

Administrative Guide for Attendance and Make-Up Work

JED-R

Attendance

High percentage attendance on the job is as important as getting the job in the first place. Attendance at school and classes is the task that teaches that behavior in adults. Since we have only 175 days in school annually, it is most important that each child attend whenever possible.

At the secondary level, where each student is rapidly approaching adult status, students will be allowed five (5) days of absence per semester with parental permission. These absences could include such things as family trips, working at home or any other occurrence that the parents deems necessary for their child.

Upon reaching five days of absences in a semester, the only absences that will be excused include medical doctor's excuses for illness, death in the family or extreme extenuating circumstances that are cleared with the building principal prior to the absence.

Unexcused absences shall be treated under existing Board policy as truancies.

It is recommended that the building principal or his designee contact the parents each successive time following a student's second absence. An immediate telephone call the day of the absence, or a written communication, if the parent cannot be reached by telephone. Parents must be made aware of the attendance status of their children and enlisting their cooperation is probably the method to encourage attendance.

Make-Up Work

For the sake of consistency, all staff members must adopt the following guideline for make-up work following a student's absence. First, learning did occur in the classroom and the student who missed deserves the opportunity to learn what was missed. Make-up work is to be assigned which will insure that happening. Second, if the absence is planned, all student work should be made up prior to the absence.

Staff members should allow two (2) days of make-up time for each day missed. Therefore, if a student misses on a Monday and returns to classes on Tuesday, the make-up work is due when the student reports to class on Thursday (having Tuesday and Wednesday to get the work finished.) Staff members have the flexibility to make special contracts with students if the situation dictates.

Building principals may add to handbooks for use.

Adopted: September 21, 1984