

## COLUMBIA HIGH SCHOOL ATTENDANCE POLICY

ATTENDANCE REGULATIONS

It is recognized that the attendance patterns established during school days will be a criterion utilized by employers to evaluate potential employees. In addition, patterns set in high school often carry over to the world of work.

In an effort to promote good attendance and maximize learning experiences, the following regulations will apply to student attendance:

1. Students who are absent more than four days per quarter during a school year from a class will receive no credit for that day unless the absence is verified by an authorized excuse. An authorized excuse is defined as a part of this policy.
2. Students requesting exception to the attendance policy because of a family trip must apply for consideration with the principal or his/her designee at least two weeks prior to the trip. In extenuating circumstances, at the discretion of the principal, the two weeks advance request may be waived. It is the responsibility of the student to obtain all assignments from the teacher prior to a vacation, and the work will be turned in upon return.
3. In the case of absences, it is expected that work will be made up before the deadline established by the school to ensure maximum academic credit for the work completed.
4. Student make-up work is permitted for a grade as long as deadlines are met for the make-up work and the student has an excused absence from school. The student has one day to make-up work for every day that they are not present in school.

REPORTING PROCEDURE

All absences are to be reported by a telephone call to the attendance office. A written excuse is due to be turned in to the attendance office on the first day back to school. If a student fails to bring in a written excuse, the absence is unexcused and will be treated accordingly. At the time of return to school, the absence will be categorized as one of the following:

1. Excused Absence:

There are two types of excused absences.

- A. Authorized Excuse (L) If there is a written confirmation from a doctor or hospital, proof of a death in the immediate family, verification of a personal or family illness which required hospitalization, quarantine, or a school-sponsored activity, it will be considered excused. Make-up work is permitted.
- B. Excused Without Penalty (E) Absences which do not meet the criteria for an authorized excuse may be excused without penalty if an acceptable reason is given in an excuse written and signed by the parent. Make-up work is permitted. Such excused absences without penalty must fall within the attendance procedure.

2. Unexcused Absence (U) All other absences are unexcused. Make-up work is not permitted without academic penalty. This penalty will result is a zero for each class where the student has an unexcused absence on a given day.

Adopted: July 17, 1991  
Revised: June 16, 1993  
Revised: July 1, 1996  
Revised: July 20, 1998  
Revised: May 17, 2006