

File: J13

HIGH SCHOOL ATTENDANCE POLICY

Regular attendance in all classes is essential to the learning process and establishes good work habits. Students are expected to be in attendance every day of the school year. Parents/Guardians have a legal responsibility to ensure that their son(s) and/or daughter(s) are in attendance each day school is in session.

Attendance will be taken in every class and teachers will record each absence. It is the responsibility of the student to make up class work missed during any absence. The following procedure will be followed.

1. Absences do require a note of documentation for a medical reason or court appearance. Parents/Guardians are also required to notify the school to report a student's absence by telephone, written note, or e-mail so that school officials know that the parent/guardian is aware of the student's absence.
2. Students who exceed eight (8) absences in a semester course and sixteen (16) in a full-year course will lose credit for that course.
3. Students who are absent from school will not be allowed to participate in any after school activity on the day of absence. Students absent on Friday will not participate in any event until school reconvenes.
4. Students whose tardiness causes them to miss more than half (1/2) of a class will be considered absent for the purpose of the Attendance Policy. (refer to Tardy Policy relative to disciplining tardiness).

Reasonable accommodations to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and/or IDEA.

The Appeal Process

This process has been developed for these situations which result in excessive absences. An Attendance Appeals Board made up of three (3) to five (5) school officials will make assessments of individual situations and a decision will be made. The Appeals Board will include a representative from the school in which the student attends.

- Step 1. An appeal for loss of credit due to absenteeism must be initiated by the student, parent/guardian, guidance counselor, assistant principal, or teacher. This may be by letter, e-mail, or verbal contact to the Supervisor of Attendance or the Attendance Assistant.
- Step 2. The Supervisor of Attendance and the Attendance Assistant will review the days absent, and if sufficient documentation has been presented, the credits will be restored. Responsiveness to attendance interventions will also be considered at this time.

Step 3. Appeals which have not been decided by Step 2 will then be reviewed by the Appeals Board which may include the Supervisor of Attendance, Guidance Counselor and Vice Principal and include the student and parent, if requested. A decision will be made and the student will be notified. A denial may be appealed by written letter within three days of denial to the Principal, who may require a meeting with the student and parent/guardian. The Principal will render a decision as soon as possible.

1st Reading: (waived)

2nd Reading: Reg SC Mtg 3/4/2009