

**GUIDELINES FOR IMPLEMENTING STUDENT ATTENDANCE REGULATIONS
(High School)**

To receive credit, a student must be in attendance for 120 hours in any one-unit course. Any student who misses school must present a written excuse, signed by a parent/legal guardian, or a medical excuse within three days after returning to school. If this excuse is not turned in within three days, the absence will be unlawful. The maximum number of days that will be recorded as lawful absences with parent notes will be three days per semester unless there are widespread documented virus/influenza outbreaks identified within the school community.

Students will be considered lawfully absent under the following circumstances:

- He/She is ill and his/her attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in his/her immediate family.
- There is a recognized religious holiday of his/her faith.
- Activities approved in advance by the principal.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

Students will be considered unlawfully absent under the following circumstances:

- He/She is willfully absent from school without the knowledge of his/her parent/legal guardian.
- He/She is absent without acceptable cause with the knowledge of his/her parent/legal guardian.
- He/She is on an out-of-town trip/vacation.

All students must be in class two-thirds of the class to be counted present. This is 60 minutes for a 90 minute class. All absences must be made up by the last scheduled make-up school session each semester.

Students who participate in extracurricular activities, such as sports, concerts, and prom must be in attendance at least one-half of the school day (two blocks) on the day of the event or the previous school day if the event falls on a weekend.

Student Attendance Intervention Plans (SAIPs)

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/legal guardian for a conference. The purpose of this conference is to identify reasons for the student's absences and to complete a Student Attendance Intervention Plan (SAIP). Students who exceed the maximum number of absences allowed may be referred to the family court for truancy if under the age of seventeen.

Make-up School

In order to receive one Carnegie unit of credit, a student must be in attendance in accordance with state law. If a student has been in attendance for less than 120 hours in any one-unit course, he/she is required to attend make-up school sessions.

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking high school credit courses must have a minimum of 120 seat time hours, as well as meet all minimum requirements for each course.

Any student with more than six absences (whether lawful/unlawful or excused/unexcused) in a high school course must attend make-up school to be awarded credit for the course. The number of days available for attendance in a given semester may fluctuate from year to year. The six-absence allotment, which requires make-up school attendance beginning with the seventh absence in a given course, provides consistency in communication regarding make-up school and ensures all students are in attendance for the minimum 120 hours in a given course.

District high schools offer make-up school to provide students the opportunity to make up needed seat time outside the regular school day. Each school will set, staff, and publish a make-up school session calendar. Students and families should adhere to the following points:

- It is the student's responsibility to remain aware of needed seat time in each course and utilize the school's make-up school calendar to make up needed seat time.
- Schools will not be able to hold make-up school sessions based on individual students' school, work, or athletic schedules.
- Make-up school sessions must be supervised by a school staff member determined by the school. Students may not make up seat time in after-school or weekend athletic or extracurricular activities.
- Students will be charged for make-up school sessions.
- Needed make-up school sessions must be attended or the student will fail the course due to attendance.

Students who miss more than the allotted number of absences are required to attend make-up school sessions. There are two exceptions. Absences due to out-of-school suspensions are not required to be made up. Absences due to limited medical conditions specified by the district or state are not required to be made up.

Students may only make-up time between 7 and 10 absences. After 10 absences, students will not be able to make up time unless there are extenuating circumstances determined by the principal. Extenuating circumstances include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load.

All make-up time must be completed within fifteen business days from the last day of the course(s).

If requested by the principal, the Executive Director of Secondary Education may extend the time for student's completion of the requirements due to extenuating circumstances that include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond fifteen business days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

If the student does not attend any type of make-up school session, a "Failure due to Attendance"

will be recorded for the course(s) at the end of the semester. For courses in which the student has failed due to attendance, the final grade shown on the student's transcript must be an FA, no matter the numerical grade.

A student may apply for competency-based credit through his/her high school. He/She must meet all of the following conditions:

- course average of 60 or greater,
- final exam of 60 or greater,
- documentation of every absence submitted to the school within three days of the student's return from the absence, and
- submission of application to the principal for approval.

Students and families should note that – for attendance purposes (i.e., to avoid charges of truancy and ensure absences are lawful) – a student who misses school is expected to present a written excuse for every absence, signed by a parent/legal guardian, or a medical excuse within three days after returning to school.

If the student does not apply or is not approved for competency-based credit through his/her high school, he/she is required to attend make-up school sessions in order to receive credit. These sessions must be attended, or the student will fail the course due to attendance.