

TRINIDAD HIGH SCHOOL ATTENDANCE POLICY

Students are encouraged to attend school every day. The Board believes that by being in school, students will receive the full benefit of their education. The school administration will make the final decision on whether an absence is excused or unexcused.

The following procedures shall be followed for excused absences:

1. Parents are encouraged to call the school between 7:30 A.M. and the end of the school day, to indicate that the student is absent and the reason for the absence during the day.
2. If parents do not call, they will send a note to the school on the day that their child returns. Students who return to school without a note or a phone call will be marked unexcused.

The following reasons will be considered acceptable reasons for an excused absence:

1. Professional appointments, doctors, dentist, etc. provided they return with a note.
2. Illness or injury of student or an immediate family member.
3. Death in the immediate family.
4. Student who is in the custody of law enforcement or the courts.
5. School-sponsored or sanctioned activities will not count against the allowable absences.
6. Other as approved by the building administrator.

Loss of Credit for Absences for THS

Students shall be allowed eight (8) absences per year per class without penalty, except that work made up from an unexcused absence shall be given not more than 75% credit. Students with excused absences may make up work for full credit. Students shall have to make up time during Saturday school for the ninth and tenth excused and/or unexcused absence. Upon the eleventh absence, a student shall not receive credit in the class in which an eleventh absence has occurred.

If a parent, believes that the absence has been wrongfully determined, he/she may ask the school administration to review the excuse.

Students are expected to make up the work on any day that they are absent from school. One day will be allowed for each day missed by the student.

Student's suspension/expulsion work will be made up according to a plan developed by the building administrators.

In all cases, the final decision on whether the absence is excused or unexcused will be the responsibility of the building administration.

State compulsory attendance policy

Separate from the policy above, the school shall also follow the State Compulsory Attendance Policy to include legal proceedings following four (4) trancies in one month or ten (10) in a school year, whichever comes first. This policy shall be made available to parents/guardians from the administration upon request.

Adopted: February 2004
Revised: November, 2010

