
DESCRIPTOR TERM:

District 370 Policy
File Code: 8.01

Students

Attendance Policy	1992	9-14-92
Amended & Adopted	2000	3-13-00
Amended & Adopted	2003	8-11-03
Amended & Adopted	2006	8-14-06
Amended & Adopted	2014	

Attendance Requirements

All students are required to be in attendance to the standards set forth in this policy. The Board may deny a promotion to the next grade or deny credit for a class to any student who has not met the established attendance standard. Absence from class for any reason, including family convenience, shall be counted when the attendance standard is assessed and eligibility for promotion or credit is determined. Activity absences that fall within policy guidelines will not negatively impact the standard calculation. Except in extraordinary cases, students are expected to be present at school and in their assigned classroom(s).

Grades K-8

In grades K-8, a student absent over twelve (12) days per school year will face possible denial of promotion to the next grade level (retention). Consideration will be given to absences occurring as a result of extraordinary circumstances. Extraordinary circumstances may include, but are not limited to, verified illness or incapacitation, death in the family or death of close friends, and health care appointments.

Should the principal recommend a student for retention, based in part or whole upon the student's attendance record, the parent/guardian will be provided written notification. If the parent/guardian has valid reasons to believe that all or part of their child's absences are the result of extraordinary circumstances, he/she may request a review of the retention recommendation following the appeal process established in this policy.

Grades 9-12

Any student, who for any reason, is absent from class more than six (6) days in any semester in grades 9-12 may be subject to the loss of credit in that class for the semester.

~~Any absence(s) beyond the six (6) allowable absences per class, per semester, shall result in no credit given (e.g., zero grade) for any assignment, exam, and/or participation grade due or awarded on the date of the absence. However, if extraordinary circumstances exist, then on a case by case basis, the principal will have the authority to allow the award of credit for any assignment, exam, or participation credit due or awarded on the date of the absence.~~

Consideration will be given to absences occurring as a result of extraordinary circumstances. Extraordinary circumstances may include, but are not limited to, verified illness or other incapacitation, death in the family or death of close friends, and health care appointments.

Absences for school-initiated activities (e.g., class field trips, athletic events/travel) shall not count toward the six (6) allowable days of absences per class, per semester.

If the parent/guardian has valid reasons to believe that all or part of their child's absences are the result of extraordinary circumstances, he/she may request a review of the denial of credit following the appeal process established in this policy.

Retention/Loss of Credit Appeals Process

For students subject to retention or loss of credit due in part or whole to their attendance record, their parent/guardian may appeal to the Attendance Review Committee (ARC) in their respective building. The ARC shall be comprised of, at a minimum, the building principal and the school counselor. All appeal requests must be made, in writing, and delivered to the principal no less than ten (10) calendar days after being informed by the administration of the decision to retain or of the denial of credit.

In the event that the parent/guardian chooses to appeal the decision of the ARC, it must be made in writing, and delivered to the superintendent no less than ten (10) calendar days after the decision by the ARC has been rendered. The Board of Trustees will act on the appeal no later than their next regularly scheduled meeting.

Excused Absence

An absence is considered to be excused when parents/guardians have prior knowledge and approve of the absence, and the parent/guardian has properly notified the school. A phone call or a written excuse from the parent/guardian is required for each day a student is absent.

Schoolwork missed during excused absences may be made up with full credit within a period of time not to exceed twice the time missed or ten (10) school days whichever is less [i.e., students will be allowed two school days for each day absent, not to exceed a total of ten (10) school days, to complete assignments or tests]. When a planned, approved absence is impending, students/parents/guardians are to contact the appropriate school officials regarding completing assignments prior to the absence.

Unexcused Absence

If within two (2) days of a student's absence, the school has not received from the parent/guardian the proper notification of their child's absence, the absence is considered unexcused, which will result in a zero for each class period missed for any assignment, exam, or participation credit due or awarded on the date of the absence..

Truancy

When a student is absent from any portion of a class or school day without the foreknowledge and approval of the principal or parent/guardian, the student is considered truant.

Disciplinary action upon truancy:

First Truancy:

- Principal notifies the parent/guardian of the truancy
- Principal, parent/guardian, student conference
- Loss of credit for any assignment, exam, or participation credit due or awarded during the truancy
- Any additional consequences as determined by the administration

Second Truancy

- Principal notifies the parent/guardian of the truancy
- In-school suspension
- Principal, parent/guardian, student conference
- Loss of credit for any assignment, exam, or participation credit due or awarded during the truancy
- Any additional consequences as determined by the administration

Third Truancy

- In-school suspension pending Board of Trustees hearing on charge of habitual truancy
- Loss of credit for any assignment, exam, or participation credit due or awarded during the truancy
- Any additional consequences as determined by the administration

College Visitations

Students in grade twelve (12) who are on track to graduate (have earned 32 credits or more and a 2.0 grade point average in their CORE classes) will be allowed two (2) college visitation days during their senior year. It is the student's responsibility to provide the attendance office with documentation from the respective college they are planning to visit. If a student requests a third (3rd) college visitation day, it will count as one of the student's six allowable absences for the semester.

Activity Participation Absence

Any student, to participate in extracurricular activities must be in attendance in school a minimum of five (5) periods on the day of the practice, sporting event or any other activity. In case of an absence, the principal or designee must certify to the coach extenuating circumstances verified by a note from a healthcare professional. A note or a phone call from the parent or guardian may verify extraordinary circumstances such as a serious family illness or death in the family. If the above criteria have been certified, that student will be permitted to practice, play or participate.

If a student participates in extracurricular activities without proper verification, the student will be withheld from the following scheduled activity (e.g, the next practice or game).