off, the student must report to the attendance office for a hall pass to class.  
**A reason for the tardiness should be provided on the SAME day by a note, email or voicemail message.**

**NOTE:** All absences and tardies will be determined either EXCUSED or UNEXCUSED. This policy applies to all students, including students 18 years of age or who may be legally emancipated.

Students who accumulate excessive unexcused tardies (UT) will be dealt with on an as need basis by the building administrator at each school. An **outline of the disciplinary consequences** is posted below and at the attendance office.

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**EARLY DISMISSAL** - The student must sign out at the attendance office before leaving the building.

- The parent can sign out the student at the attendance office.
- If the student has permission to leave early, the best way to handle is to turn in a permission note in the morning. The student's name will be added to the morning bulletin so all the teachers are aware. The student can then report to the attendance office at the time of dismissal to sign out. **If no arrangements were made, a permission note can be faxed or an email sent prior to the student leaving the building.**

**NOTE:** This policy applies to all students, including students 18 years of age or who may be legally emancipated.

## THE ATTENDANCE OFFICE IS LOCATED JUST OUTSIDE OF THE AUDITORIUM.

Alveza Todd can be reached by:

- Voicemail messages can be left on the ATTENDANCE LINE: (804) 966-9671 option 2, anytime
- Notes can be received by Main Office FAX: (804) 966-2773
- Notes can be received by EMAIL: [atodd@nkcps.k12.va.us](mailto:atodd@nkcps.k12.va.us)

### **All absences and tardies will be determined either excused or unexcused.**

Excused absences and tardies will be considered for:

1. Personal illness
2. Death in the family
3. Religious observance
4. Medical, professional or legal appointments
5. Court appearance
6. Other educational experiences (written administrative approval is required three [3] school days prior to absence)
7. Physical emergency conditions (i.e. fire, flood, storm)
8. Any athlete tardy due to a late return of sporting event night before, must be approved by AD

**ATTENDANCE CODES:** =Present | UAB=Unexcused Absence | T=Tardy | UT=Unexcused Tardy |  
HB=HomeBound | ISS=In School Suspension | OSS=Suspended | RSS=Remote Suspension | PC=Parent  
Note/Call | LD=Legal Document (Ct/Dr) | LVE=Leave | ACT=School App Activity | UNV=Unverified Absence

### **Tardy Policy Per Nine Weeks:**

- 1st / 2nd offense = warning
- 3rd offense = detention
- 4th offense = warning
- 5th offense = 1 day of ISS
- 6th offense = Non-drivers assigned multiple days of ISS
- 6th offense = Drivers lose driving privileges for a minimum of 2 weeks

**PARKING:** We consider driving a privilege at NKHS and we feel that all students should be ensured the right to safety and well being while on premises as well as on the highway. All students wishing to park at the school must obtain a parking permit through the Attendance office before parking on the premises.

Parking privileges can be revoked or suspended due to Code of Conduct violations.