

REGULATION

R 5200.1 HIGH SCHOOL ATTENDANCE

A. Notice of Absence

A parent or guardian must call the attendance office on the morning of their child's absence from school. If the student is absent in the afternoon a telephone call is required at that time. Failure to make contact may result in an unexcused absence being recorded for the student.

B. Student's Absences

When a student accumulates twenty absences he/she shall receive no credit for the course and shall be assigned to a study hall for the remainder of the school year.

Students shall be excused by the attendance office for the following reasons:

1. Physical or emotional illness;
2. Senior illness or death in the immediate family;
3. Remedial health treatment;
4. Visitation to colleges for the purpose of exploring possibilities of admission;
5. Driving test;
6. Required attendance to court.

It is important to note that although these absences are excused they are applied toward the total number of allowable absences.

Field trips, suspensions, school related activities, and all absences for religious holidays as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy.

Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction shall also be made available after a student is absent for two consecutive weeks. The attendance office and the Attendance Appeals Committee will act upon cases of extenuating circumstances and inform teachers of this situation.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the attendance office at the beginning of the school year, or immediately at the onset of the illness.



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C. Class Cutting and Truancy

Students who are absent from class without authorization while being in attendance in homeroom of that day shall be referred to the attendance office for cutting class. Cutting class is a serious offense and appropriate disciplinary action will be effected. A student receiving a total of fourcuts in any full year course shall result in his/her losing course credit. He/she will be removed from the class and assigned to a study hall for the remainder of the school year. Students who are truant (absent from school without authorization) shall have cuts recorded in each class missed that day.

D. Class Make-Up Assignments

Students are required to complete make-up assignments for all absences whatever the cause.

E. Extended Absences

On occasion it may be educationally valuable for students to be absent from school for special reasons. Permission to be excused up to and including five days may be granted if a written request for such absences is submitted to the attendance office and approved by the Principal.

F. Excessive Absence Notice

Teachers will notify students and parents by letter when the student reaches each of the following:

Full year courses

1. 8 absences;
2. 14 absences;
3. 18 absences;
4. 20 absences.

G. Appeals Hearing

A completed Appeals Form must be presented to the attendance officer by the student no later than three days after the receipt of notification of loss of credit.



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Appeals to the Principal must be made in writing within two school days of receipt of the Attendance Appeals Committee's decision.

Parents/guardians may be present and must submit all supportive data (court reports, medical records, etc.) to the Appeals Committee at the hearing.

H. Homeroom Attendance

1. Pupils must be in homeroom on time at 8:15 a.m.
2. Pupils who are late to school will report directly to the attendance office for an admittance slip. Failure to do so will result in the student being listed as absent for the day.
3. Continued tardiness may result in a student being assigned school detentions. Chronic tardiness may result in a parent conference or a suspension.
4. Tardy pupils who fail to report to the attendance office will receive detention. Second offense may mean a parent conference or a suspension.

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