



# Attendance Information

2012-2013

Students are required to attend all classes unless excused by school officials. Records of all student attendance (absences, tardiness, early dismissals) are kept by the school. The teacher's attendance validated by the teacher, and the teacher's gradebook will be the official record for determining the number of absences for each student. Students attending a curriculum- related field trip or an administratively recognized function of the school shall be considered in legal school attendance. These students are not be counted as absent or tardy from school.

## **Excused Absences**

Students are allowed absences during each nine-week grading period for the following reasons: illness and/or medical care, death in the family, legal reasons, and religious holidays. Students **will automatically fail** in each class where there are excessive absences which have not been **successfully appealed**. (See Appeal Process.)

## **Unexcused Absence**

An unexcused absence is any absence in excess of the District School Board Attendance Policy for the nine-week grading period which has not been successfully appealed. Being more than **five minutes late** to class will be recorded as an **unexcused absence**. Students with unexcused absences in excess of ten per semester must earn a passing grade on the semester exam in order to receive credit in that class. **Students leaving school without signing out will have their absences recorded as unexcused.**

The school will attempt to contact parents when the limit of excused absences occurs. However, failure to successfully notify parents will not under any circumstances negate the attendance policy.

Every attempt shall be made by the school to notify parents/guardians on a daily basis after each unexcused absence. For each absence it is the responsibility of the parent/guardian to provide written documentation for the absence. **On the third absence**, the school will send a letter to the last known address of the parent/guardian to inform him/her of the absences. Parent/guardian shall contact the attendance office in writing either prior to or immediately following any absence. **If a fourth** and/or subsequent absence(s) occur in a class for the nine (9) week grading

period, an attendance conference may be held for all absences to be deemed as excused for that grading period if warranted.

Unexcused absences are absences which are not excused for the legitimate purposes as described above. **For each class in which the student has any unexcused absence(s), a grade of “F” shall be assigned for that nine (9) week grading period.**

### **Appeal Process**

All absences in excess of the **School Board Attendance policy** will be unexcused and may be appealed. Parents are to contact the school and request an appeal. If the appeal is successful, the unexcused absence will be reclassified as excused, and the student may not fail due to attendance for the nine-week period as a result.

The appeal will be evaluated on the following criteria:

- a. Reasons for the absences
- b. The student’s attitude and conduct

An appeal committee will be established to review the student’s failure due to absences. This committee will require that the student and his/her parent(s) be present at the review. Members of the appeal committee will consist of the principal, guidance counselor, core subject area teacher and a RTI specialist. The guidelines for an appeal are:

1. When the allowable number of absences has been exceeded (as determined by the School Board Attendance Policy), All absences will need to be appealed.
2. Students have ten days from the date of the first absence that exceeds the number allowed to file by the end of the week. Appeals relating to an absence on the last day of the semester must be filed on the first day of the student’s return to school.

The results of the appeal will be given to the parent/guardian by the principal verbally initially. Within three (3) calendar days, parents/guardians will receive written notification from the principal following the appeal process.

### **Special Attendance Circumstances**

Students who will be absent due to religious holidays must obtain administrative pre-approval. The pre-planned absences will not require an appeal. Absence due to college visits should be scheduled when school is not in session and will be included in the allowed absences each nine weeks. These absences may be granted for a planned program or a pre-arranged appointment with a specific college administrator if verified in writing and approved by a administrator in advance. Students who are absent for an “educationally value experience” other than a field trip may receive an excused absence if the following criteria are met:

- a. The absence must be pre-approved at least one week in advance.
- b. There must be stated and written educational objectives for the trip that are related to each course's requirements. The teachers will initial the pre-approved request form indicating knowledge of the anticipated absences and the student's receipt of the supplemental assignments.
- c. The pre-arranged absence request will be reviewed by the attendance committee and and/or attendance administrator. The absences may then be pre-excused pending the completion of (d) below.
- d. Upon return from the trip the student and parent will present a student-prepared paper and other appropriate exhibits to the attendance committee documenting the completion of each written objective. The committee shall determine whether the absences are to be excused.
- e. All educational experience absence must be excused within ten calendar days of the student's return to school following the trip.