

# A.

## **Arlington Attendance Policy**

**Outstanding Attendance** - Outstanding attendance certificates will be sent home each year to all students who have successfully completed the year with no absences in any class. Any student who misses a class period for 15 or more minutes will be counted absent. Any student who is tardy during the school year or is absent for any reason other than a school related activity will forfeit his/her right to an Outstanding Attendance Certificate.

**Arlington High School Attendance Philosophy** – In South Dakota Education is compulsory until the age of eighteen (18). Regular attendance at school is essential to a student’s success. Attendance also carries over to into the military, higher education, and to your job. We encourage all students to possess this quality that is so important to success during and after high school. The school urges parents to send their student to school regularly. Students are counted present for all school sponsored activities that take them away from school.

**Use of the flip chart** – Find the type of absence you have or will have listed at the bottom of the page. Follow the procedure that is on the same page as the type of absence.

### **Student directions for absences that are school related and the student knows in advance that he/she will be absent. Example: FFA, FCCLA, Sports, Music, etc.**

1. The student needs to collect work from the teacher according to the teacher’s instructions.
2. The student needs to turn in his/her work before leaving, immediately upon his/her return to the class, or using the teacher’s instructions. This includes tests and quizzes.
3. The student is not recorded absent. Siblings of students participating in regional and state events will be exempt as well.

### **A. Student directions for absences that are related to school and the student knows in advance that he/she will be absent. Example: FFA, FCCLA, Sports, Music, etc.**

# B.

**Student directions for absences that are unrelated to school and the student knows in advance that he/she will be absent. Example: Family trips, approved youth group trips, etc.**

1. The family needs to notify the school stating the reason and dates the student will be absent. This information should be given to the secretary no more than two weeks ahead of or no fewer than two days before the absence when possible. The secretary will share the information with the principal
2. The secretary will then notify all the teachers involved of the upcoming absence.
3. The student needs to collect work from his/her teacher according to the teacher's instructions.
4. The student needs to turn in his/her work before leaving, immediately upon his/her return to the class, or using the teacher's instructions. This includes tests and quizzes.
5. The student is recorded absent with the reason given recorded. If the student is gone for more than one day, the principal may be able to group the absences based on documentation. These issues will be discussed in greater detail when the student meets with the principal.
6. Four                    can be grouped related to these absences.

**B. Student directions for absences that are unrelated to school and the student knows in advance that he/she will be absent. Example: family trips, approved youth group trips, etc.**

# C.

**Student directions for absences that are unrelated to school and the student does not know in advance that he/she will be absent. Example: Student illness, family emergencies, etc. etc.**

1. In order to ensure that all of our students are safe, we ask that someone from the household call the school by 8:30a.m. the day of the absence stating that the student will be absent.
2. Even if someone from the household called the school or left a voicemail notifying the school of the absence, the student needs to bring a note with the parent's signature stating the reason and dates the student was absent. This note is to be brought within 24 hours of returning to school.
3. Upon returning, the student needs to collect work from his/her teacher according to the teacher's instructions.
4. The student needs to turn in his/her work within two days of the absence or using the teacher's instructions. This includes tests and quizzes.
5. The student is recorded absent with the reason given recorded. If the student is gone for more than one day, the principal may be able to group the absences for the same illness/situation.

**C. Student directions for absences that are unrelated to school and the student does not know in advance that he/she will be absent. Example: student illness, family emergencies, etc. etc.**

# D.

## **Special circumstances or trips that will cause a student to miss a class period over five times in a semester**

1. The student and his/her parents need to visit with the principal in advance for approval.
2. Students who are involved with nationally recognized youth groups may miss up to five days of school per year and they will not be counted absent as long as the trip has been approved in advance through the principal. In addition, a note must be given to the secretary before they leave.

## **What to do if a student misses a class period more than 5 times.**

1. The student and parents may receive a letter stating that the student has missed a class five or more times.
2. The school will identify absences which may be grouped or decide if they are counted as unexcused.
3. If all guidelines have been followed and all absences are excused and the student has not missed any class over times, nothing else needs to be done.
- 4 After the absences have been grouped together, students will then receive zero credit per day per period for any absence nine or more.
5. In cases where the principal has reason to believe the absences are unexcused and the student's absences are interfering with their the student's name will be turned over to the truancy officer and legal action may be taken.

- D. **Special circumstances or trips that will cause a student to miss a class period over five times in a semester.**

# E.

**Checkout Procedures** – Once students are in school, an emergency contact notice is required before they will be allowed to leave the building. All students must sign out in the secretary's office or their absence will be counted as an unexcused absence. No one should leave the building without first checking out with the secretary or the principal.

**Make Up Work/Admit Slip** – Parents or students requesting make up work must call the secretary by 9:00 a.m. The school will make every effort to collect work for the student by 4:00 p.m. that day. **Work** that was assigned before the absence may be due upon the student's return.

**Unexcused Absences** – Unexcused absences will result in a 15% grade reduction on the work for that day. This means if a student scores a 100% on an assignment or test, it will be recorded as an 85%. Every unexcused absence places the student at risk of receiving a zero for each class missed over eight times. All Out of School suspensions will be counted as unexcused absences.

In cases where the principal has reason to believe a student's absences are unexcused and the absences are interfering with his/her education, the student's name will be turned over to the truancy officer and legal action may be taken.

**College Visits** – Juniors will be allowed one documented visit to a post graduate institution per year. The absence will not be counted against the semester test incentive provided the student presents documented proof to the office within 24 hour of his/her return. A college visit form is available in the elementary office for this visit.

Seniors will be allowed up to two documented visits to post graduate institutions per year. The absence will not be counted against the semester test incentive provided the student presents documented proof to the office within 24 hour of his/her return. A college visit form is available in the elementary office for this visit.

**Tardies** – When a student is late for a class by fifteen minutes or less for an excused reason, the student will be counted tardy. If a student is going to be tardy and is with a teacher, he/she needs to bring a note from that teacher or be counted as an unexcused tardy. A student will not be allowed to go and get a note once in class. Students who drive are reminded that it is their responsibility to be at school on time. Car problems are not excused.

E. **Checkout procedures, make-up work/admit slips, unexcused absences, college visits, tardies.**

# F.

**Incentive for Attendance** Students who have an "A or B" average in class and have missed three days or less and have a total of five points or fewer as of the day of the semester tests will be excused from their elective semester tests.

Students who have a "C" average or above in class and have missed two days or fewer and have a total of five points or fewer as of the day of the semester tests will be excused from their elective semester tests.

Students who have a "D" average in a class or above and have one absence and have a total of five points or less as of the day of the semester tests will be excused from elective semester tests.

Second semester seniors who miss five days or fewer of school and have a total of five points or fewer will be excused from second semester tests.

In all cases where a semester test is not required because of grade and attendance, a student may take the test to improve his/her grade; taking the semester test will not lower the grade.

**For semester test purposes only:** absences of four days or fewer may be grouped together at the principal's discretion once per semester with proper documentation. Items, which may be grouped toward semester tests, if approved, are severe illness and family trips with your parent(s). **Funeral absences will not count toward student absences for semester test purposes.** A note must be given to the secretary in advance for family trips.

Any student not meeting the requirements above will take all of his/her semester tests. All absences except for school related absences will count toward the incentive for semester test exemption. Students on IEP's (Individualized Education Plans) may be exempt from semester tests according to the IEP committee's guidelines.

*As with any policy, not everything will be covered or fit entirely into the policy every time there is a question. Please call and visit with the administration in person before being absent when possible to make sure there are no problems.*

Students who have missed a class over eight (excused or unexcused) times in a semester will receive a zero in the class for every absence over eight in that class.

F. **Incentive for attendance, funerals, missing a class over eight times.**

**“2016-17”**

## **7-12 Attendance Policy**

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