

STUDENT ABSENCES AND EXCUSES

Regular attendance is a responsibility that should be shared by parents, student and school. Acceptable absences include illness, trip sponsored by the school and pre-arranged absences previously approved by the Building Principal or the Principal's agent.

Parents' Responsibility: Parents or guardians are expected to call in to the school to explain the reason for the absence(s) at the time.

Student Responsibility: Students are required to attend all their scheduled classes unless they have obtained parental permission and a pass approved by the Building Principal or the Principal's agent. Students with acceptable absences are entitled to make up the work missed and are responsible for doing so.

School Responsibility: When a student has been absent a total of five unexcused absences in a semester, an attendance notification letter will be sent to his/her parents or guardian. A statement quoting the state law governing school attendance will also be enclosed. When a student has been absent a total of ten excused or unexcused absences, an attendance notification letter will be sent to his/her parents or guardian. An administrative review of the case will be held and will consider the following: parent input - in person or by telephone; school input - academic, social/emotional; medical input. If necessary, a personal parent conference will be requested by the Building Principal or the Principal's agent to discuss the following options: educational problems; evaluation of the student to determine possible social problems, home visitation.

Legal Referral: A legal referral may be initiated if a poor attendance pattern has continued and if the Building Principal or the Principal's agent has completed the following: met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused; provided a discussion and/or opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under Section 118.15 (1) (d); discussed the potential of/or evaluated the child to determine whether learning problems may be a cause of the child's truancy, and if so, have taken appropriate action or made appropriate referrals.

Teacher Responsibility: Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress.

Principal Responsibility: Each Building Principal will request from each teacher, at the beginning of the school year, the procedures used for grading students. All grading systems throughout the district shall reflect the effect class attendance has on student progress.

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Tardiness: Tardiness to school or a class will not be condoned. When tardy to a class, the teacher will decide on the validity of the reason for delay. If the reason is invalid, the student will be required to make up all time missed. The teacher shall notify the Principal of all invalid tardiness.

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