

Attendance Policy & Procedures

The Board of Education recognizes that regular school attendance is a major component of academic success. The Board seeks to minimize unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Exempt, Excused and Unexcused Absence

Exempt absences are those that are defined as necessary by the school, i.e. school field trips or attendance at music lessons. Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, with accompanying parent’s/guardian’s note, illness or death in the family, impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to make this determination), religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, remedial health treatment, approved cooperative work programs, military obligations, or such other reasons as may be approved by Principal or Principal’s designee. If a student is absent six (6) or more consecutive days, a doctor’s note will be required. In school Excused ATEDs include absences excused by the Nurse. In school Exempt ATEDs include absences excused by a guidance counselor, teachers, school psychologists(s) or administrators and absences due to assignments to Alternate Educational Placements.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent’s/guardian’s responsibility to notify the school office, within at least 24 hours of the ATED, and to provide written documentation upon the student’s return to school. Such excuse should contain the reason and date of ATED. If a note is not received and verified on the morning of an early departure, the parent/guardian, or express designee of the parent/guardian must sign out the departing student. It is the parent’s responsibility to notify the school attendance office within at least 24 hours of the ATED and to provide a written excuse upon the student’s return to school. ATEDs not expressly accounted for will be considered unexcused for state reporting purposes.

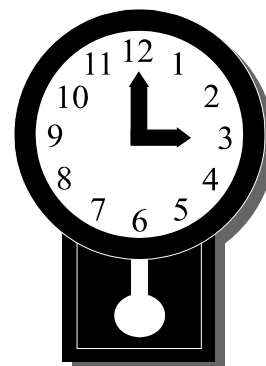
Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student’s final grade may be based on classroom participation as well as student’s performance on homework, tests, papers, projects, etc. All students with excused and unexcused ATED are expected upon their return to consult with their teachers regarding missed work and/or assignments.

View the district’s complete attendance policy online in the “District Policies” section of the school’s website.



It is your responsibility to be in class on time each day & make up all missed work in a timely fashion to receive course credit & a quality education.



I do not have the authority to change unexcused absences to excused absences.

Procedures

When a student has excessive unexcused absences (six or more days for a given quarter), even though the absence may not be six consecutive days, the Building Principal shall have his/her designee phone the home to inform the parent of the excessive unexcused absences of the student and inquire as to its cause. ...

The Principal may at any time direct that certain actions be taken in the interest of achieving better student attendance, including, but not limited to assigning detention, holding conferences with parent(s)/guardian(s), suspending student participation in extracurricular activities.

Credit may be denied if a student has four unexcused class absences in any quarter. Make-up work is the student's responsibility. It is the responsibility of the teacher to assign whatever work is necessary to equate the work that was missed due to absence. Classes and make-up assignments must be made up within two weeks after returning to school.

Tardiness

Students are expected to arrive to school and to all classes on time. Any student entering a class after the beginning of the period is tardy for that class. The teacher shall record the lateness as either an "excused" tardiness or an "unexcused" tardiness. Students bringing a valid note will be recorded as an "excused" tardiness. If the student does not have a note the designation shall be at the discretion of the teacher based upon the reason the student is late to class. **Three unexcused tardies will be considered an unexcused absence, three excused tardies would result in an excused absence, and the consequences as outlined for absences will be applied.**

Making Up Work for This Class

Since most assignments to be completed outside of class are given days in advance, **you may be able to submit homework upon the day of your return to class.** However, sometimes you are too ill to complete work when absent and require more time. You can find out what you missed by consulting another student, me, your agenda book, the homework board, the "Week at a Glance" records on the bulletin board and class website (<http://eienglish.org>). **Place the work in the appropriate grade level basket on the windowsill.**

In order to maximize classroom instruction time, I cannot speak with students about absences during class. Please see me when class is not in session (before or after school, etc.) to receive clarification and instruction. It is only then that I can give my full attention to this very important matter. Please do not expect to have a discussion about missed work as class begins.



Unverified all day absences do not remain in the system but are changed to either an excused or unexcused absence when contact is made with parent. When no contact is made all unverified all day codes are changes to UNX at the end of each quarter.



Use the Testing Center to make up missed exams.