

STUDENT ATTENDANCE (REGULATION)

1. **MAXIMUM DAYS MISSED**
 - A. A student is obligated to attend school. Gore School regulations require that students have 90 % attendance in each semester. If a student has been absent more than 10% of a semester, the student may be given an IA grade (Insufficient Attendance regardless of the quality or amount of work completed.) This shall apply unless a student has been granted an hardship by the attendance review committee and/or boe.
 - B. If a student misses more than 10% during a semester, letters will be required which document the reasons in order to grant a "hardship." If the student is granted a "hardship" the building principal will authorize the classroom teacher to record the earned grade.
 - C. Students having any Unexcused Absences MAY NOT be eligible for a "hardship."
 - D. Hardships must be filed before the end of the semester for which the request is made.

2. **ABSENCES**
 - A. A student is considered absent from school regardless of cause, unless the absence is in the performance of school business as a qualified activity absence. Field trips and other approved class activities will be considered as school business.
 - B. A student must report to the principal's office immediately upon returning to school following any absence. This should be done before 8: 15 a.m. At that time the student will obtain an "admit slip" or electronic notification sent by registrat/designee from the principal's designee marked excused or unexcused. Excused absences require documentation of the absence for approved reasons as outlined in the student handbook.
 - C. When a student is absent, no matter what the reason, the parent or guardian should call the principal's office to explain the reason for the absence or send a signed note.
 - E. Any teacher who takes students on a trip sponsored by the school will provide the principal a list of all participating students in advance of the trip. This will entitle each student to a "Do Not Count Admit" which permits the student to make up the work.
 - F. Excused Absences: an absence which results from personal illness, serious

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illness or death in the student's immediate family, a funeral attendance, any absence which is considered excused by the building principal, or an absence by arrangement will be considered an excused absence. Make- up work will be permitted for excused absences.

- G. Unexcused Absences: All absences not considered excused in Section 6.2-F will be considered unexcused absences. Three (3) unexcused tardies as described in Section 9 will constitute one (1) unexcused absence. Students who incur unexcused absences will not be allowed to make up the work missed.
- H. Truancy: An absence without the knowledge and consent of the parent or guardian and building principal will be considered truancy. The term truancy will include instances when the student leaves school without the permission of the principal, when the student is physically present in school, but does not attend class, and when the student obtains permission to go to a specified place but does not report there. A student who is truant will not be entitled to the privilege of "make-up work" for such absences, and will be subject to disciplinary action.
- I. Absence by Arrangement: These are absences in which the parent deem it necessary that a student miss school for reasons other than those that fall within an excused absence.

(THESE DAYS WILL COUNT AS PART OF THE 10 TOTAL ALLOWED PER SEMESTER.)

- 1. A student may take up to five (5) days of absence by arrangement per semester. (Can not exceed 10, per semester)
 - 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to make up missed work.
 - 3. In order to take an absence by arrangement, the parent, or guardian, must submit a written request for the student to be absent at least two days prior to the absence. If the request is not made as required, the absence will be treated as an unexcused absence.
3. MAKE-UP WORK

A student entitled to make up work will be given two (2) days in which to make up the work missed for each day absent. If absent two (2) days, the student will have four (4) days to make up all class work and homework. Make- up work should be turned in as completed. The student may not wait until the last day to turn in all work after an extended absence. It is the student's obligation to come to the

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teacher to make inquiries concerning work missed. If a student is absent and a test is given, the teacher will decide when to administer the test.

4. **TARDIES**

- A. Being on time is an important habit to form. The break between classes given ample time for all students to reach the next class if they do not loiter on the way.
- B. A student late to class will be marked tardy. If a teacher detains a student in one class, the teacher should give a written explanation of the tardiness for that student to present to the next teacher, so that the tardiness will be excused.
- C. Teachers will determine whether a tardiness will be excused or unexcused. Excessive tardiness will be called to the attention of the principal.
- D. Three (3) unexcused tardies will equal one (1) unexcused absence.
- E. After a student is tardy 3 times in a nine week period, a disciplinary referral will be sent to parents.

5. **EFFECT OF ATTENDANCE ON GRADES**

There will be no direct reduction in grades for absences; however, grades will be directly affected by not allowing make-up work for unexcused absences and indirectly affected by missing the instruction offered for the day absent.

(This section does not change Section 6.1 requiring no more than 10 missed in one semester.)