

## STUDENT ATTENDANCE RULES REGULATION

### Excuse Absence

Excused absences will be granted for the following reasons.

1. Personal or family illness or death
2. Medical appointments
3. Legal matters
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by the student's religious affiliation, including any days required for travel to and from the site where the holy days are to be observed.

It is the responsibility of the parent to notify the school by 10:00 a.m. of the day of the absence if the child is to be absent for one of the above reasons. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may make up all work missed without penalty. It is the responsibility of the student, on the day of the return, to make arrangements to see that the work is made up. Two days for each day absent will be given for work to be made up, with a maximum of ten (10) day allowed.

### School Activities Ten-Day Rule

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating in school-sponsored activities. One day for each day absent will be given for work to be completed, with a maximum of five (5) days allowed.

### Absence by Arrangement

Absence by arrangement in an absence in which the parents/guardians deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five (5) days of absence by arrangement each year.
2. A student may make up all work missed without penalty. One day for each day absent will be given for work to be completed, with a maximum of five (5) days allowed.
3. In order to take an absence by arrangement, the parent/guardian must submit, at least two days prior to the absence, a personal request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up one day for each day absent, with a maximum of five (5) days allowed. However, one point per unexcused absence will be taken from the student's nine-week average.

### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during the truancy. One point will be

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deducted from the student's nine-week average for each instance of truancy. The student may be subject to further disciplinary action.

**Tardies**

1. A student is tardy who is not in his/her assigned room when the bell to begin the period sounds.
2. A student who is more than thirty (30) minutes late is counted absent for that period. A student who is two (2) hours late will be counted ½ day absent.
3. Each three tardies will constitute an unexcused absence from that class.

**Appeal**

Any student who exceeds the absentee limit and feels he/she has "just cause," may appeal to the building principal for reinstatement of credit. Consideration will be given as to the reason for the absence, as well as to the attempts by parents to minimize the absenteeism.

**Notification**

The appropriate principal will be notified by the individual teacher when a high school student has obtained 6, 8, and 10 absences in a class or when a K-8 student has obtained 10, 14, 18, and 20 absences. The principal will in turn notify the parents/guardians either by phone or letter as to the student's situation and will discuss it with the student.

**Internal Activities Review Committee**

1. The Internal Activity Review Committee shall be appointed by the board of education to review this policy and regulation. The committee's recommendations shall be presented to the board at its June meeting.
2. The committee shall review the dates and purposes of proposed activity absences and recommend to the board the status of each date.
3. The committee shall hear cases of extreme hardship or emergencies and make recommendations to the board.
  - a. All requests shall be made in writing on the prescribed form, with all information completed.
  - b. A student must maintain a 2.5 average for the current school year before the request will be reviewed.
  - c. All recommendations of the committee shall be approved or denied by the Amber-Pocasset Board of Education before the activity absence shall occur. In the event that a board meeting shall not be available, the superintendent shall make the decision and report to the board at its next meeting.
4. Committee members are appointed for a period of one (1) year.
5. The committee shall be composed of a representative of each approved organization in the school and the principals.
6. The decision of Amber-Pocasset Board of Education shall be final.