

STUDENTS

Regulation 2310

Attendance

Student Attendance

A student who receives an excused absence may receive credit for classroom assignments, tests (not including pop quizzes), etc. missed during the absence. A student who receives an unexcused absence shall not receive credit for make-up classroom assignments, tests, etc. missed during the absence.

FIRST EIGHT ABSENCES DURING A SEMESTER

For the first eight absences during a semester to any class, a parent/principal conference shall be required and must be conducted within five school days following the absence(s). Failure by the parents to initiate the conference within the aforementioned time frame shall result in the absence(s) becoming automatically unexcused. The following shall satisfy the parent/principal conference requirement:

1. Telephone call-the parent/guardian may telephone the principal's office during regular school hours (8:30 a.m. – 3:10 p.m.).
2. School visit-the parent/guardian may meet with the principal at school during regular school hours.
3. Notes from parents will be accepted if the parent/guardian is unable to call.
4. Parent/principal conference at any school sponsored, extra-curricular activity.

The principal may, at his discretion, require that reasonable justification be provided by the parent/guardian for any absences during the semester. Failure by the parent/guardian to provide reasonable justification shall result in the absence becoming unexcused.

The following shall not require a parent/principal conference for the absences to be excused during the first eight absences of a quarter:

1. Illness or appointment verified by a statement signed by a medical doctor. Said statement shall delineate specific dates and times of absences.
2. Dental appointment verified by a statement signed by a dentist. Said statement shall delineate the date and times of absences.
3. Death in the student's immediate family (father, mother, grandparent, legal guardian, sister, brother, child).

4. Other instances as determined by the principal.

PUNITIVE MEASURES FOR EXCESSIVE ABSENCES

Any student who accumulates more than eight absences in any class period during a semester including excused and unexcused absences (not including absences due to attendance at school sponsored activities) may lose credit in said class.

Absences due to “out-of-school suspension” will count towards the eight absences. If however, the out-of-school suspension causes the student to exceed the eight-absence limit, the student will not lose credit and will not be required to appear before the Board for a hearing unless he/she is absent an additional day in said class.

A student and/or parent/guardian may appeal to the Attendance Review Committee (ARC) for an exception to this policy if extenuating circumstances exist. Appeals will be brought to the attention of the building principal who will forward the request to the ARC. Each building principal shall be responsible for membership of the ARC. ARC membership shall include the building principal, faculty member(s) and counselor. Appeals for exception to this policy shall be determined by majority vote of the ARC members present.

The ARC shall grant an extension of the eight-day policy for the following circumstances occurring within the first eight days or any other subsequent absence:

1. Illness or appointment verified by a statement signed by a medical doctor. Said statement shall delineate specific dates and times of absences.
2. Dental appointment verified by a statement signed by a dentist. Said statement shall delineate the date and times of absences.
3. Death in the student’s immediate family (father, mother, grandparent, legal guardian, sister, brother, child).
4. Mandatory court appearances as documented by the appropriate court official.

If the ARC is unable to grant an extension of the eight-day policy, then the student shall be required to appear before the Board for the aforementioned hearing to determine whether or not the student will lose credit in the applicable class (es).

Students who lose credit in a given class and who receive a grade of “N” as the result of Board action following the hearing will remain in the class on an audit basis or will be assigned to a study hall.

Notification will be sent to parents/guardian after the third absence of the consequences of excessive absences. A conference of student/parent/principal will be required after five absences. The principal's office will again notify the parent after the eighth absence.