

High School Attendance Practices

L'Anse Creuse Public Schools believe that regular and punctual attendance is essential to successful learning experiences. It is understood that circumstances arise throughout the course of the school year that prevent a student from attending school. However, absences should be kept to an absolute minimum. The procedures outlined below underscore the balance between reasonable and excessive student absenteeism and tardiness. Our overall goal is to encourage positive student attendance, while holding students accountable and maintaining consequences for missed instructional time.

Absences that Count Against the Balance:

Unverified Absence (UNV)

- An absence that is not excused by a parent/guardian call within two (2) days following the absence.
- Leaving the building without prior permission from a parent/guardian call to the office.

Verified Absence (VER)

- An absence excused by parent notification to the school within two (2) days of the absence.

Family Vacation - Trip (TRP)

- Absences due to family vacations will count against the student's absence balance.

Make-up Privileges

Make-up privileges are allowed for absences that are excused. Grades can be earned if students make up their work within the same amount of days as the absence. Example: If you miss three (3) days of school, you must make up assignments, quizzes and tests within three (3) school days, starting with the day you return. If work is not made up within this time, a failing grade for the test or assignment may be given at the discretion of the teacher.

Vacations

- Parents are encouraged to schedule family vacations during breaks in the school calendar. If parents choose to take a family vacation outside of the district calendar, the student must do the following prior to the absence:
 - Obtain a Pre-Arranged Absence Form from the office at least five (5) days prior to the start of the vacation, have his/her teachers sign the form as acknowledgement of the absence and submit the completed form to the principal for approval.
 - If this procedure is followed, students will have the opportunity to complete assignments and make up tests. If assignments and tests are not completed within five (5) days of the student's return from an approved vacation, a failing grade for the tests(s) or assignment(s) may be given at the discretion of the teacher.

Procedures for Excessive Absenteeism

To discourage excessive student absenteeism, procedures have been developed to address consequences for excessive excused and unexcused absences. The procedures include the cumulative total of excused and unexcused absences in any one class, per semester.

1. Parents will be notified via Parent Portal, School Messenger, email or US Mail at 6 weeks of a semester and accumulates 6 or more absences (UNV, VER, TRP) in any one class per semester.
2. Parents will be notified via Parent Portal, School Messenger, email or US Mail at 12 weeks of a semester and accumulates 8 or more absences (UNV, VER, TRP) in any one class per semester.
3. Parents will be notified via Parent Portal, School Messenger, email or US Mail when a student accumulates 11 or more absences (UNV, VER, TRP) in any one class per semester.

If a student accumulates more than 10 absences the student's credits will be held in suspension. The student will remain in the class for the semester and complete all assignments, quizzes and exams, but receive a grade of No Credit (NC). If the student improves his or her attendance during the NEXT semester and accumulates less than 11 unverified/verified absences in EVERY class, the NC will be changed to the earned grade of the student. Please note if a student earned an F in the class that will be the grade awarded regardless of the attendance change. Every 3 tardies in a class will calculate as an absence toward students attendance balance.

Exempt from Absence Balance:

- A. Medical Condition (MED) documented by a physician
- B. College Visits (DOC) documentation must be provided
- C. Court Appearances (DOC)
- D. School Business (SB)
- E. Funerals (DOC)
- F. Homebound Students (HB)
- G. Student Suspensions/Expulsions (AHS or IHS)
- H. Youth Home (YH)
- I. Online Learning Day (OLD)

Not Exempt from Absence Balance

- A. Verified (VER)
- B. Unverified (UNV)
- C. Family Vacation – Trip (TRP)

Exemptions to Excessive Student Absenteeism/Tardy Procedures

The following excused absences are considered exempt from the policy outlined above provided that proper documentation is submitted for each exempted within 2 days of a student's return to school.

Appeal Process

The appeal process that may be followed by students after receiving a No Credit (NC) for accumulating eleven (11) or more absences and/or tardies in a class during a semester. It will proceed as follows:

1. A loss of credit letter and appeal form will be sent to all parents/guardians of students who will have credit suspended due to excessive absences.
2. The parent/guardian can assist the student in completing the appeal form to correct errors or provide documentation that may be missing from the student's attendance record or a reason for extenuating circumstances.
3. The associate principal will review the applications and determine if credit will be immediately reinstated or if the student will need to improve their attendance the following semester to have the credit reinstated.
4. The parent/guardian may schedule a meeting with the associate principal.
5. The parent/guardian may appeal the decision to the principal.