

## TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and main up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students who are absent without a reasonable excuse, as determined by the principal, may be assigned to detention, in-school suspension, supervised study hall (loss of open campus privileges) or other appropriate disciplinary sanctions. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction will be assigned on a two-for-one basis.

A student who is unexcused for one or more classes for less than a whole school day, may be assigned to detention, in-school suspension or other appropriate disciplinary sanctions that equate to the amount of time they missed. If a student is unexcused for a whole day of classes, he or she may be assigned to detention, in-school suspension, supervised study hall (loss of open campus privileges) or other appropriate disciplinary sanctions. Parents are expected to telephone the school office to report a student's absence prior to 8:30 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

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*Note: If “in-school suspension” is used in the above paragraphs, the following paragraph is recommended for inclusion.*

*In the event the student has not completed all of the student’s assignments while in in-school suspension, the student will remain out of class and in in-school suspension until caught up in every class.*

School work missed because of absences must be made up within two times the numbers of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Approved 2/24/16

Grinnell-Newburg School District, Grinnell, IA