

2015-16 ATTENDANCE POLICY

Middle School Absenteeism-A student in grades six (6) through eight (8) is required to be in attendance 162 days per year in the 180 day school year. If a student accrues more than nineteen (19) absences within a school year, the student will be referred to a team of staff members at the school to determine whether the student shall be promoted.

Family vacations that interfere with student instruction are discouraged. Excusals of these prearranged absences will be based upon the individual student's current year's attendance pattern. Absences for students who have already missed 5 days (excused or unexcused) are subject to be unexcused.

If your child is absent:

1. Any student who has been absent from school shall bring a note from one of his/her parents or guardians stating the reason for the absence.
2. Call 995-3676 to report absences.
3. A principal may choose to accept notification in person or by telephone in lieu of a note.
4. Failure to properly notify an absence within three (3) days shall result in an automatic unexcused absence.

Excused Absences

An excused absence can be granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, court dates, special emergencies, and pre-arranged absences approved by the principal or designee. If a student desires to be absent for reasons not listed, he/she may make a prior request to the principal by bringing a written request from his/her parent or guardian. Pre-arranged absence requests must be made at least five (5) days prior to the absence, except in the case of an emergency. Pre-arrangements for schoolwork can be made, however assignments are due the day a student returns to school. When a student is absent repeatedly or for a prolonged period of time due to an illness or injury, the principal or designee may require documentation from a physician or health care provider. If requested documentation is not provided, an absence(s) will be unexcused.

Unexcused Absences

Absences for shopping trips, vacations, pleasure trips, truancy, suspension or dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the principal or designee will be considered unexcused. Failure to properly notify the school or the inability of the school to reach the parent to establish the reason for the absence within three (3) days shall result in an unexcused absence.

Perfect Attendance

In order for a student to earn perfect attendance, the student must be present every class period for roll call. When moving from elementary to middle and high school, attendance changes from daily attendance to class attendance. Each teacher records absences each class period, therefore, if a student misses a class he/she will be counted absent for that class.

Excessive Absences

Students with excessive absences may not be allowed to participate in field trips away from school, especially when make-up work needs to be completed. Pre-arranged absences may be denied due to excessive absences. **STUDENTS ARE RESPONSIBLE FOR APPROACHING TEACHERS TO RECEIVE MAKE-UP WORK.**

Accumulation of 5 unexcused absences will result in the following:

A **certified letter** will be sent to the parent regarding the required conference.

- The conference will include the guidance counselor, administrator or designee, and other appropriate personnel.
- Issues regarding absences and corrective action will be discussed.

Accumulation of 15 unexcused absences will result in the following:

- The parent/guardian and child will be referred to the Lutheran Ministries and the CINS/FINS Case Staffing Committee. (Children In Need of Services/Families In Need of Services.)
- Legal and social service requirements and sanctions will be addressed.

Interventions Truancy Pick-up Program

Students who are unsupervised and not in school during regular school hours will be subject to pick-up by law enforcement officers. Suspended students are also subject to pick-up.

1. Law enforcement officers will stop, interview, and take into custody any child believed to be of compulsory school age or currently enrolled in school.

2. The student will be transported to the nearest pick-up program site.
3. The school and parents will be notified of the pick-up.
4. **Parents will be required to pick-up the child from the program site.**
5. Parent/guardians will be advised of state compulsory attendance laws and given further instructions on reentering the child in school.

ATTENDANCE: MAKE-UP WORK PROCEDURES

When a student's absence from school is **excused**, all assignments may be made up. The student shall be responsible for making arrangements with teachers for make-up work. The student shall complete all make-up work (unless the teacher has given an extension because of a lengthy absence) within three (3) days after returning to school. Assignments and projects given prior to the student's absence should be turned in on the student's first day back to school. Tests announced prior to the absence may be given on the student's first day back to school, or at the teacher's discretion. Requests for make-up work during a child's absence should be made through the guidance office **only after a minimum 3-day absence**. Please note that any make-up work sent at parents request during an absence is expected to be turned in the day the student returns to school. Work missed due to an unexcused absence may result in a zero. Make-up work will be required for field trip days.

Make-up Work Policy for Suspended Students

Parents may request classroom assignments. If a parent requests work for an OSS student, the teacher must provide the work for the student within 24 hours of the parent's request. Otherwise a teacher may choose:

1. To assign make-up work during the suspension period.
 - Make-up work assigned during the suspension period will be due upon the first day back from suspension.
 - A student will receive a grade of zero for make-up work that has been assigned during the suspension period and **not** submitted to the teacher upon the first day back from suspension.
2. To wait and assign make-up work upon a suspended student's return.
 - A student is allowed three days to make up work that has been assigned upon his/her return from suspension.
 - A grade of zero will be assigned for make-up work that is not returned three days after the assignment date.
3. Not to assign make-up work. Zeros cannot be given for unassigned work.

DISCIPLINE AND ATTENDANCE

Sims Middle School is a PBS school (**Positive Behavior Support**). This program is designed to reward positive behavior and discourage negative behaviors based on school-wide expectations: Respect Yourself; Inspire Others; Demonstrate Excellence; and Exhibit Character.

At the end of a nine-week grading period, students who meet the following criteria receive an end-of-the-quarter reward for meeting the following school-wide expectations:

- Tardies**-Three tardies in a grading period may result in a parent contact. A total of five tardies will result in a referral and ISS.
- Absences**-No more than 3 unexcused absences will be allowed.
- Grades**-No D or F Grades will be allowed.
- Discipline Referrals**- No discipline referrals will be allowed.

TARDINESS

Students are responsible for being at school and in class on time. Only tardies as a result of late buses will be accepted. There will be no designation for excused or unexcused tardies. Five tardies will be converted to one absence. Five tardies in one nine-week period will result in a discipline referral.