

1 **Potomac School District**

2
3 **STUDENTS**

3122P
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4
5 Attendance Policy

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7 Students are expected to attend all assigned classes each day. Teachers shall keep a record of
8 absence and tardiness. Before the end of the school day each school shall attempt to contact
9 every parent, guardian, or custodian whose child is absent from school, but who has not reported
10 the child as absent for the school day, to determine whether the parent, guardian, or custodian is
11 aware of the child’s absence from school.

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13 The following are valid excuses for absence and tardiness. Missed work assignments and
14 activities may be made up in the manner provided by the teacher.

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16 1. Participation in school-approved activity - To be excused, this absence must be
17 authorized by a staff member and the affected teacher(s) must be notified prior to the
18 absence, unless it is clearly impossible to do so.

19 2. Absence caused by illness, health condition, or family emergency - When possible, the
20 parent is expected to notify the school office on the morning of the absence and send a
21 signed note of explanation with the student upon his/her return to school. A student shall
22 be allowed one (1) makeup day for each day of absence. “Emergency” shall be defined as
23 unforeseen and unexpected circumstances which create an air of crisis or extreme need.
24 Such circumstances must present a grave and clear danger which could result in
25 irremediable harm or immediate disaster. Absences that total 5 or more in a quarter or 4
26 consecutive will require written verification from a medical clinic and/or doctor.
27 Unverified absences totaling more than 5 in a quarter or 4 consecutively will be considered
28 unexcused. The parent/guardian has two (2) days after the absence to provide supporting
29 documentation that the absence was due to medical, legal, bereavement, school activities,
30 or other acceptable reasons as approved by the principal. After the 5th absence in a
31 quarter or 4th absence consecutively, a note from a parent is NOT sufficient. Written
32 notification from a medical person, legal staff, or other pertinent persons of authority
33 approved by the administrator, verifying the student’s absence must be obtained by the
34 parent/guardian. Failure to submit documentation within two (2) days will result in a
35 permanent unexcused absence status.

36 3. Absence for parental-approved activities - This category of absence shall be counted as
37 excused for purposes agreed upon by the principal and the parent. An absence may not be
38 approved if it causes a serious adverse effect on the student’s educational progress. In
39 participation-type classes (e.g., certain music and physical education classes), the student
40 may not be able to achieve the objectives of the unit of instruction as a result of absence
41 from class. In such a case, a parent-approved absence would have an adverse effect on
42 the student’s educational progress, which would ultimately be reflected in the grade for
43 such a course.

44 4. Absence resulting from disciplinary actions or short-term suspension - Students who
45 are removed from a class or classes as a disciplinary measure shall have the right to make

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49 up assignments or exams missed during time they were denied entry to the classroom.
50 Students who are suspended from school entirely do not have the right to make up any
51 work missed.

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53 Extended illness or health condition - If a student is confined to home or hospital for an extended
54 period, the school shall arrange for the accomplishment of assignments at the place of
55 confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there
56 are major requirements of a particular course which cannot be accomplished outside of class, the
57 student may be required to take an incomplete or withdraw from the class without penalty.

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59 Excused absence for chronic health condition - Students with a chronic health condition which
60 interrupts regular attendance may qualify for placement in a limited attendance and participation
61 program. The student and his/her parent shall apply to the principal or counselor, and a limited
62 program shall be written following the advice and recommendations of the student's medical
63 advisor. The recommended limited program shall be approved by the principal. Staff shall be
64 informed of the student's needs, though the confidentiality of medical information shall be
65 respected at the parent's request. Absence verified by a medical practitioner may be sufficient
66 justification for home instruction.

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68 Unexcused Absences

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70 1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A
71 student's grade shall not be affected if no graded activity is missed during such an absence.
72 Student attendance in after school detention commensurate to time missed from unexcused
73 absences shall commence within a reasonable time as determined by the principal.
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75 2. When a student evidences repeated trancies, a conference shall be held among the parent,
76 student and principal. At such a conference, the Principal, student and parent shall consider
77 adjusting the student's program or transferring the student to another school or engaging in
78 family counseling or attending after school detention.
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80 3. If the above action fails to correct the truancy problem, the student shall be declared an
81 habitual truant. The attendance administrator shall interview the student and his/her family
82 and prescribe corrective action, which may include compulsory attendance in after school
83 detention, grade retention, suspension for the current semester, expulsion, and/or filing a
84 complaint against the parent, guardian, or other person responsible for the care of the child in
85 a court of competent jurisdiction. A student who has been expelled for attendance violations
86 may petition the Board for reinstatement. Such petition may be granted upon presentation of
87 a firm and unequivocal commitment to maintain regular attendance.

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89 Students are expected to be in class on time. When a student's tardiness becomes frequent or
90 disruptive, the student shall be referred to the principal or counselor. If counseling, parent

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conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class and/or compelled to attend after school detention.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.

Policy History:

Adopted on: 12/13/10

Reviewed on: 12/12/11

Revised on: 1/9/12