

EXCUSED ABSENCES/LATENESS/EARLY DEPARTURES ARE DEFINED AS:

- **Personal illness**
- **Illness or death in the family**
- **Impassable roads due to inclement weather**
- **Religious observance**
- **Quarantine**
- **Required court appearances**
- **Medical appointment**
- **College visitations**
- **Alternative educational activities including attendance at school sponsored activities**
- **Personal reasons upon confirmation by parent/guardian and with approval by the district**
- **Or such other reasons as may be approved by the Commissioner of Education**

Early departures or lateness to school must be confirmed by a parental note or phone call on the day of occurrence. It will be the parents' responsibility to notify the school within **24 hours** of any absence. In the case of chronic absence, lateness and/or early departure, medical verification by a doctor may be required in order for the absence, lateness and/or early departure to be considered legal.

When a student is absent, they will be provided make-up work with due dates. Students who complete make-up assignments as required by the teacher in connection with legal absences will earn credit; however, current educational laws do not allow absences to be removed from the permanent record. Please note that missed assignments will adversely affect a student's grade. Any absence not meeting the above requirements for **excused absence** shall be considered an **unexcused absence**.

UNEXCUSED ABSENCES/LATENESS/EARLY DEPARTURES ARE DEFINED AS:

- **Vacation**
- **Truancy**
- **Oversleeping**
- **Babysitting**
- **Cutting with parental permission**
- **Missing school with parental permission**
- **Car trouble**
- **Illegal absence from class**

II. Attendance Requirements/Conditions/Penalties for Credit Bearing Courses

Students must attend each class a minimum of 87% of the time in order to be eligible for academic credit. The minimum attendance shall be 87% or 156 days per year ($.87 \times 180 = 156$); therefore, a student may be absent no more than 24 times per year per class. A student will be in violation on the 25th absence.

Half-year, alternating-day and physical education class – The minimum attendance shall be 87% or 78 days (.87 X 90 = 78.3 days); thus, a student may be absent no more than 12 times per semester per class. A student will be in violation on the 13th absence.

Teachers will provide credit-bearing make-up work with due dates for students who are legally (excused) absent from credit bearing courses. They will also provide credit-bearing make-up work with due dates for students who are excused for school authorized situations, such as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing, in-school suspension and out-of-school suspension. Students are required to make up this work by the date agreed upon between the student and teacher. In order to be credit bearing, this make-up time cannot exceed three weeks. Students will not be provided make-up work for illegal or unexcused absences.

In cases where the student’s absences (for each course) go beyond the maximum number of absences, the student’s work will no longer be evaluated. Pending the outcome of the appeal process, the report card will show a DCA to indicate “Denied Credit-Attendance” for all subsequent reporting periods and exams.

In the event that a student is denied credit, he/she must still attend class regularly and maintain appropriate behavior. He/she will not be entitled to participate in course assessments. Failure to continue to attend classes on a regular basis and maintain appropriate behavior will result in disciplinary action and may result in the student being permanently removed from the class.

To receive credit, a student must not only earn a passing average, but must be present 87% of the time (these limitations refer to excused/legal and unexcused/illegal absences). Students who have been denied credit because of attendance regulations must repeat the course in its entirety, or audit the course and attend summer school. Since the school recognizes that valid instructional activities may take place in a variety of settings, absences for school activities are exempt from the minimal attendance requirement. However, potential abuse of this privilege may be reviewed by the principal and further participation restricted accordingly.

III. Notification Sequence of School Absences

Parents will be advised of students’ attendance status at specific and appropriate intervals. For classes with laboratories, the class and lab attendance are combined.

<u>Class/# of Days</u>	<u>1st Warning</u>	<u>2nd Warning</u>	<u>Drop</u>
Semester/90	5	9	12*
Full year/180	6	15	24*

*denied credit when absences reach 13 and 25 days respectively

Counselors will contact both students and parents at the 10-day plateau in an effort to resolve the problem before denial of credit is necessary. Pupils who have been denied course credit because of the attendance regulations must either repeat the course in its entirety or audit the course and attend summer school, if available.