

STUDENT ABSENCES

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

High School Attendance Policy

1. General

- a. More than seven (7) absences from ANY class or classes per semester, FOR ANY REASON, with the exception of school-sponsored activities, and out-of-school suspension absences, shall constitute loss of credit for the subjects involved.
- b. The accumulation of four (4) tardies in each class per semester will equal one (1) absence.
- c. If a student should lose credits for irregular attendance, those “required” courses over the semester in which the absences occurred must be repeated. A student need not take an elective course over.
- d. In case of absence, the student MUST bring a written excuse from a parent or guardian.

2. Advisory Procedures

- a. Advisory letters will be sent to parents/guardians when their child has accrued five (5) absences in a class during the semester.
- b. After seven (7) absences in a class, the parents/guardians will be notified by certified/restricted delivery letter of the intended action of school officials.

3. Students Right to Due Process.

- a. The Faculty Committee on Absenteeism
 - 1) The Faculty Committee on Absenteeism shall meet to review all exceptions to the limitation on absences due to chronic or extended illness or reason of similar validity. The committee chairperson will contact parent/guardian by certified/restricted delivery letter of the committee’s recommendation. The parent/guardian may appeal the decision to the committee chairperson and secondary principal within ten days of notification.
 - 2) The administration reserves the right to ask for a medical opinion for prolonged and chronic illnesses.
 - 3) The determination will be undertaken on a case-by-case basis.
 - 4) The parent/guardian may appeal the determination of the secondary principal using the grievance procedure outlined in Board Policy.
- b. The Board of Education
 - 1) Shall exercise the sole right to take credits away from a student due to violations in the attendance policy.
 - 2) Reserves the right to ask for a medical opinion for prolonged illness or chronic illness.

Approved _____ Reviewed _____ Revised _____