

Revised:

Code No. 501.9R, Page 1

ATTENDANCE POLICY

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program. Regular attendance is also necessary to prevent disruptions to the educational process for other students. The experience of learning in the classroom setting can never be completely replaced. Each absence reduces the learning process to simple assignment completion or forces teachers to take time away from other students to duplicate instruction. Teachers are encouraged to utilize daily participation points to promote an active learning environment and regular attendance. Students who are absent may be assigned additional work and/or time to earn their participation points. A complete record of absences and tardiness is kept while students are attending this school, and this becomes a part of each student's permanent record. **Promoting punctuality, responsibility and self discipline during students' school-age years helps to foster life-long habits that are equally important in post-high school endeavors.**

ABSENCE PROCEDURE

Students will be expected to bring a note from their parent/guardian to excuse their absence from school. The note must include: **Name of student, date of absence, reason and signature of parent/guardian.** These notes will be placed in the student's file for reference. It is beneficial to both students and the school if absences for appointments be prearranged and the assigned school work be made up ahead of time. This prevents students from being at a disadvantage of working from behind when they return.

For absences due to illness or emergencies we request that the parent/guardian telephone the school on the morning of the absence between 7:00 and 8:00 AM. We ask that the parent/guardian telephone the high school office (646-6091) each day a student is absent, unless prior arrangements have been made with school officials. If absences are not called in, an effort will be made by the high school office to contact the parent. When the student returns to school after an illness or other emergency, we ask that they bring a note with the same information included as the prearranged absences. This provides better documentation and will benefit both the student and the school in clarifying cases of excessive absences.

EXCESSIVE ABSENCES

As stated earlier, the importance of regular attendance affects the level and quality of a student's education. It also affects the efficiency of our educational system and therefore has an impact on the education of the other students in our building.

- A. It is felt that more than ten (10) days of absences per semester is excessive except in a case of extended illness or extremely unusual circumstances. Therefore, after a student misses a class more than ten (10) times, the student may be withdrawn from that class with a failing grade and placed in a study hall. Days of suspension anytime during the school semester will be counted toward then ten (10) day total. If a student is more than fifteen (15) minutes late for class, that lateness will be handled as an absence rather than tardy.
- B. To clarify the number of allowable absences it is understood that any class meeting less than five (5) items per week will be given fewer than ten (10) absences. For example, Physical Education and Chorus meet every other day, or one half of the semester, therefore, only five (5) absences will be allowed. The student will be withdrawn on the sixth (6th) absence.
- C. Notification in writing will be mailed home to the parent/guardian after the fifth and eighth absence. Parents or guardians are asked to communicate back to the school to indicate they are aware of the number of absences. After the second parent/guardian notification (8th absence) the student shall be referred to the Student Assistance Team for evaluation and discussion for the purpose of assisting the student's needs for attendance.