

ATTENDANCE POLICY

Students who attend school consistently learn more and make better grades. Regular daily attendance is the responsibility of the parent and the student. The following administrative procedures shall be followed by the school, students and parents/guardians in regard to attendance for grades 9-12:

A. Students may not be admitted to Cook High School five days after a term begins without proof of attendance at another school.

B. Excused absences from school are granted under the following circumstances:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, for registering to vote or voting in a public election.

2006-2007 Update - The State Board of Education has initiated amendments to Rule 160-5-1-.10 Student Attendance. The rule implements recent legislation providing up to 5 excused absences for students of military parents called to duty or on leave from overseas deployment.

C. Absences are **unexcused** for all other reasons, including but not limited to: missing the bus, oversleeping, power outage, vacations, trips, family visits, car trouble, baby-sitting, and running errands.

D. Students are required to make up all class work, assignments, tests, etc. when absent from class.

E. **Documentation is required when a student returns from an absence.** The fact that attendance was impractical or inadvisable must be attested to by a written statement from the student's parent/guardian, or a licensed physician within **five (5) days** of the student's return. These written statements must be turned in to the Attendance Office or the absence will be documented as unexcused. If an absence was due to a court appearance, a copy of the subpoena, or other court document must be provided. **Documentation for each absence (parent notes, medical excuses, etc.) must be on file within five school days following the student's return from an absence.**

F. Students in grades 9-12 who have accumulated more than five (5) unexcused absences per term (18 weeks) may not receive credit for that class. This does not include absences due to school-related non-instructional activities. **Absence appeal forms are available in the attendance office and will be considered on a case by case basis. Documentation for all absences should be submitted.**

G. If a student has a serious medical or legal problem, the student's parent/guardian should notify an Administrator and the student's counselor.

H. In the event of prolonged illness, the services of the homebound teacher should be requested.