

ATTENDANCE POLICY REGULATION

In accordance with the policy of the board of education, each student in High School and Upper Elementary School (See FDC-R2 for K-6) is required to attend each class a minimum of 90 % of the time in order to receive credit for that class. A maximum of 10% a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in anyone class.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters
4. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent. The school will attempt to contact those students' parents who do not call by automated notification system if the parent has phone service and updated information.

The parent must send a note or call the day the child returns before the student can be excused. The student may make up all work missed without penalty with an excused admit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

School Activity:

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement:

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement 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 see that the work is made up in order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent.
3. If the request is not made as required, the absence will be treated as an unexcused absence.

Unexcused Absence:

This is any absence that does not fall within one of the above categories, work may not be made up.

More than ten percent absences will result in that student not receiving credit in that class for the semester.

Truancy:

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. The student may be subject to further disciplinary action..

Tardies:

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 25 minutes of the class period late is counted absent for the period.
3. Each three tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10% absence limit and feels he has "just cause," may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.