



Diocese of Davenport

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Assumption Attendance Policy

Series 500

Student Personnel

Policy Title: Class Attendance

Policy No.: 545.7

ABSENCES

Regular attendance is essential for success in school. Students will find that missed class work due to an absence can never be fully made up. It is therefore advisable that students avoid being absent whenever possible.

Assumption High School is a closed campus. All students are to be in class or an assigned study hall by ***the start of their first scheduled period***. Students are not excused until the end of their last class or study hall. Students are not allowed to leave school for lunch or during their study halls. ***STUDENTS MUST CHECK OUT AND CHECK IN THROUGH THE ATTENDANCE OFFICE IF ARRIVING OR LEAVING DURING THE SCHOOL DAY.***

Seniors may leave after their last scheduled academic course. If a senior chooses to leave after their last academic course, that student must leave the school grounds or be directly supervised by an adult.

Each student will be allowed to be absent from school up to ***ten times for each class*** period per semester. (***Five times per semester for Religion and PE***)

EXCUSED ABSENCES (not counted towards 10-day absences)

These include absences due to school-sponsored activities, an extended illness at the request of a physician or hospitalization, a doctor/dentist appointment with an authorized signature from the doctor/dentist, court appearance with an authorized signature from court personnel, or a death in the family. ***Seniors will be allowed two days for college visits and juniors will be allowed one day for a college visit which will be considered excused. The attendance office has guidelines for approval of these visits.***

These absences will be recorded as *excused absences*.

VERIFIED ABSENCES (counted towards 10-day absences)

Any reason for a student being absent from school that can be verified by a parent/legal guardian, other than the absences listed above, will count toward the ten absences and will be recorded as a *verified absence*.

UNVERIFIED ABSENCES (counted towards 10-day absences)

Any absence that cannot be verified by a parent/legal guardian will count toward the ten absences and will be recorded as an *unverified absence*. This includes any cut or truancy.

CUT (counted towards 10-day absences)

An *unverified absence* from class will be considered a cut. If the student's whereabouts can be accounted for within the building, two detentions will be assigned for each class cut. If the student's whereabouts cannot be accounted for within the building, these class cuts will be considered truancy.

TRUANCY (counted towards 10-day absences)

An *unverified absence* from class will be considered a truancy when the student is not present within the building; this includes being in the school parking lot without permission (we are a closed campus). Once a student arrives at school, he/she may not leave campus without proper authorization until the end of the school day. In-school suspension will be assigned for any truancy.

Three class cuts or truanancies in any class (two class cuts in Religion or P.E.) per semester is the maximum number allowed.

A fourth class cut or truancy (third in Religion and P.E.) will result in the following options:

- A student will be dropped from the class-and assigned to a permanent study hall. ***The student shall be placed in a incomplete status for that class.***
- A student may submit a written appeal for the dropped class within five school days to the Principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences possible. ***Any violation of the contract will result in the student being dropped from the class and placed in a incomplete status for that class with no further appeal possible.***

An absence, verified or unverified, beyond the tenth day will result in the following options:

- A student will be dropped from the class-and assigned to a permanent study hall. ***The student shall be placed in an incomplete status for that class.***
- A student may submit a written appeal for the dropped class within five school days to the Principal. If the student is admitted back into class after the appeal, he/she will be required to sign a contract with no more verified or unverified absences possible. ***Any violation of the contract will result in the student being dropped from the class and placed in an incomplete status for that class with no further appeal possible.***

Students participating in activities, performances, events, etc. must be in attendance at least four class periods on the day of the event.

Assumption High School will follow the Davenport Community School's schedule for late starts or early releases (inclement weather, etc.)

TARDIES

A student who is not present in each class after the starting bell will be marked tardy.

Every tardy following the third tardy in each class will result in a detention.

A student arriving after the first fifteen minutes of his/her first class will be allowed to go to class but will be recorded as absent.

If a student is tardy due to a Doctor's appointment, funeral, court date, or school-sponsored activity, he/she will need to check in to the attendance office where he/she will be admitted to class with no penalty.

Three tardies will continue to equal one absence for the class in which they are tardy.

A student's absence/tardy total reverts to zero at the beginning of each semester.

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