

Student Absences and Excuses

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

The following procedures should be followed for excused absences:

1. Parents should 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.
2. If parents do not notify the school, the absence may be marked unverified or truant until verification has been made. Students who return to school without a note or a phone call will be marked unexcused.

The responsibility for attendance is shared by students, parents, teachers, counselors, administrators and the district community advocate.

Student responsibilities

1. To attend school for all days of the adopted school calendar
2. To be in class on time, prepared for academic work
3. To contact teachers immediately upon return from absences to receive make-up assignments and deadlines for completing them
4. To complete work as assigned by the teacher when a pre-arranged absence is requested
5. To follow the established school procedure when enrolling or withdrawing from a class

Parent/guardian responsibilities

1. To ensure that the student is attending school
2. To maintain communication with the school regarding attendance
3. To understand that any absence, regardless of cause, has a detrimental influence on student achievement
4. To contact the school (using the appropriate procedure) regarding absences and, in the case of extended home confinement, request make-up assignments
5. To monitor the make-up work of the student who has missed class
6. To know when to expect a mid-term report in the classes in which the student is not working in a satisfactory manner and when to expect report cards
7. To attend and participate in parent/teacher conferences.
8. To contact the school and request a conference with the appropriate administrator upon notification from the school that attendance is not satisfactory
9. To understand that the school is dependent upon parental support in dealing with attendance concerns

Teacher responsibilities

1. To emphasize with students the value of regular attendance
2. To discuss attendance concerns with students individually
3. To notify counselors and/or administrators of attendance concerns of their students
4. To notify parents of attendance concerns
5. To take attendance daily and maintain accurate attendance records according to district policy and school regulations
6. To provide make-up assignments and reasonable deadlines for completing them
7. To utilize instructional methodology which stimulates and motivates students to attend and achieve

Counselor responsibilities

1. To provide counseling and support for students with attendance problems
2. To make appropriate contacts with students and parents concerning attendance problems
3. To ensure appropriate scheduling for students who are identified as having attendance problems
4. To help students identify and make decisions regarding educational alternatives

Administrator responsibilities

1. To inform parents, students and staff of school and district attendance regulations
2. To supervise and administer the attendance policy and regulations
3. To provide parents/guardians with information about their child's attendance record when requested
4. To provide counseling and support for students with attendance problems
5. To develop a systematic notification procedure to inform parents of attendance concerns
6. To assist and to support teachers with the implementation of attendance procedures

Building regulations

In an effort to achieve regular attendance, each building will be responsible for developing procedural regulations and communicating them to their school community at the beginning of each year.

These regulations shall include notification of parents, limits on absences, consequences for unexcused absences/truancies and excessive excused absences, and prevention programs, and intervention programs with guidance from the community advocate for improved attendance and an appeal process.

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Trinidad School District #1

File: JH-R