

**STUDENT ATTENDANCE REGULATION***A. Procedure for Dealing with Serious Attendance Problems for Grades K-8*

1. When a student's absence from junior high or elementary school reaches twenty (20) days, his/her parents or guardians shall be notified by letter from the student's (Hall) Principal. Upon notice of this letter, the counselor shall call parents/guardians and student to discuss this. (This does not preclude contact with the parents/guardians prior to the student's absence reaching 20 days, but insures formal correspondence at that point). The school psychologist's assistance should also be sought at this time in addition to that of the school physician and school nurse-teacher. At 25 days absent, the parent guardian will be asked to attend a meeting with the (Hall) Principal to discuss the absences. (Copies of all letters should be filed in the student's cumulative record.)
2. If a student's absence reaches 30 days, the problem will be considered to be chronic and the parents/guardians should be contacted by certified letter, return receipt by the Principal explaining the possible necessity of serious action being initiated.
3. If a student's absence reaches 35 days, a case conference will be called by the Hall/Building Principal and a direction determined regarding possible action in Family Court.
4. When the student's attendance exceeds 40 days, another case conference among administrators, teachers, guidance counselors and parents/guardians will take place to discuss possible retention.
5. If the decision is made to initiate a PINS petition or to make a referral to Child Protective Services or Family Court, the Hall/Building Administrator will normally be expected to represent the district in the court proceedings.
6. If the court allows the student to remain in school and the attendance problem still continues, another case conference will be held to determine the most appropriate grade placement for the student.
7. If the court places the student on probation, the Hall/Building Principal will be expected to provide appropriate information, upon receipt of the parent's/guardian's written permission to the Family Court. This will occur after input is received from teachers, counselor, and other school personnel. A copy of any report to probation officers will be placed in the student's cumulative record.
8. There should be some follow up from year to year. For example, if by June of one year the student has accumulated 25 days absence and then misses 10 days in September, some early follow up is warranted and should be recorded in the (Hall) Principal's office.

9. Students who leave for extended vacations or visits to foreign countries will not be treated differently. If a parent takes a student out of school who is of compulsory school age and does not register the child in another school (or notify our district as per Board policy, 1741 that home instruction is being provided), the Hall/Building Principal will notify Child Protective Unit (447-7575) and Family Court.

*B. Procedures for Dealing with Students in Courses Receiving High School Credit*

The process of education requires a continuity of instruction including classroom participation, student interaction and well-planned instructional activity. In order to gain the maximum benefit from their educational experience, students must attend class regularly. The prerequisite for earning course credit toward graduation will be attendance in each scheduled class in addition to earning a passing grade. Students are expected to be in school daily and attend all classes without exception.

1. During the regular school year, the awarding of academic credit will be based, in part, on class attendance. Students who do not attend a minimum of 80% of the classes offered in a given subject, regardless of the reasons, will not be allowed to take any further examinations in that subject and will be denied academic credit. Information concerning the attendance requirement will be contained in the student handbook and distributed to students upon entry to the junior and/or senior high school.

Teachers will take attendance each period and inform the hall Principal according to the reporting schedule. All absences from class must be recorded; however school sponsored or school authorized absences will be excluded from counting toward denial of course credit provided the student performs any assigned make-up work. In addition, absences for students whose physical and/or psychological condition necessitates absence from school for more than ten days (consecutive or cumulative) may be excluded from counting toward denial of course credit provided the student performs any assigned make up work. In order to receive attendance credit for a class, a student must be present for more than half of the class.

Teachers will submit attendance referrals to the student's hall Principal according to the reporting schedule. This procedure may lead to the loss of course credit.

*Reporting Schedule and Administrative Action for Shaker High School*

Number of Absences

1-6 (both semester and full-year courses)

Action to be Taken

During this time, the teacher should confer with students and inform parents if assignments are not made up.

Semester Course

Full-Year Course

Physical Education

Action to be Taken

6	15	-	<ol style="list-style-type: none"> <li>1. The Attendance Referral is sent to the hall Principal.</li> <li>2. The counselor and parents will be informed of the problem.</li> </ol>
9	20	6	<ol style="list-style-type: none"> <li>1. The Attendance Referral is sent to the hall Principal</li> <li>2. The parents and counselor will be notified.</li> <li>3. The counselor will schedule a conference with the student.</li> </ol>
12	25	8	<ol style="list-style-type: none"> <li>1. The Attendance Referral is sent to the hall Principal.</li> <li>2. The Building Principal, guidance counselor and student will be notified of the imminent danger of not receiving credit.</li> <li>3. The Building Principal will meet with the student and notify the parent.</li> </ol>
15	30	10	<ol style="list-style-type: none"> <li>1. The Attendance Referral is sent to the hall Principal.</li> <li>2. The hall Principal notifies the Building Principal.</li> <li>3. The Building Principal notifies the parents and student of the loss of credit and any options that exist.</li> <li>4. The hall Principal will close out the student's grade record in the course.</li> </ol>

Students who have been absent in excess of the above requirement will not be allowed to take any examinations after the thirtieth absence in a full-year course or the fifteenth absence in a semester course. These numbers will be adjusted accordingly at the junior high school where classes meet daily.

*Reporting Schedule and Administrative Action for Shaker Junior High School*Number of AbsencesAction to be Taken

6 and 12

The teacher should confer with the students and inform the parents of the number of absences and of potential issues.

18

1. The Attendance Referral is sent to the hall Principal.
2. The counselor and parents will be informed of the problem.

24

1. The Attendance Referral is sent to the hall Principal
2. The parents and counselor will be notified.
3. The counselor will schedule a conference with the student.

30

1. The Attendance Referral is sent to the hall Principal.
2. The Building Principal, guidance counselor and student will be notified of the imminent danger of not receiving credit.
3. The Building Principal will meet with the student and notify the parent.

36

1. The Attendance Referral is sent to the hall Principal.
2. The hall Principal notifies the Building Principal.
3. The Building Principal notifies the parents and student of the loss of credit and any options that exist.
4. The hall Principal will close out the student's grade record in the course.

Students enrolled in courses for high school credit who have been absent in excess of the above requirement will not be allowed to take any examinations after the thirty-sixth absence in a full-year high school course or after the thirty-sixth absence in a full year junior high school course.

2. During summer school, students receive one participation point for each day of active class participation, up to 30 points. In addition to the prescribed academic expectations and course requirements, students are required to have a minimum of 27 participation points in order to receive a grade in a summer school course. Students failing to attend class for any reason, including suspension, will not receive a participation point for that class period. Students missing a portion of an instructional period will lose half a participation point for up to 15 minutes of absence and a full participation point for absences of 15 minutes or more.

**Note: Prior regulation, Procedures for Dealing with Serious Attendance Problems, 5112.7(a), (b)**

November 24, 1987

June 23, 1997

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