

Compulsory Attendance

Statement of Policy

Regular attendance at school is considered necessary for effective learning and progress in the classroom. Illness, medical and dental appointments, death in the family, and participation in school sponsored activities are considered legitimate reasons for absence from school. The following procedures governing student attendance and the return to class following an absence reflect a belief that the school and the home are involved in attendance accountability and that the school will make every reasonable effort to keep the parent informed of irregular attendance.

1. Staff members only will take roll and maintain accurate attendance records;
2. Staff members will record attendance within ten minutes at the beginning of each period;
3. The office will maintain a master attendance file based upon the daily absentee reports;
4. Any student leaving school, with advanced parental/guardian permission, for a legitimate absence must sign out at the office;
5. Students are accountable for all the scheduled periods of their program;
6. When a student is absent the parent/guardian should call the school the day of absence and notify the attendance office. A note explaining the absence must be brought to the attendance office with the student the following day;
7. The attendance office may telephone a parent/guardian when students are reported absent from class to identify the cause of the absence;
8. When a student is absent without the knowledge of the parent/guardian, or the school, the absence will be treated as a truancy. Conferences between parents/guardians and school personnel may be necessary following absence, and suspension if necessary, to bring about an improvement of such undesirable attendance behavior;
9. Teachers will submit a list of those students participating in an activity requiring absence from class in advance of the absence; and
10. Parent/guardian must be sent a letter of notification when absences, tardiness, and/or nonparticipation become excessive or may affect a grade or credit.