

# Hononegah Attendance Policy

A student's success in school is dependent upon his/her attendance in school. Our goal at Hononegah Community High School is to have every student present every day for every class. We ask parents/guardians to join us in reaching this goal.

## Compulsory School Attendance

Whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 17 years of age or older who is employed and is enrolled in a graduation incentives program.

1. **Truant:** A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
2. **Valid Cause:** A student may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Board, or such other circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student.
3. **Chronic or Habitual Truant:** A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.
4. **Truant Minor:** A student to whom supportive services, including prevention, diagnostic interventional and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
5. **Dropout:** A student whose name has been removed from the District enrollment roster for any reason other than death, extended illness, graduation, or completion of a program of studies and who has not transferred to another public or private school.

## Attendance Policy will be as follows unless otherwise ordered by the Regional Office of Education, the Regional Attendance Cooperative or the Court.

1. A **parent/guardian excused absence (coded E-PC or L-PC):** Is one where the parent/guardian calls or sends a note to report a student's absence through the Attendance Office. Notification of an absence is expected within 24 hours of the student's return to school. If an absence is not reported within that time, the absence is declared unexcused and a truancy violation may be issued.

Students that are parent/guardian excused for any part of 1-3 class periods will be considered absent for ½ day and students that are parent/guardian excused for 4 or more class periods may be considered absent for 1 day.

2. A **school verified absences** (absences with valid cause) includes:
  - a. **(V-MD)** An absence verified by a doctor's note that is signed by a physician.
  - b. **(V-FE)** Immediate family emergency with written documentation from the doctor or hospital.

- c. **(V-FN)** Deaths and funerals of friends or family with documentation from the funeral home.
- d. **(V-RE)** Religious observation that is not available outside of school hours with documentation of the observation.
- e. **(V-CT)** Court appointments and hearings with documentation from the court.
- f. **(V-CV)** College visits with documentation from the college. Touring the campus on your own is not a school excused absence.
- g. **(V-AP)** Assistant Principal discretion.
- h. **(V-SN)** School Nurse discretion.

**L- With any of the above codes following it signifies a partial absence to any class period.**

**School verified absences do not count toward attendance probation.**

3. An **unexcused absence (coded on attendance A- , U-, U-L and/or U-PC)** includes:
- a. Absences that occur and no contact is been made between the parent/guardian and the attendance office.
  - b. Absences that occur during the school day when a student is not in the proper class according to the student's schedule.
  - c. Parent/guardian excused absences that occur once a student has been placed on attendance probation. (see attendance probation definition)

## **Attendance Probation**

The accumulation of eight (8) or more non-verified absences in a school year is considered excessive. Students with excessive absences will be placed on attendance probation. Once on attendance probation, all subsequent non-verified absences will be considered unexcused with a truancy violation administered. Students on attendance probation are not allowed to attend non-required field trips that occur during the school day.

## **Consequences for Truancy**

**Truancy = Saturday Detention:** Saturday Detentions run from 8:00 a.m. – 11:00 a.m. Students enter through the Visitor's Entrance and should bring materials to work on. Failure to serve Saturday Detention results in an alternate behavioral intervention such as in-school-suspension. Students who miss an assigned Saturday Detention will only be allowed to reschedule by providing documentation of a verified absence. Students, at administrator discretion, may be able to reschedule a Saturday Detention **prior** to the assigned date by having a parent/legal guardian contact the Discipline/Attendance Office.