

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified or unexcused.

A student must be in attendance the entire school day in order to participate in practice or games unless the absence is excused in advance. Ms. Thompson, Mr. Hurley, Mrs. McCoy, and Ms. Hubbard must clear unavoidable absences for High School students *in advance*. Unavoidable absences might include: *funerals, doctors & dentist appointments, etc.* If a student misses school on the day of a contest because of illness, he/she will be ineligible to participate on that day. For Saturday participation, the student must be in attendance the entire day Friday. The exception to this rule would be a student missing class on Friday with a verified absence. In this case, the parent should make contact with the school administration so the student's eligibility status can be communicated to the coach. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach *prior* to the scheduled practice.

In the event a truancy or suspension takes place, the student will *not* be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as verified. The District may assign disciplinary measures for truancy. Students who are truant will make up missed work to aid learning. Families are entitled to appeal assigned consequences to the Superintendent or designee.

We believe that attendance in school is important. Everyday Counts!

Our goal at Marshfield High School is for each student to develop student responsibility regarding school attendance.

- Develop quality citizenship
- Increase respect for teachers, other students, and learning
- Achieve success in their courses
- Prepare for college and/or future employment

We believe when a student misses school, regardless of the reason, he/she is missing something of value. We believe all students need to learn the value of developing a pattern of good attendance and punctuality. Regular attendance is necessary for a student to reach his/her maximum potential.

Frequent absences of students from the learning experience disrupts the continuity of the instructional process for everyone. There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that parents/guardians schedule special family events in conformity with the school calendar.

Student Absences

When students are absent from school:

1. Parents should phone or email (mhsattendance@mjays.us) the school before 10 a.m. at 859-2120 ext.1701 on the day of the absence. An automated phone call/text/email will be sent out at 10:00 am to make guardians aware that their student is not at school. If a parent does not contact the school on the day of a student's absence, the student will be declared truant. If a student brings written documentation or the parent/guardian phones the attendance office prior to returning to class, the absences may be changed to verified status.
2. Students will be responsible for obtaining their make-up work by logging in to their Canvas account or emailing their teacher.
3. All make-up work should be completed within the same number of days that the student was absent except for tests and long-term assignments (two weeks or more). These tests and long-term assignments will be made up at the teacher's discretion.

The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Our school year is based on a 149-day school calendar year which is divided into two semesters. A student must be in attendance at least 67 days per semester. This allows students 6 days or 43 hours per semester for illness or personal appointments that cannot be scheduled outside

the regular school day. We strongly recommend that students schedule their personal appointments on Monday.

If during one semester, more than six (6) absences occur during any individual class period, a grade reduction will occur in that particular class. (See chart below). Students will be expected to make up all assignments from missed classes regardless of whether an absence is verified or unverified. This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences.

Absences	Grade Reduction
7	2%
8	4%
9	8%
10	16%
11	32%
12+	50%

Any student may reduce accrued absences by attending Saturday School or Evening School sessions scheduled by the high school principals. Saturday School sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending Saturday School sessions in a semester.

Students who maintain an overall hourly attendance rate equal to or higher than 90% will be exempt from the grade reduction policy.

Students may decrease the grade reduction penalty in either or a combination of two methods.

- Attendance at Saturday/Evening School.
 - Attending one Saturday School or Evening School will reduce the grade penalty by one level (ex. Missing 9 periods in one class = an 8% reduction in course grade. Attending one Saturday School would change the 8% reduction in course grade to a 4% reduction in course grade.).
 - A student may attend a maximum of 5 Saturday Schools.
- Attending every hour of school for 8 consecutive days.
 - 8 consecutive days count begins after a student might receive a course grade reduction (i.e. their 7th absence in the course).
 - Periods of 8 consecutive days may be repeated up to 5 times.

- Missing a class period would require the 8 consecutive day count to restart.
- The full 8 days must be attended to receive the decrease in penalty.
- A student may attend a Saturday School or Evening School and 8 consecutive days simultaneously and decrease their course grade reduction 2 levels (ex. Missing 9 class periods will result in an 8% course grade reduction. Attending one Saturday School would change the 8% reduction in course grade to a 4% reduction in course grade. Attending 8 consecutive days simultaneously would change the course grade reduction to 2%).

Other Attendance Items

- Students must have at least 90% attendance to graduate early and attend incentive field trips taken during the school day.
- Students who want to attend dances or other activities must have at least 90% hourly attendance rate. An eligibility list will be provided to the sponsor of the dance or activity by an administrator.
- Absences for school-sponsored activities are not considered an absence.
- A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day unless approved by the administration in advance. Exceptions will only be made for “unavoidable” situations such as funerals, doctor’s appointments, etc.
- For Saturday participation in activities, the student must have an excused absence on Friday or have prior approval by the administration. (See the Activities Handbook for additional information)
- College visits – juniors and seniors only, 1 visit per year for juniors, 2 visits per year for seniors. College visit form must be filled out before visit, and must be signed by an authorized representative of the college.

As a school we are legally obligated to monitor student attendance and to report any cases that we feel qualify as educational neglect, regardless of whether the absences are verified or not. Therefore, as a student begins to accrue absences, a review of the student’s progress will take place. Interventions such as scheduling parent conferences, contacting the District security officer for assistance, mandating summer school, notifying the Children’s Division and/or the Prosecuting Attorney of Webster County may be considered.

A+ students need to maintain a 95% attendance rate, missing no more than 8 days of school or 50 hours, annually, to remain eligible for 2 years of community college or technical school tuition free. (See: A+ attendance guidelines for additional information) 4-year average will remain in place for all A+ students.

Part-time Attendance

Marshfield High School recognizes the need and right of some students to attend high school on a part-time basis. It is the intent of this policy to meet the individual needs of each student, and at the same time, establish rules and regulations that will preserve the discipline, health, and academic standards of the school.

- *Part-Time Attendance General Eligibility Requirements*
 - In order to be eligible for part-time attendance, a student must be a senior who has successfully completed 20 units of high school credit and have overall 90% hourly attendance by the application deadline. Students must also have parental approval, be able to abide by the enrollment procedures, and have met or be in the process of completing the requirements for graduation set forth by the State Department of Education, and Marshfield R-I Board of Education. Part-time students must enroll in FOUR consecutive class periods.

- *Part-Time Application Procedures*
 - In order for the school to provide supplies and adequately plan for class enrollment and participation, a student wishing to be a part-time student must first complete the part-time attendance application that will be made available in the senior class Canvas classroom during arena scheduling for the following school year. The student must declare his/her desire to be part-time all year or one semester only. During the spring scheduling process, students are not allowed to schedule for part-time enrollment until the 90% attendance requirement has been met.

- *Rules for Part-time Attendance*
 - Part-time enrollment only allows the student to exclude class periods from their class schedules during the morning or afternoon. The Student must attend four consecutive class periods. Any exception to this is at the discretion of the principal and counselor.***Student athletes must have approval of the activities director.
 - A part-time student must provide his/her own transportation.

- Students are not permitted to be on campus outside of their enrolled hours. Exceptions must be approved by the administration.
- Part-time students will follow all rules and regulations of Marshfield High School pertaining to social and academic conduct.
- Part-time students must successfully complete at least three credits to be eligible for participation in extracurricular activities.

Flex Program

Flex program enrollment affords schools the opportunity to offer an alternative delivery system for students in grade 12.

- *Flex Program General Eligibility Requirements*
 - In order to be eligible, a student must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a 90% hourly attendance rate, and avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending college or career technical programs and/or proof of employment. All components of the plan must align to the student's Individual Career Academic Plan (ICAP), which has been developed by the school district with the student.
- *Flex Program Application Procedures*
 - In order for the school to provide supplies and adequately plan for class enrollment and participation, a student wishing to be a flex student must first complete the application that will be made available in the senior class Canvas classroom during arena scheduling for the following school year. The student must apply to be a flex student each semester.
- *Rules for Flex Program*
 - The Student must attend a minimum of four consecutive class periods. Any exception to this is at the discretion of the principal and counselor.
 - Student athletes must have the approval of the activities director.
 - A Flex program student must provide his/her own transportation.
 - Students are not permitted to be on campus outside of their enrolled hours. Exceptions must be approved by the administration.
 - Flex program students will follow all rules and regulations of Marshfield High School pertaining to social and academic conduct.
 - Flex program students must successfully complete at least

three credits to be eligible for participation in extracurricular activities.

- Students must maintain a 90% hourly attendance rate to remain eligible for the flex program.