

ROSE BUD HIGH SCHOOL

ATTENDANCE/ABSENCES

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Absences will be of 3 types, A, B, and C absences.

- **Type A** (excused absences) are absences for which parental or professional documentation is presented. A maximum of three (3) such days per semester are allowed to be documented with parent notes stating the medical nature of each absence. Beyond three (3) such absences, medical documentation from a licensed doctor must be presented for each absence. Professional documentation can be from a medical doctor, judge, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student. **A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.**
- Absences for funerals (no more than 1 day per funeral) are considered Type A absences with proper documentation. Type A absences are excused, unlimited in number, and all missed work can be made up, but they count as absences. Other absences which would be considered Type A are:
 1. To participate in the election poll workers program for high school students
 2. To serve as a page for a member of the General Assembly
 3. Observance of recognized holidays observed by the student's faith
 4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, or has returned from deployment to a combat zone or combat support posting
 5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency
 6. Due to the student having been sent home from school due to illness.
- **Type B** (unexcused absences) are absences that are not defined above; with or without documentation from parents; or have professional documentation that is not presented within the timeline required by this policy. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation. Type B absences are limited to seven (7) per semester. Type B absences are not excused, however missed work can be made up. Excessive Type B absences (more than 7 per semester) will result in loss of credit and a grade of F in each course affected. Parent/guardians will be notified when a student has missed 4 days in a class. Documentation from parents will only be accepted within ten (10) school days upon a student's return to school
- **Type C** absences are absences resulting from a suspension or expulsion. Type C absences are unexcused and students receive a grade of zero for all work missed while absent. Excessive unexcused absences shall not be a reason for expulsion or dismissal of a student.

Students participating in school sponsored activities will not be counted absent.

If any student's Individual Education Program (IEP) or 504 plan conflicts with this policy, the requirements of the student's IEP or 504 plan take precedence.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Students are required to sign in and out in the office when arriving or leaving campus other than at the regular start and end of the school day. Students are only allowed to be signed out during the day by a parent/guardian or after the office has received notification from the parent/guardian.

Any student leaving school during the day must, in all cases, sign out.

- Failure to sign in and out will result in disciplinary measures that range from Saturday school to suspension.

Students will be permitted to turn in all work missed due to an absence under the following rules:

1. Students will have as many days to turn in make-up work as were missed, with this exception; assignments given before the absence, are due on the first day returning. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
2. The student must turn in to the teacher the make-up work without the teacher asking the student for it. It is the responsibility of the student.
3. Providing a student receives make-up assignment and is not in school the day it is due, then it is due the first day the student returns to school.

Any student who has not completed all work and tests assigned at the end of the semester shall receive an "I" (incomplete) for the semester. The student shall have two (2) weeks to complete the work and/or tests for the semester, or the "I" becomes an "F" for the final grade except for extenuating circumstances, such as illness.

A student will be counted absent if fifteen (15) or more minutes are missed in a fifty(50) minute class period.

A student arriving after the bell has rung to begin a period shall be deemed tardy.

A student will receive an absence in a class for every tardy after 4 in that specific class.

AMI Days: Grades and Attendance

7-12th grade AMI work should be assigned to Google Classroom. Student attendance for grade 7-12 will be take via completion of Google Classroom assignments, after three days that school is back in session. Student will be counted absent for work not completed during this timeframe.

