

## **503L STUDENT ATTENDANCE; HIGH SCHOOL**

### **I. PHILOSOPHY**

Attendance is a major concern of everyone at New York Mills High School. Absences affect student performance. Data collected by our staff indicates a significant correlation between student absences and achievement.

### **II. POLICY**

#### **A. Maximum Absence Rule**

If a student accumulates more than five unexcused absences for one trimester he/she will lose credit for his or her class (es).

#### **B. Attendance Participation Grade**

A daily participation grade based upon attendance is part of each course offered at the New York Mills High School. Students with unexcused absences will receive no participation credit and will receive partial credit for the work made up. The work will be critically graded.

#### **C. Make-up Policy**

All work for absences must be made up!

### **III. CLASSIFICATION OF ABSENCES**

#### **A. Situations not counted in the maximum absence formula.**

1. School Authorized Absences. These need to be verified at the time of the absence and are not counted in the 4 maximum absence rule. Make up work is required. Examples consist of, but are not limited to, school authorized absences such as:

- Qualifying number of religious holidays

- Death in immediate family

Attendance at school events, during the normal school day, in school activities like FFA, student council, knowledge bowl, athletic and music events, are not considered absence from school.

2. Excused Absences. These need to be verified at the time of, before or upon returning to school and are not counted in the maximum absence rule. Make up work is required. Examples would be illness, funeral attendance, family emergencies, prearranged absences with parental permission. (Refer to Parent/Student Handbook)

3. Suspensions From School. These absences are not counted in the maximum rule and make work is required.
- B. Situations counted towards the maximum absence formula.
1. Unexcused Absences. All absences not otherwise excused are unexcused. These absences are counted in the 4 maximum absence rule.
  2. Tardies. Three unexcused tardies are equivalent to one unexcused absence in the class and are counted toward the maximum absence rule. After losing two days to the maximum absence rule for six tardies, the student will be referred to the appropriate principal for further disciplinary action.
  3. Truancy. As defined by current statute.

#### **IV. NOTIFICATION**

Parents and students will be notified in writing of the decision of loss of credit by the building principal or designee. Parents will be notified during the year any time a student has accumulated 4 of 5 unexcused absences. Notification will be made through the principal's office.

#### **V. THE APPEAL PROCESS**

An appeal process for students and parents to present and discuss extenuating circumstances is available.

- A. Any request for appeal of loss of credit shall be made in writing within five days of notification of loss of credit.
- B. The student appeal will be heard by the building principal, his/her counselor and committee of classroom teachers.