

ATTENDANCE RULES/REGULATIONS

REPORTING STUDENT ABSENCE:

1. Parent is to notify the attendance office prior to 9:00 A.M. on the first day of absence by calling 264-8411 x1007. A student must be present a minimum of a half day in order to participate in or attend after school events.
2. Within two (2) days of his/her return, the student must present a written note signed by his/her parent or guardian, or himself/herself in the case of 18 year old students, to his/her first period teacher. The note must include the student's name, date(s) of absence and the reason(s) for the absence(s). Vocational education students will present their notes to the attendance office.
3. Students who miss school have the responsibility of making up work covered during their absence. It is the student's responsibility to arrange with his/her teachers to make up the work within a time period equivalent to double the duration of the absence. Failure to do so forfeits the right of makeup. (cf.6154-Make Up Work)
4. A student is either present or absent, excused for religious observance, or receiving home instruction every day that school is officially open, and he or she is not officially enrolled elsewhere. An excused absence is for religious observance and does not include illness, quarantine, suspensions, extended family vacations, homelessness or other prolonged absence. A student who is more than 10 minutes late to a class is considered absent in that class period.
5. In the event that a student is absent more than 10 days for a full year class, or 5 days for a semester class, the student will be placed in a no credit status. Parents will receive a warning letter after the 5th and 7th absence for a full year course and after the 3rd and 4th for a semester class.
6. When the limit of 10 days for a full year class, or 5 days for a semester class has been surpassed, the student and parent must enter the appeal at the conclusion of the course to the principal. Documentation of a chronic pattern of illness, a contract for makeup work, (or another action plan) will be developed by the guidance staff and the principal. Students who miss school due to serious long term medical conditions must arrange home instruction through our guidance office. During the appeal, the parent and student may present a documentable rationale to return the student to good standing. This appeal may include medical reasons, death in the family and college visits.
7. The students and/or parents have the right to appeal the no credit status as follows:
Level I – A request must be presented within five (5) school days to the principal or his/her designee. Following receipt of such a request, the high school administration shall contact the parents to establish a mutually agreeable date and time. Parents shall be informed of the right to

provide additional information and material. Appeal hearing shall be formal in nature, and followed by a written report.

Level II – If the parent or guardian is not satisfied with the decision of the Level I hearing, an appeal may be made to the office of the superintendent of schools in writing within five (5) school days of receipt of the finding. The superintendent or designee shall schedule the Level II hearing within five (5) school days following the request. The decision of the superintendent of schools shall be sent in writing to the parent(s) or guardian within three (3) school days following the hearing.

Level III – In the event the parent(s) or guardian are not satisfied with the decision at Level II, an appeal may be made in writing to the board of education within five (5) school days. The board of education shall schedule an appeal hearing and render a decision.

Note: Students shall remain in their class or classes during the time period of the above appeal process.