

BOARD POLICY

No. 5113 MS

5000 STUDENTS

5113 Attendance Policy (Middle School)

The academic program at Regional School District No. 8 has been established in an atmosphere where student freedom and responsibility are an integral part of the decision making process. The school maintains that attendance to assigned classes is essential and, therefore, has established an attendance requirement for all courses offered. There are three assumptions or philosophical bases implied in the attendance requirements:

1. That time lost from class is essentially irretrievable in terms of opportunity for instructional exchange.
2. That excessive absences are a drain on the resources of the teacher. These resources can and should be diverted to programs and activities for the educational benefit of students.
3. That a student has an obligation to give as well as receive in the context of the classroom setting.

I. Classification of Absences

Absences will be classified as excused or unauthorized.

A. Excused Absences

The following absences from school are considered to be excused:

1. School scheduled absences (including but not limited to science labs, practicums, in school appointments, interscholastic tournament events, field trips)
2. Homebound instruction (in any prolonged illness in which homebound instruction has occurred, the absence will be excused from the beginning date of disability through the duration of the homebound instruction.)
3. Suspension (in-school and out-of-school)

The following absences from school are considered to be excused upon receipt of a written explanation of the reason for the absence from the student's parent/guardian:

4. Illness (including medical, dental, orthodontic appointments)
5. Religious Observance (required by the tenets of the professed faith)
6. Unforeseeable family emergency
7. Other education experience*

*Other Education Experiences

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The Board of Education believes that regular attendance in class is essential to excellence in education. It recognizes also the validity of other educational experiences outside of the regular classroom. The Board encourages these experiences to be scheduled during the regular school vacations. However, when circumstances prevent such scheduling, the parent must write a statement two weeks prior to the educational experience describing the following:

- a. the nature of the proposed educational experience.
- b. the need to schedule this type of experience outside of regular vacation time.

This statement will be kept on file. During the midterm and/or final examination schedule, in addition to the parent's statement, approval of the principal is required before this (these) absence(s) may be considered excused.

When a student must be absent from school, parents are asked to call the school no later than the day of the absence and provide notification of the reason and expected duration of the absence. Failure by the parent to notify the school of such absences may result in loss of make up privileges. In all cases, a written parental note must accompany the student's return to school.

Work missed for an excused absence must be made up in the time prescribed by the teacher. Failure to make up the work missed within this time will result in the assignment of a zero (0) grade for the work missed.

Failure to comply with the above procedure will result in unauthorized absence status.

B. Unauthorized Absences

Unauthorized absences are those which occur for reasons other than those designated as excused or authorized. A grade of zero (0) will be entered for whatever work was done by the class or was due in class on the day of an authorized absence.

Three unauthorized tardies to class are equal to one unauthorized absence from class. A grade of zero (0) will be entered for daily work on the day of the third tardy to class. A student whose schedule makes getting to class on time difficult may appeal the allowed passing time through the administration.

A student will receive in-school suspension for each unauthorized absence from school.

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II. Review Procedures

- A. If a student is absent from school for more than three (3) unauthorized absences, an Academic Review Board will be convened to determine what action may be taken to help the student improve his/her attendance.

The Academic Review Board will consist of an administrator, a teacher and the student's counselor. The student will be present during the review. The parent/guardian will be invited and encouraged to attend this meeting. The Academic Review Board will consider the pattern of absences and reasons for them. It will evaluate also the student's effort to make up work missed because of the absences.

- B. Any student who is absent from school twenty or more times (excused or unexcused) will be considered for retention. Parents will be notified in writing should this occur. An Academic Review Board will review each case to determine whether a student has sufficient academic skills to be promoted to the next grade.

III. Accuracy of the Record

The administration will release each day an electronic attendance roster which shows the names of students who are absent and who are participating in an excused activity. Every teacher shall take attendance in each class and record/report any discrepancies noted from the list. Upon returning to school, the student will be informed whether his/her absence has been classified as excused or unauthorized. Notification to the student of any unauthorized absence shall be made in writing. The student shall have five days to appeal this classification if he/she believes that is unfair or incorrect.

IV. Student Responsibilities

The student is responsible for the following:

- A. Attending all classes regularly in order to benefit from continuity of instruction, sequential presentation of material, and class interaction.
- B. Having absences classified by school personnel upon return to school from an absence.
- C. Presenting verification on the appropriate form to the teacher of the excused or unauthorized absence status upon return to class.
- D. Completing all work assigned for excused absences and submitting it to teachers in the prescribed time period.

V. Teacher Responsibilities

The teacher is responsible for the following:

- A. Keeping accurate attendance records for administration use in tracking attendance and state reporting.

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- B. Recording all absences in the teacher's electronic record book as excused or unauthorized.
- C. Providing assignment and scheduling make up for excused absences.
- D. Notifying the student at the first unauthorized absence, or for failure to make up work of an excused absence, that a grade of zero (0) will be given and that a grade of zero (0) will be given for each subsequent occurrence.
- E. Notifying, on the designated form, the administration and the guidance counselor involved of any action taken.
- F. Participating in the conference arranged by the counselor with the student and the parent if requested by the parent.
- G. Notifying, on the designated form, that the student has three tardies in a course, for processing an unauthorized absence.

VI. Parent/Guardian Responsibilities

The parents/guardians are responsible for the following:

- A. Stressing the importance of regular school attendance and having children in attendance every day school is in session.
- B. Notifying the attendance office when his/her son/daughter will be absent from school.
- C. Scheduling appointments for the student outside of school hours.

VII. Administrative Responsibilities

The administration is responsible for the following:

- A. Maintaining accurate attendance records and documentation of notification and/or actions taken.
- B. Notifying the parent or legal guardian in writing of each unauthorized absence.
- C. Assisting the student in correcting any absenteeism problems by seeking appropriate and positive resolutions to them.
- D. Notifying the parent or legal guardian of any meetings to be held by the Academic Review Board.
- E. Notifying parents or legal guardian of the results of the Academic Review Board Hearing in writing.
- F. Recognizing those students with perfect attendance in a manner that emphasizes the importance of attendance at school.

ADOPTED:	March 1985
REVISED:	December 1985
REVISED:	August 1986
REVISED:	November 2002
REVISED:	November 2007
REVISED:	December 2009
REVISED:	June 21, 2010
REVISED:	May, 2013

BOARD POLICY

No. 5113 HS

5000 STUDENTS

5113 Attendance Policy (High School)

The academic program at Regional School District No. 8 has been established in an atmosphere where student freedom and responsibility are an integral part of the decision making process. The school maintains that attendance to assigned classes is essential and, therefore, has established an attendance requirement for all courses offered. There are three assumptions or philosophical bases implied in the attendance requirements:

1. That time lost from class is essentially irretrievable in terms of opportunity for instructional exchange.
2. That excessive absences are a drain on the resources of the teacher. These resources can and should be diverted to programs and activities for the educational benefit of students.
3. That a student has an obligation to give as well as receive in the context of the classroom setting.

I. Classification of Absences

Absences will be classified as follows:

A. Excused Absences

The following absences from school are considered to be excused and are not included in the accumulation of the maximum number of absences causing loss of credit.

1. School scheduled absences (including but not limited to science labs, practicums, in-school appointments, interscholastic tournament events, field trips, etc.)
3. Homebound instruction (In any prolonged illness in which homebound instruction has occurred, the absence will be excused from the beginning date of disability through the duration of the homebound instruction.) These excused absences will be excluded also from the count in identifying the 9/18 absence limits.
4. Suspension (in-school and out-of-school).

Work missed during an excused absence must be made up in the time prescribed by the teacher. Failure to make up the work missed within the time prescribed will result in the assignment of a zero (0) grade for the missed work.

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B. Authorized Absences

The following absences from school are considered to be authorized upon receipt of a written explanation of the reason for the absence from the student's parent/guardian:

1. Illness (including medical, dental, orthodontic appointments, for example)
2. Religious observance (required by tenets of the professed faith)
3. Unforeseeable family emergency
4. Court appearance
5. College visitation
6. Other educational experience*

*Other Education Experience

The Board of Education believes that regular attendance in class is essential to excellence in education. It recognizes also the validity of other educational experiences outside of the regular classroom. The Board encourages these experiences to be scheduled during the regular school vacations. However, when circumstances prevent such scheduling, the parent must write a statement two weeks prior to the educational experience describing the following:

- a. the nature of the proposed educational experience.
- b. the need to schedule this type of experience outside of regular vacation time.

When a student must be absent from school, parents should call the school no later than the day of the absence and provide notification of the reason and expected duration of the absence. Failure by the parent to notify the school of such absences may result in loss of makeup privileges. In all cases, a written parental explanation of the reason for the absences must accompany the student's return to school or be submitted within three (3) days.

Any student eighteen (18) years of age or over may act in his/her own interest with regard to notification and written explanation of absences. However, a student living at home as a dependent must have the written acknowledgement of his/her parent that he/she will act in his/her own interest in these matters. If this acknowledgement is on file, the student should notify the school by telephone no later than the day of the absence and must provide a written explanation for the absence on the day of the return to school. All such students are subject to all provisions of this policy.

Failure to comply with the above procedure will result in unauthorized absence status.

Work missed for an authorized absence must be made up in the time prescribed by the teacher. Failure to make up work missed within this time will result in the assignment of a zero (0) grade for the work missed.

C. Unauthorized Absences

Unauthorized absences are those, which occur for reasons other than designated as excused or authorized. A grade of zero (0) will be entered by the teacher for whatever work was done by the class, or due in class on the day of the unauthorized absence.

Three unauthorized tardies to class equal one unauthorized absence from class. A grade of zero (0) will be entered for daily work on the day of the third tardy. A student whose schedule makes getting to class on time difficult may appeal the allowed passing time through an administrator.

II. Absence Limit (Loss of Credit)

No student may receive course credit if he/she has been absent more than eighteen (18) class periods during the school year for a full credit course or more than nine (9) class periods for a half credit course. Only authorized and unauthorized absences from class will be calculated in accumulating the maximum number of absences.

Denial of course credit because of excessive absence will not affect course grades that will be awarded as earned. In such cases, course grades will appear on both the report card and the final transcript with an indication that credit has been lost because of absence in excess of board policy. No credit toward graduation, class rank or distribution requirements will be awarded. However, completion of a course with the appropriate passing grade may be used to meet the prerequisite of a subsequent course. Course grades earned with credit loss shall be used in calculating honor roll and co-curricular eligibility requirements.

III. Review Procedures**A. Extension of Allowable Number of Absences**

A student who anticipates accumulating more than nine (9) absences in a half credit course or more than eighteen (18) absences in a full credit course may appeal to an Academic Review Board for a waiver to extend the number of allowable absences by a specific number of authorized absences not to exceed 18 absences in a half credit course or more than 36 absences in a full credit course. The Academic Review Board will consist of an administrator and the student's guidance counselor. Extensions will be granted to students who have four (4) or fewer unauthorized absences in a full credit course or two (2) or fewer unauthorized absences in a half credit course and who demonstrate a willingness and ability to complete the required course work. Any unauthorized absence that occurs after the 9/18 absences will result in loss of credit. The Academic Review Board must reconsider any situation where the extension of authorized absences is exceeded or violated. Extensions will be denied generally in the case of students with more than four (4) unauthorized absences in a full credit course or more than two (2) unauthorized absences in a half credit course.

B. Restoration of Course Credit

Any student who has accumulated the number of absences that will result in loss of credit will have his/her case reviewed by the Academic Review Board. The student will be present during the review. A parent/guardian also may be present, but will not be required to attend. Credit will be restored if a majority of the Academic Review Board so decides. Restoration of credit generally will be granted to students who have four (4) or fewer unauthorized absences in a full credit course or two (2) or fewer unauthorized absences in a half credit course and who demonstrated a willingness and ability to complete the required course work. The Academic Review Board must reconsider any decision where after restoring credit, the extension of authorized absences is exceeded or violated. Restoration of credit generally will be denied in the case of students with more than four (4) unauthorized absences in a full credit course or more than two (2) unauthorized absences in a half credit course.

In determining whether credit in any particular course should be restored, the Academic Review Board will consider the pattern of absences and the reasons for absences. The Board will also evaluate a student's effort to make up work missed in a course as a result of absences. In addition, the Academic Review Board may choose to consult with the classroom teacher in order to assess the extent of a student's effect of classroom absence in a particular course.

The student and his/her parent or guardian will be given written notice of the decision of the Academic Review Board as well as the reasons for such decision. Should the decision be adverse to the student, the student will be informed of his/her right to appeal. Such an appeal shall be to the building principal, unless the administrative member of the Academic Review Board was the building principal, in which case the appeal shall be processed to the superintendent of schools. Notice of such appeal must be made to the appropriate administrator with five days of receipt of the decision of the Academic Review Board. The decision of the principal and of the superintendent of schools on such appeal shall be final.

IV. Accuracy of the Record

Each teacher shall record all absences and tardies each period. The administration will convert unexcused absences and tardies to excused upon receiving appropriate documentation from parents and/or students. Upon returning to school, the student will be informed whether his/her absence has been classified as excused, authorized, or unauthorized. Notification to the student of any unauthorized absence shall be made in writing. The student shall have five days to appeal this classification if he/she believes that it is unfair or incorrect.

V. Student Responsibilities

The student is responsible for the following:

- A. Attending all classes regularly in order to benefit from continuity of instruction, sequential presentation of material, and class interaction.

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- B. Having absences classified by school personnel when required upon return to school from an absence.
- C. Presenting verification on the appropriate form to the teacher of the excused, authorized or unauthorized absence status upon return to class.
- D. Completing all work assigned for excused and authorized absences, and submitting it to teachers in the prescribed time frame.

VI. Teacher Responsibilities

The teacher is responsible for the following:

- A. Keeping accurate attendance records and submitting all absences and tardies each period.
- B. Recording all absences as excused, authorized, or unauthorized.
- C. Providing assignments and scheduling make-up for excused and authorized absences.
- D. Notifying the student at the first unauthorized absence, or for failure to make up the work of an excused or authorized absence, that a grade of zero (0) has been given and that a grade of zero (0) will also be given for each subsequent occurrence.
- E. Participating in the conference arranged by the counselor with the student and the parent if requested by the parent.

VII. Parent/Guardian Responsibilities

The parent/guardians are responsible for the following:

- A. Stressing the importance of regular school attendance and having children in attendance every day school is in session.
- B. Notifying the attendance office when his/her son/daughter will be absent from school.
- C. Scheduling appointments for the student outside of school hours.

VIII. Administrative Responsibilities

The administration is responsible for the following:

- A. Maintaining accurate attendance records and documentation of notification and/or actions taken.
 - B. Notifying the parents or legal guardian electronically of each unauthorized absence.
- C. Assisting the student in correcting any absenteeism problems by seeking appropriate and positive resolutions to them.
- D. Notifying the parents or legal guardian of a student who has accumulated half the maximum allowable number of absences, authorized or unauthorized, and providing for a conference if requested by the parent.
- E. Notifying the parent or legal guardian by mail of any meeting to be held by the Academic Review Board.
- F. Notifying parents or legal guardian of the results of the Academic Review Board hearing and the appeal process in writing.

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