

ORANGE WINDSOR SUPERVISORY UNION

Royalton School District

Attendance Policy

General Policy

All students (K-12) are expected to be in school all day, every day. If a student is to be absent, parents should call the school by 9:00 A.M.

In grades seven through twelve, work (homework, tests, etc.) missed during absences must be made up within two days per each day of the absence. For example, if the student was absent for three days, he/she would be allowed $3 \times 2 = 6$ days to make up the work. Work not made up within allowable number of days will be recorded as an 'F'. All incompletes must be resolved within two weeks after the end of the quarter, or a grade of 'F' will be recorded. Only the principal or his/her designee may make exceptions.

Requirements for Seventh and Eighth Grade Students

Upon the eleventh (11th) absence of any student in the seventh or eighth grade, the student shall be automatically referred to the Credit Review Committee and the Educational Support Team for further consideration and appropriate action.

Requirements for Ninth through Twelfth Grade Students

The following provisions apply to students in grades nine through twelve and to any students in a lower grade taking courses generally intended for students in grades nine and higher.

Absenteeism from any class shall not exceed ten (10) days during any one semester. A student is considered absent from a class when he or she has missed more than half of a class period. The administration will notify parents by letter on the fifth (5th) and seventh (7th) absence from a class. The school will also request a parent/student conference to address the problem at the seventh absence.

School related assemblies, meetings, field trips, or extracurricular activities that result in a student missing a class are not included in determining a student's minimum attendance record. Disciplinary action that causes a student to miss class (i.e. suspension, time-out) will be counted toward minimum attendance. Students who join the South Royalton community during the course of the school year will be allowed a pro-rated number of absences.

Upon the eleventh (11th) absence from any class, a student in 9th through 12th grade will be denied credit in that course.

Recognizing that there are legitimate circumstances when absences from class may exceed ten (10), denial of credit may be appealed to a Credit Review Committee. Appeals to the Credit Review Committee for the loss of course credit because of excessive absence must be made within five (5) school days of notification that credit has been canceled.

The Credit Review Committee will be made up of at least five (5) people.

In reviewing a student's appeal the Credit Review Committee may recommend to:

1. Deny course credit and assign the student to a study hall for the remainder of the year.
2. Deny course credit but allow the student to remain in the course under an attendance contract. (This option would allow students the possibility of keeping up with their class work and receiving credit for the second semester in a two-semester course).
3. Allow a student to continue to attend a class for credit under a strict attendance contract.
4. Grant the appeal.

In considering appeals to allow course credit in the case of absences that result from an extended illness or a medical condition, a note from the student's doctor must accompany the written appeal.

The Committee may also consider alternative educational plans as a substitute for regular attendance. Such an appeal must be with the approval of the student's classroom teacher and the building principal.

During the appeal process, students will continue to attend class pending the committee's final decision.

Students who are denied credit for a course will receive a designation of "NC Failing" (failing at the time credit was withdrawn) or "NC Passing" (passing at the time credit was withdrawn) on their permanent record indicating that they did not receive credit for the particular course.

Any student who feels adversely affected by the application of this policy after complying with the appeals procedure may appeal to the Superintendent who will make the final decision.

Dates Reviewed: 5-18-04, 6-1-04, 7-6-04

Date Warned: 8-26-04

Date Adopted: 9-7-04

This policy **REVOKES** and **SUPERCEDES** the policy adopted 12-16-97