

**DASSEL-COKATO HIGH SCHOOL
ATTENDANCE POLICY
2011-2012**

PHILOSOPHY

Attendance is a major concern of everyone at Dassel-Cokato High School. Absences affect student performance. Research shows that there is a significant correlation between student absences and achievement. With this in mind, Dassel-Cokato High School will follow this policy/procedure for the 2005-2006 school year.

POLICY/PROCEDURE

I. CLASSIFICATION OF ABSENCES:

- A. **School Authorized Absences:** Make-up work in advance is required.
- ◆ School field trips
 - ◆ Absences due to school sponsored activities
 - ◆ Attendance at tournament events as per school policy
 - ◆ College Visit--must be verified by guidance counselor prior to the time of the absence
- B. **Excused Absences:** Parents/guardians are encouraged to call the school on the day of absence (286-4100 ext. 1800). Absences must be verified at the time of the student's return to school with a note signed by parents/guardians. Make-up work is required.
- ◆ Illness (For extended illness a doctor's note may be required)
 - ◆ Family emergency
 - ◆ Death in the immediate family
 - ◆ Family trips
 - limited to a total of 7 school days per year
 - must be approved by the school in advance
 - will not be excused if the student is not accompanied by a parent/guardian or designated responsible adult such as a grandparent, aunt, uncle, etc.
 - ◆ Other absences approved by the school administration in advance
- C. **Unexcused Absences:** All absences not otherwise excused are unexcused. Parents may have given permission for the student to be absent, but the school may not deem the absence to be excused. Example: Absence from school to purchase concert tickets; leaving school early to attend a non-school activity, etc. Unexcused absences are counted in the 3 maximum unexcused absence rule, as outlined in Section II of this policy. The following action will be taken when a student has an unexcused absence:
- ◆ Make-up work will be required
 - ◆ Student will receive partial credit for make up work
 - ◆ Student will be assigned Saturday School or teacher assigned detention for "make-up" hours
- D. **Truancy:** A student is considered by state law to be a "continuing truant" if he or she is absent from school without a valid excuse two or more class periods any three days in a single school year. This classification requires the school to notify the parent or guardian by mail or other reasonable means. The notification must cite Minnesota State Statue dealing with the obligation of parents or guardians to send their children to school and of the sanctions that can be imposed for violating this truancy category. County truancy officials may also be notified.

Definition of Truancy:

- ◆ Parents/guardians and school do not know why the student is absent from school or class.
- ◆ Parents/guardians know why student is absent from school or class but have not given permission for the student to be absent.

Truancies are counted in the 3 maximum unexcused absence rule.

The following action will be taken when a student has been truant.

- ◆ Make-up work will be required. **Failure to complete make-up work may lead to a grade of "F" and loss of credit for the class or classes.**

- ◆ Make up work will not receive credit
 - ◆ Student will be assigned Saturday School for a minimum of 3 hours or up to equal the time truant from school.
- E. **Suspension From School:** These absences are not counted in the 3 maximum unexcused absences rule and make up work is required. Credit will be given for the make up work.
- F. **Tardies:** Three **unexcused** tardies are equivalent to one unexcused absence in the class and are counted toward the 3 maximum absence rule.

II. MAXIMUM UNEXCUSED ABSENCE RULE:

Absence Rule: Students who have more than **three (3) UNEXCUSED ABSENCES, UNVERIFIED ABSENCES, AND/OR TRUANCIES** are in danger of losing credit(s) and may not receive credit for the class or classes in which the absences occurred. Students will be notified of this status and will have an opportunity for an attendance hearing prior to denial of credit.

III. ATTENDANCE PARTICIPATION GRADE:

A daily participation grade based upon attendance is a part of each course offered at Dassel-Cokato High School. Students who are absent for reasons other than school-sponsored activities/events will lose a portion of the daily participation grade.

IV. MAKE-UP POLICY:

All work for absences must be made up. Excused absences receive full credit for work missed but no participation credit. Unexcused absences will receive no participation credit and will receive partial credit for work made up. Truancies will receive no credit for make-up work. Each teacher will determine make-up work content and a reasonable due date for when work must be handed in for evaluation. A suggested guideline for make-up work completion is two class periods for each class period missed. If the student is not able to make up class work by the established due date, it is the **student's responsibility** to arrange a possible extension of the make-up due date with his or her teacher.

V. NOTIFICATION:

- ◆ Parents will be notified during the school trimester any time a student has excessive absences. These absences may be a combination of excused and unexcused absences.
- ◆ Parent/guardians will be notified in writing of the decision of loss of credit, if applicable.

VI. THE APPEAL PROCESS:

Students in danger of losing credit because they exceeded 3 unexcused/truancies/unverified absences during a trimester will have an opportunity to attend a hearing to discuss their attendance. Students and parents will be notified of the possible loss of credit and may request a hearing. If no hearing is requested by either the student or parent, the student will lose credit in the class or classes where there are more than 3 unexcused/truancies/unverified absences.

A hearing committee will consist of members of the high school administration; student services personnel, other school staff, and a school board member, as appropriate. If the hearing committee takes action to deny credit, the student and parents may appeal that decision to the school board.

VII. SCHOOL BOARD NOTIFICATION:

The school board will be notified of those students who have exceeded 3 unexcused/truancy/unverified absences per trimester and the action taken.