

## TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to before school or after school detention, Saturday school, in-school suspension, or other appropriate disciplinary sanctions. Reasonable excuses include illness, family emergencies and recognized religious observances. Reasonable excuses may also include family trips or vacations and school sponsored or approved activities if the student's work is finished prior to the event. Parents are expected to telephone the school office to report a student's absence prior to the start of school the day of the absence. Before school or after school detention, non school day, in-school suspension, or other appropriate disciplinary sanctions will be assigned on a one-for-one basis according to the periods missed. Students with unexcused absences may also be referred to the Student Support Services coordinator.

In the event the student has not completed all of the student's assignments while in an in-school suspension the student will remain out of class and in in-school suspension until caught up in every class. If the student does not serve the initial before school or after school detention, Saturday school, in-school suspension, or other appropriate disciplinary sanctions when assigned the administration can then assign them on a two-for-one basis.

School work missed because of absences must be made up within two times the number of days absent, not to exceed ten (10) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make-up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Approved: October 23, 2012  
Revised: March 6, 2017