ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more than ten (10) absences per class, per semester of school.

Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 2.0 or higher.

Excused absences include, but are not limited to, the student's illness, doctor's appointments, serious illness or accident involving a family member, religious observances, a death in the family, or attendance at a funeral. Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, transportation problems not caused by District, and tardiness. Students who are absent from class due to an excused absence shall be allowed to make-up assignments and tests missed and shall be allowed one school day to make-up work for each day missed due to absence, unless granted more time by the teacher. However, when a student has an excused absence and fails to timely make-up the work, the student will receive a zero as a result of his/her failure to make-up the work.

Tardiness: Tardy is defined as arriving during the first ten (10) minutes after the class bell rings for first hour class, or the first five (5) minutes after the class bell rings for subsequent class periods. A student who comes to class after that time is counted absent for that period. An absence for tardiness will be characterized as excused or unexcused based on the criteria listed for absences.

Early Dismissal: A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or

guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Appeal of Attendance Record: Appeals dealing with attendances and tardies must be made to a principal-appointed committee. A request for an appeal must be made within ten (10) days of receipt of the notification that attendance requirements have not been met. This notice shall inform students and their parents or guardians that credit for courses and/or promotion to the next grade or level is being denied. The committee shall determine, at the end of the term, if there are extenuating circumstances for the student's failure to meet attendance requirements and shall provide the student and the student's parents or guardians with notice as to its decision. The decision of the committee shall be final.

Truancy: The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

The District's attendance officers are the building principals, and they are responsible for enforcing the attendance requirements. The building principal shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absence. If a student has four (4) or more unexcused absences within a four-week period or is absent without excuse for ten (10) or more days per semester, the principal shall advise the student's parent or guardian and report the absences to the county's district attorney.

Adopted: 09/06/11
Revised: