

ATTENDANCE

Attendance Regular and punctual attendance is important to the success of a student's school career. Absences from school are listed as excused and unexcused. If a student does not present an excuse written by the parent/guardian to the homeroom teacher within three days of the absence to the homeroom teacher, the absence will be designated as an unexcused absence. Any student whose absence falls into the excused absence category may have the opportunity to complete any assignments upon returning to school. A doctor's note is required after 10 absences from school. Please refer to the District Attendance Handbook for more information.

Excused Absences

- Illness, death in the family, court appearance
- Family emergency, religious holiday
- Medical appointments
- Absences of students as approved by the administration (other than urgent reasons)
- Approved educational trips (See Educational trips) Unexcused Absences
- Truancy/illegal employment
- Parental neglect/missed bus, overslept
- Teachers may assign an "F" grade for work missed when a student is absent unexcused.
- Repeated unexcused absences will result in a referral to magistrate court.

Written Excuse

For all excusable absences, a parent/guardian must send a written statement explaining the reason for the absence. The excuse must be given to the homeroom teacher within two days of the absence. The excuse will be filed for attendance records. Any excuse brought in after two school days is automatically recorded on the student's record as unexcused.

Sample Excuse:

Student's name: _____

Homeroom: ____

Date(s) of absence: _____

Reason for absence: _____

Print Parent Name: _____ Parent Signature: _____

Phone Number: _____ Date student returned to school: _____

Tardiness

Exceptions for tardiness are:

- Severe weather conditions
- School bus transportation difficulties
- Personal accident or illness

Parents must sign in your child or it will result in an unexcused tardy (TU)!

- Five-TU = Conference with Counselor
- Ten-TU = After school Detention
- Fifteen-TU = Saturday Detention
- 15 or more: referral to Magistrate/ISR
- 20 or more= Loss of all extra-curricular activities and events

Schools must create attendance improvement plans prior to referring truancy to the courts. A school attendance improvement conference is defined as a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance with or without additional services. The conference will include the following individuals:

- Student
- Person in parental relation to the student
- Recommended service providers

The school must hold the conference even if the parent or guardian declines to participate or fails to attend after the school provides advance written notice and makes attempts to communicate via telephone. A legal requirement does not exist for either the student or parent to attend the conference. The school must document the outcome of any attendance improvement in the improvement plan.