

ATTENDANCE POLICY (SUMMARY)

OBJECTIVES OF THE POLICY

- Increase school completion for all students
- Raise student achievement and close gaps in student performance
- Identify attendance patterns in order to design attendance improvement efforts
- Know the whereabouts of every student for safety and other reasons
- Verify that individual students are complying with education laws relating to compulsory attendance
- Determine the District's average daily attendance for State aid purposes.

ATTENDANCE POLICY HIGHLIGHTS

Absences, tardiness and early departures are either “**excused**” or “**unexcused**”. Examples of EXCUSED absences are:

- Personal illness
- Severe illness or death in the family
- Religious observance
- Quarantine
- Required court appearances
- Medical appointments
- Approved college visits
- Approved cooperative work programs
- Military obligations
- Administratively approved school-sponsored activities
- Other extraordinary reasons as approved by the administration

Unexcused absence, tardiness, or early departure are those that do not fall into one of the excused categories. Examples of UNEXCUSED absences are:

- family vacations
- oversleeping
- hunting
- baby-sitting
- hair cut
- obtaining a learner's permit for a driver's license
- road test for a driver's license

ATTENDANCE & COURSE CREDIT

Classroom Participation is related to and affects a student's performance. For purposes of this policy, classroom participation means that a student is in class and prepared to work. For each marking period, a certain percentage of a student's grade will be based on classroom participation.

In addition, students in grades 9-12 will not be permitted to repeat a course in summer school, if the student's absences in that course exceed 28 days for full year courses or 14 days for half year courses. **EXCUSED** absences, tardiness or early departures of students who have completed assigned make-up work, tests, etc. shall not be counted as absences under this requirement.

The policy includes suggested incentives to improve student attendance, disciplinary consequences and an intervention strategy process to help students and parents overcome attendance problems. The responsibilities of the principals and Board of Education are also listed.

The full policy is posted on the district's website,

<http://www.cheektowagacentral.org>.

Copies also are available from the District Office by calling 686-3606.