

MIDDLE AND HIGH SCHOOL ATTENDANCE POLICY
Board Approved July 24, 2017

Purpose:

To establish procedures and guidelines for implementing the High school Attendance Policy to be utilized by parents, students and school and district staff.

Procedures:

1. General

- A. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's attendance office for clarification first and then, if not satisfied, the school principal.
- B. Each of the schools will document attempts to notify parents of each absence. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- C. Students will be allowed to make work up provided that the absence is excused. However, an unexcused absence will result in the student not being allowed to make up work for that class.
- D. The Attendance Verification Report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of absences for each student.
- E. It is the right of the school Principal to excuse any student from tardies, checkouts, or absences due to special or extenuating circumstances.

2. Tardies

- A. A student who arrives unexcused to class after the scheduled beginning time will be recorded as tardy for that class.
- B. A student more than ten minutes unexcused tardy to class is to be marked "unexcused absent" for that class. A student must be present 80% of the allotted class time in order to be counted present. (ex: 40/50 minutes)

3. Absences

- A. Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.

B. Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays.
- Sickness, injury or other medical condition.
- Other academic classes or programs.
- School leave – school approved trips such as instructional field trips, club events, athletics, etc.
- Educational trips – when requested by parents, trips for educational purposes may be granted.
- Pre-approved absences – absences from school approved by the administration prior to occurrence.
- Funerals
- Legal reason (documentation must be provided).

Students **MUST** bring a written excuse to explain their absence. Any absence for reasons not listed above will be considered unexcused unless approved by the administrator. Students must turn in excuse notes to the office within five (5) days after an absence. Excuse notes brought in after five (5) days will not be accepted. Students who accumulate five (5) absences in a 30 day period or ten (10) absences in a 90 day period will result in a mandatory Child Study Team meeting.

C. Unexcused Absence

Students shall receive a zero for all work missed and will not be allowed the privilege to makeup work.

4. Child Study Team Attendance Conference

In order to appeal an unexcused absence, the student and parent must request a hearing, at the school.

- A. The Child Study Team will hear and rule on the appeal.

5. Non-compliance with Attendance Requirements for Students-

- A. Refer – If the student exhibits a pattern of nonattendance, that is a student who has 5 absences (excused or unexcused) in a rolling 30 day cycle calendar period or 10 in a rolling 90 day cycle calendar period, the principal shall refer the parent and student to the

Child Study Team. At the initial meeting the Child Study Team shall implement intervention that best addresses the problems. These may include, but not be limited to:

1. frequent communication between the teacher and the family
2. changes in the learning environment
3. mentoring
4. student counseling
5. tutoring, including peer tutoring
6. placement into different classes
7. evaluation for alternative education programs
8. attendance contracts
9. referral to other agencies for family services
10. other interventions, including, but not limited to a truancy petition pursuant to s.984.151

The Child Study Team shall work diligently in facilitating the intervention services, however, if a parent or child refuses to attend the CST meeting, the child and parent will be referred to Truancy Court.

B. Enforcement

1. If the Child Study Team efforts are unsuccessful in resolving the truancy/absence programs, the Superintendent or his designee may notify the Department of Highway Safety and Motor Vehicles, refer to Truancy Court or refer to Children and Family Services for reduction in cash assistance.