

BP602

ATTENDANCE

Attendance is a key factor in student achievement and therefore, students are expected to be present and on time each day that school is in session.

The attendance supervisor will oversee the entire attendance program, which will include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

Absences and tardies will be classified as either excused or unexcused as determined by the principal or his/her designee using the following criteria as set forth by the Board.

Excused absences and tardies result from the following:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. School bus failures;
7. Circumstances which in the judgment of the principal create emergencies over which the student had no control.

Other absences and tardies will be unexcused.

July 3, 2002

Students participating in school-sponsored activities whether on or off campus will not be counted absent. In order to be school-sponsored, the activity must be school planned, school oriented, and/or teacher supervised. All missed class work and tests must be made up when a student has an excused absence or is out of class on a school-sponsored activity.

When a student's tardiness or absence is unexcused, the student will be allowed to make up tests missed. Regular class work will not be made up and the student will receive a zero for that work. If there is no graded assignment taken for the unexcused absence, the student will receive a negative three points from his daily grade; for the unexcused tardy, a negative one point. If a high school student misses more than twenty (20) minutes of a class, the student will be counted absent for the entire class.

For grades K-12, parent/guardian notes will be accepted by the principal for each event of student illness in a semester or term. Such events will be considered excused. These events or occasions may be one or more days. If the illness becomes extended (four or more days), the principal may request a medical statement to verify the illness. After four occasions in a semester or term, medical or other professional statements provided by a doctor, dentist, etc., may be required by the principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused.

High school students with perfect attendance in all classes in the term, will be allowed to exempt any two end of term exams excluding state-required exit and/or gateway tests. High school students with perfect attendance will have the option to take the designated exempt exam(s) with the exam grade counting only if it improves the student's final course grade. Each high school will have an incentive program approved by the Superintendent's designee to encourage perfect attendance on a six weeks basis. Each high school principal may require a doctor's excuse after five parental notes for illness in a term. Each high school will have an Attendance Appeals Committee, to evaluate any requests for appeals waivers, or hardship cases related to the attendance policy. This committee will be chaired by the principal or his/her designee. The decision of this committee is final.

Beginning with the 2004-2005 school year, a student may have one excused absence for a term in a particular class and still be allowed to exempt term exams following the directions of the above paragraph.

Any student having five or more unexcused absences will be considered for possible truancy actions.

March, 2004