

SLCS recognizes the importance of class attendance for academic success. The nature of a classroom educational experience is one that cannot be made up once it is missed and one that a homework assignment cannot duplicate. With this philosophy in mind, the SLCS District hereby establishes this attendance policy.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A plain language summary of this attendance policy will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will attempt to notify the student's parent(s) by phone and remind them of the attendance policy.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused absences and to work toward identifying and addressing cases of educational neglect.

Excused and Unexcused Absences

Excused Absences are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the Superintendent. All absences must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the absence and to provide a written excuse upon the student's return to school. It is important to note that excused absences count toward the maximum number of allowable days missed by a student in the same way unexcused absences count.

General Procedures/Data Collection

- Attendance will be taken during each class period using the school's online student data system
- The nature of an absence shall be coded on a student's record.
- Student attendance data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
- A student will be considered chronically absent if they miss twenty or more days of the school year in a full year class or 10 or more school days in a half year class. This includes excused and unexcused absences.
- If a pattern of absences for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy

Consequences of Excessive Absences

- A designated staff member(s) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive absences, excused and/or unexcused. Excessive absences are defined as 20 days in a full year course or 10 days in a half year course.
- Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent will be considered for a mentor program.
- Unexcused absences may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events.
- In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect educational neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the Attendance Officer (Building Principal).

Lost Credit

- The Board of Education recognizes an important relationship between class attendance and student performance. Students are expected to attend all scheduled classes.
- At the high school level, any student with more than ten absences (excused or unexcused) for one-half year or 20 absences (excused or unexcused) for a full year may not receive credit for that course.
- To receive credit for attendance in a specific class, a student must be present for a minimum of 30 minutes. Therefore, if a student misses more than 10 minutes of a particular class, he/she will be considered absent from that class for the purposes of this policy.
- For course credit purposes, all absences, excused or unexcused will be counted.
- The decision to deny credit shall be the responsibility of the Superintendent based on the outcome of an attendance hearing held after the final course averages have been calculated and provided to the Superintendent.

Notification of Attendance Concerns

Parents will be contacted daily when their son or daughter is absent from school. In addition, parents will receive written notification regarding their child's attendance and its implications with respect to the attendance policy and lost credit at the following times:

Full Year Course – 5 days, 10 days, 15 days, 18 days

Half Year Course - 5 days, 8 days

Making up Missed Work

- Students with properly excused absences may make up the work for each absence. To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching ten or twenty unexcused absences.
- In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), or who receive In-School or Out of School Suspension will not have their absences applied to the minimum attendance standard.
- Any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason may arrange with their teachers to make up any work missed.. All students with an excused absence are expected upon their return to consult with their teachers regarding missed work. Only those students with excused absences will be given the opportunity to make up a test or

other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.