

## 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 their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. 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 program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards 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 are required to be in attendance, pursuant to board policy, for 178 days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness may require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal/designee. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates six unexcused absences in a class on a traditional schedule, or three absences in a class on a block schedule, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal shall provide the student an opportunity for an appeals process.

School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students shall remain in class until a decision has been reached through the appeals process regarding loss or restoration of credit. Full credit shall be awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact shall be recorded in the student's record as "NC" (no credit).

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The administration and guidance staff shall make reasonable efforts to advise and counsel and may impose discipline upon any student with unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, loss of non-academic privileges such as extracurricular activities, truant officer referrals, suspensions, or legal action.

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