



Venture High School Attendance Procedures

Attendance is tracked and resets after each (12) week term. Students are only allowed to miss five (5) class periods during a (12) week term. Attendance contracts will be assigned to students who accumulate five (5) absences to any class period. Students that arrive to class twenty (20) minutes late will be considered absent. Students will be marked absent to any class period when they accumulate three (tardies) to any class period. Documented court appearances, medical appointments, school nurse referrals, or school related events will not count against school attendance.

Absence Procedures	Student is not in class
1. 1 st Absence	Phone call home
2. 2 nd Absence	Phone call home
3. 3 rd Absence	Phone call home and 3 day letter sent home
4. 4 th Absence	Phone call home
5. 5 th Absence	Phone call home, 5 day letter sent home, student contract
6. 6 th Absence	Phone call from counselor, after school hours assigned
7. 7 th Absence	Phone call from admin, loss of credit for the term
Tardy Procedures	Less than 20 minutes late, no exceptions are granted
1. 1 st Tardy	Documented in Skyward
2. 2 nd Tardy	Documented in Skyward
3. 3 rd Tardy	Phone call from counselor and student marked absent
Truancy Procedures	More than 20 minutes late, no exceptions are granted
1. 1 st Truancy	Documented in Skyward
2. 2 nd Truancy	Documented in Skyward and phone call from admin
3. 3 rd Truancy	Documented in Skyward and possible discipline
Leaving Campus	Student leaving campus (includes lunch)
1. Any Offense	Documented absence and phone call home