WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY



ATTENDANCE POLICY

A student's achievement and success in school are directly related to attendance. Both students and parent/guardians must understand that students miss a vital portion of their education when they are absent from school while it is true that written work can be completed for makeup; class instruction or presentation, discussions, audio/visual presentations, group work, and student- teacher interactions cannot be duplicated.

This is a general policy on attendance. Parent/guardians are encouraged to cooperate and support the policy, and the school administration is empowered to use its discretion in the enforcement and the application of the policy. This policy does not imply that it is desirable to miss twelve (12) days or twelve (12) classes a semester. The administration and staff of our school encourage all students to have the best attendance record possible.

Each Absence –If the student is not previously excused through the office by the parent/guardian, secretaries and/or home school liaison will attempt to make a contact by phone stating that the student is absent. A school official will report the student absent and offer assistance when appropriate to promote attendance.

8 Absences in a Semester

A letter stating the number of absences the student has had during the semester will be sent to the parent/guardian. A conference including the student, a parent/guardian and the principal will be scheduled. The purpose of this conference is to inform the parent/guardian and the student of the school district attendance policy and the possible consequences of further absences. A plan of action may be drawn up to include intervention for a plan of success.

If parents/guardians do not attend the conference, they will be notified by phone and/or mail.

<u>12 Absences in a Semester</u>

A conference including the student, a parent/guardian and the principal will be scheduled. The purpose of the meeting is to inform the parent/guardian and the student that there is a concern because the student has accumulated twelve or more absences for the semester and any further absences may result in suspension from school for reason of non-attendance. If suspended, the student may re-enroll the next semester.

If the parent/guardian do not attend the conference, they will be notified by phone and/or certified mail of possible action regarding any further absences for the semester.

The building principal may, with the approval of the Superintendent, notify the State's Attorney's office of the lack of attendance by the student.

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Exceptions to absences

All absences will count as one day toward the maximum absences allowed. Exceptions to this policy will be as follows:

- 1. Participation in school sponsored activities no count
- 2. Death or critical illness to immediate family no count up to five (5) days.
- 3. Cases of prolonged absence because of hospitalization or serious illness no count if verified by doctor's statement.
- 4. All situations of absence, not covered by the attendance policy, are at the discretion of the principal.

Grade 9-12 Credit Class Absences

A student who accumulates 12 or more absences in a semester in one or more for credit classes may be withdrawn from those classes and enrolled in study hall for the remainder of that semester. The grade for those courses will be recorded as "F" and that grade will be computed in the student's grade point average and for activity eligibility purposes. When a student is dropped from one or more courses, the parent/guardian will be notified by phone and/or letter.

RST Education Communication

The building principal will provide RST Education Department with copies of all attendance letters sent to the parent/guardian of Native American students. The building principal will contact RST Education Department prior to any referral to the State's Attorney's office in regard to the attendance of any Native American student.

FILE NO: 7.15 Page 2 of 2 Adopted: 7-11-94 Effective: 7-12-10 Amended: 7-12-10, 6-11-12, 7-8-13