

Attendance

Teachers will enter students' attendance in every class, daily into PowerSchool.

1. Students who are not in attendance for 15% or less for a 50 minute class will be considered **tardy (T)**.
 - Freshmen: 11 minutes or less considered tardy
 - Upperclassmen - 15 minutes or less considered tardy
2. Students who are tardy to class *after* 11/15 minutes, respectively, will constitute a **technical absence (TA)**.
3. Students who are not present in class will be marked as **absent (A)**.

COMPULSORY EDUCATION

PL 34-104 requires students 5-18 years of age to enroll and attend a school full time (17GCA, §6102 and BP411). "Any parent, guardian, or other person having control or charge of any such child who is at least five (5) years of age and has not yet reached the age of eighteen (18) years, who fails to comply with the provisions of this section, *unless* excused or exempted therefrom, is guilty of a violation for the first offense, and subject to perform one hundred (100) hours of community service at the school of the student. For each subsequent offense, the person is guilty of a petty misdemeanor."

DEFINITIONS

1. **Tuant** – Student found to be absent without reasonable and bona fide excuse from a parent or certified doctor
2. **Habitual Tuant** – Student who is of compulsory attendance age and has incurred twelve (12) or more unexcused absences in a quarter, semester, or school year
3. **Office Truancy Referral Form (OTRF)** – Teachers document interventions on each interval of absences – 3, 6, 9, 12 days. Referrals are submitted to the Assistance Principal of Attendance.
4. **Student Attendance Referral Form (SARF)** – If a student below 18 years of age continues to have unexcused absences of 12 days or more, an SARF is completed by the AP of Attendance and submitted to the School Attendance Officer (SAO). The SAO will thereafter submit Habitual Truancy Petition to the Family Court.

EXCUSED ABSENCES (BP411)

Teachers, the school nurse, and administration have the discretion to determine whether an absence is considered excused. A student who is absent (excused) shall have the opportunity to make up assignments missed in class.

Absences incurred for the following reasons are to be considered excused with proper supporting documentation, validated by parent or guardian (for those below compulsory age):

- a. When the absence is addressed in a student's Individualized Education Plan (IEP) and/or Educational Accommodation Plan (EAP)
- b. Illness, disease or accident of the student (doctor's note is required for 3 or more consecutive days of absence)
- c. Regularly or periodically scheduled medical or dental visits
- d. Death in the immediate family provided that all absences incurred for this reason have the approval of a school administrator. Immediate family is defined as: mother, father, stepmother, stepfather, guardian (legal or actual), brother, sister, stepbrother, stepsister, spouse, grandparent, and child
- e. Required appearances at court or other legally related proceedings (parent/guardian must submit court-issued excuse note upon return)
- f. Natural catastrophe or disaster
- g. Travel which had the prior approval of a school administrator (25 days maximum). Depending on health crises, students on travel arrangements may be subjected to DPHSS and Gov't Executive Order reporting and quarantine regulations.

- h. Lack of available bus transportation, provided the student relied on the bus transportation to school (verification of late bus will be made to DPW). *Missing the bus due to waking up late or running late is considered unexcused.*
- i. Participation in authorized related activities, such as field trips, or compliance with administrative actions taken by the school, such as, conferences called by administrators/counselors, suspensions, going home due to illness/injury
- j. Observance of holidays recognized by a religion of which the student is a member. Parents/guardians must present evidence of religious affiliation.
- k. Students having, or suspected of having, a communicable disease (defined by the Center for Disease Control) or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Some examples include head lice, pink eye, scabies, impetigo, COVID-19. Students must present doctor's clearance/excuse note upon return.

The school administrator shall have the final authority to decide whether a tardy or an absence is considered excused within the limits contained in the Student Conduct Procedural Manual (SCPM), Chapter 2, Absences and Truancy (SOP 1200-018).

EXCUSE NOTES

Students have (2) instructional days from the day they return to submit excuse letters/certification to the teacher in their first class of the day (for the block missed – purple or gold day)

1. Students' excuse notes should be seen and initialed by each teacher for whose class was missed. The teacher in the student's last block shall retain all excuse notes.
2. Notes should contain the following information, whether written by parent/guardian or student (18+ years old)
 - a. Date of letter
 - b. Student's name
 - c. Date(s) of absence
 - d. Reason for absence
 - e. Parent/guardian's/designee of agency's full name, printed legibly (if for student below 18 years)
 - f. Parent/guardian's/designee of agency's signature (if for student below 18 years)
 - g. Parent/guardian's/ designee of agency's contact information (if for student below 18 years)
 - h. Doctor's notes must include dates of absence where the student was seen, treated, or hospitalized.

RETURN FROM SUSPENSION (or Other Agency)

Students who are readmitted after suspension must obtain clearance from the Student Support Office before reporting to class. Students who are returning from the Department of Youth Affairs (DYA) must obtain clearance from the Discipline Office before reporting to class.

PRE-ARRANGED ABSENCES

1. Pre-arranged absences may be arranged with the AP for Attendance. Such allowances for pre-arranged absences include attendance for funerals, illness, or off-island travel.
2. Pre-Arranged Absence Request Forms are available in our school offices or on the school website. Completed forms may be submitted to the Main Office.
3. Proper supporting documentation from parents/guardians or adult students must be provided (airline ticket, funeral announcement, medical referral, etc)
4. Any absences in excess of the pre-arranged absence dates will be unexcused.
5. The school administrator shall take into consideration the nature of the trip, the academic standing, and attendance of the student when considering approval and/or requests for extensions.
6. It is the responsibility of the student and parents/guardians to communicate with teachers in advance or upon returning to school on make up work and tests
7. Upon return, the. Student must submit boarding passes (to and from) - or other supporting documentation to substantiate the reason for the absences – to the Attendance Clerk in the Main Office. Thereafter, an admit slip will be issued from the office as clearance for return to school.