

B. ATTENDANCE

8. Absences and Excuses

It is expected that parents will notify their child’s school of absence related to:

- Illness
- Infectious disease
- Family emergency
- Medical appointments which *must* occur during school hours
- Severe weather conditions
- Religious observances

Use of school days for extended vacations is discouraged.

A parent may choose to allow student absence; however, such authorization may not be made in the child’s best interest and may not be made legitimately based on expectations noted above. Accordingly, the approval of the principal or his/her designee is also required to excuse student absence.

High School Attendance Policy

The following regulations govern student attendance in high school, including students who are participating in alternative programs as a result of expulsion. A student who is absent from a class unexcused for more than six (6) days in a semester course and more than thirteen (13) days in a full year course will lose credit in the course, whether or not a passing grade is earned, and the transcript will be marked accordingly.

Excused Absences

Student absence will only be excused in the following circumstances:

- A note from a physician indicating an illness or other diagnosed condition that resulted in absences from school;
- Absence due to an approved school function (i.e., field trips, band concerts, school-sponsored sporting events, etc.);
- Absence due to suspension from school for disciplinary purposes.

Notification Timeline

Parents or guardians of students will be notified of the potential of failure due to poor attendance in accordance with the following table:

Number of Absences	Notification Required For Semester Courses	Notification Required For Full Year Courses
3	School Attendance Notification letter sent to the home and contact made by school personnel	
7	Letter sent home indicating student has lost credit in the course(s) and contact made by school administration	School Attendance Notification letter sent to the home and contact made by school personnel
14		Letter sent home indicating student has lost credit in the course(s) and contact made by school administration

B. ATTENDANCE**8. Absences and Excuses (cont'd.)****Tardiness**

Students are required to report to Homeroom by 7:35 AM. Students who report to school after 7:40 AM will not be admitted to class and will be marked absent for the first clock period. Parents should note that students who are marked absent because of tardiness will be subject to consequences outlined previously in the high school attendance policy.

Appeal Seeking Waiver of the Policy

Within five school days of a student's receiving notification that he/she has lost credit for a course, he/she may submit to the principal a request for waiver of this high school attendance policy. Requests submitted after that time will not be considered. In any such appeal, the student shall set forth, specifically, the basis on which he/she is requesting waiver, taking into account the standards set forth below.

- Appeals will be granted only in extraordinary circumstances. The general rule is that students must meet the attendance requirements set forth above in order to receive credit for the course.
- Appeals based on medical excuse shall not generally be granted unless medical excuses (from a treating physician) are provided within 5 school days of the absence(s).
- In considering such appeals, the principal shall consider the student's achievement and his/her ability to demonstrate mastery of the course work notwithstanding the absences.

In considering an appeal, the principal or his/ her designee shall apply the standards set forth above. The principal or his/her designee shall issue a written decision on the appeal within ten school days. The decision of the principal or his/her designee shall be final.

Attendance Redemption

In the case that a student has lost credit in a course because of poor attendance, he/she may still be able to earn credit if he/she completes a participation contract with the principal or his/her designee. The signed contract may specify including other criteria not listed below, that the student will:

- Participate completely and positively in the class;
- Complete all class and homework assignments, quizzes, and tests;
- Pass the midterm and/or final examination;
- Have no additional class cuts, unexcused absences, and/or tardiness to class;
- Have no additional class absences because of in or out of school suspension;
- Complete an extra assignment or project showing mastery of the class curriculum;
- Successfully complete summer school or the equivalent program as approved by the principal.

The principal or his/her designee will review the student's progress and determine if credit is reinstated to the student.