

Attendance Guidelines

ATTENDANCE

Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. If it becomes necessary to leave school at any time, a student **must** have permission from the principal.

Students who are absent from any class or from school for any cause, will submit a note from their parents, guardians, or physician stating the cause for absence and the dates of absence. **The student must present the note to the office or to his/her teacher within one week of the absence.** Every absence will be recorded as excused or unexcused. Please note new changes in the attendance policy that was passed by The Board of Elementary and Secondary Education (BESE). When a parent submits a written note that their child was ill, it enables the child to make up any work missed. However, this excused absence will still count as an absence against the student according to the new laws. The only exceptions are those noted in the policy below. Elementary students missing more than 18 days per year may **not** be given credit for the year's work. **Any student missing 18 days or more a year (not including doctor's excuses or extenuating circumstances), will be retained in the current grade level or placed in the next grade level pending an SBIT decision.**

➤ **MAKE-UP WORK DUE TO EXCUSED ABSENCES**

Students who miss four (4) or more consecutive days will be allowed ten (10) school days, from the date of return, to make-up assignments. Students who miss less than four (4) consecutive days must make-up assignments missed within five (5) school days. It is the responsibility of the student to make arrangements with the teacher to make-up work missed. If the student misses only the day of the assigned test, upon returning he/she MUST take the test. If a student has ten (10) or more consecutive days of excused absences, his/her make-up work procedures are to be handled at the discretion of the principal.

➤ **MAKE-UP WORK DUE TO SUSPENSION**

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive partial credit which will be 25% of the original possible points for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive partial credit which will be 25% of the original possible points for such school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.