



*Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism*

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Deans of Students

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Regular school attendance is a major component of academic success. Through implementation of an attendance policy, it is our goal to improve student attendance, reduce unexcused absences, tardiness, and early departures (referred to in the policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

### **EXCUSED AND UNEXCUSED ABSENCES**

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, medical or dental appointments, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved field trips, approved cooperative work programs, military obligations, or such other reasons as may be approved by the administration.

All other ATEDs are considered unexcused absences.

**PARENTS MUST ACCOUNT FOR ALL ATEDs.** It is the parent's responsibility to notify the school office **within 24 hours** of the ATED and to provide a written excuse upon the student's return to school. The phone number of the Attendance Office is 353-7110.

### **DISCIPLINARY CONSEQUENCES**

Unexcused ATEDs will result in disciplinary action consistent with the district's code of conduct. Those penalties may include detention. Students may also be denied the privilege of participating in or attending extracurricular events.

### **ATTENDANCE/GRADE POLICY**

We recognize the important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect student's class participation grades for the marking periods.

### **COMPLETION OF MISSED WORK FOR SECONDARY STUDENTS**

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 must arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn assignments in late for inclusion in their grades. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

***Si ou bezwen enfòmasyon tradui an kreyòl, rele Jocelyne Abraham nan 353-7044***  
***Si le hace falta información traducida en español, llame a Yesenia Polanco 353-7042***