

# WASHBURN RURAL ATTENDANCE POLICY

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents.

When a student is absent it is the responsibility of the parents to call the Attendance Office (339-4150) on the day of absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:00 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT to class. Any student who is counted absent for first hour will be presumed absent for the entire school day if they do not report to the Attendance Office and get an admit slip.

Students who miss school because of an UNEXCUSED absence will be required to complete the daily work but will not be given credit. Exams and major assignments must be made up by the student in order to receive credit.

The SCHOOL will determine whether the absence is excused or unexcused. Board policy allows USD 437 to accept **only** the following as valid reasons for excusing an absence:

1. Illness- Short or long-term illness (verified by notification from doctor).
2. Medical Appointment- Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. Family Crisis
4. Extended absences- (ie: family vacation) of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. School approved activities
6. Obligatory religious observances

Within a semester grading period, students must attend class, or a school approved activity, a minimum of 90% of the periods the class meets to routinely receive credit. Failure to attend a minimum of 90% will not affect the grade given in any class, but will result in no credit being granted - despite the grade - should attendance fall below 90%. If a student is unexcused absent for more than the first ten minutes of class, the student is counted absent.

A review panel is available, upon request, to determine whether or not credit will be granted if attendance falls below 90% due to exceptional circumstances. If a student or parent requests a hearing with the review panel to gain credit for a class in which absences are excessive, they will have to account for ALL absences, excused and unexcused. There will be no differentiation between excused and unexcused absences when computing total absences in any class. Exemptions from the attendance policy may be granted on a case-by-case basis upon receipt of a medical doctor's attestation that the student's absences were medically necessary. Other unusual circumstances may also be considered at the discretion of administration.

Parents/guardians will be notified by the attendance office when the student has accumulated 75% and exceeded 100% of the allowed absences for each individual class/hour. Notification will be made:

**75% equals 8 absences** (a Parent Courtesy Letter )

**100% equals 10 absences** (Notification by mail)

Parent/Students must contact Chris Ridley in the West Office at 339-4133 to request a meeting with the review committee or credit will be lost.