

ST. PATRICK SCHOOL
ATTENDANCE POLICY
2019-2020

Rationale: Attendance is vital for a student to learn. Without consistent exposure to content and practice of skills, students can easily fall behind. To this end, St. Patrick's School employs an attendance policy which stresses the importance of presence at school and conforms to West Virginia State Truancy Laws.

General

Guidelines: Students may not have more than ten (10) unexcused absences **per year**. Excessive unexcused absences may result in grade-level retention, loss of school privileges, and reporting to state and county agencies.

Students who are not at school by 8:30 AM are considered to be absent. Students arriving after 8:05 are required to report to the main office before going to class. Students arriving before 11:00 AM are considered to be absent a half-day. Students who leave school by 11:00 AM are considered absent a half-day.

Excused

Absence: The following may be considered as an excused absence:

1. *Verified* personal illness or injury
2. *Verified* medical or dental appointment
3. Chronic medical conditions
4. Disability
5. Disaster situations (e.g. fire or flood)
6. Bereavement
7. School-approved extra-curricular activities (e.g. field trips)
8. Court obligations (student, not parent)

Verification must be provided in the form of a note from a medical or otherwise authorized professional. The note should include the time and date of the appointment.

The Principal has final discretion in determining excused versus unexcused absences.

Work

Consequences: A student with an **excused** absence has one (1) school day to complete work for full-credit per day of absence. A teacher may use discretion to extend this policy.

Longer projects (3-5 days) which have a final due date are still due, and students are **not** privileged to an extension, regardless of absence. It is the teacher's discretion to impose a grade penalty in these circumstances.

A student with an **unexcused** absence **does not** have a right to complete work for credit; however, the teacher has the discretion to accept late work for credit for an unexcused absence. Alternatively, a teacher may still require the work to be completed, but is not required to issue credit towards a grade for the missed work.

For five (5) absences a year, a parent may write an excuse note for their child for unexpected illness. This note gives a child the right to complete work for credit. The note may only cover a period of 24 hours (e.g. if a student is absent for two (2) days, two notes would be required-one for each day). Notes are due when the child returns to school.

Escalated

Consequences: If a student is habitually absent, the following consequences may be issued:

1. After three (3) unexcused absences, a letter will be sent home to the guardian(s) of the student.
2. After five (5) unexcused absences, the guardian(s) of the student must have a face-to-face conference with the principal.
3. After ten (10) unexcused absences, the local magistrate will be notified in compliance with West Virginia code.
4. After ten (10) unexcused absences, the guardian(s) of the student must have a face-to-face conference with the principal to discuss potential retention of the student.
5. After fifteen (15) unexcused absences, the student may be dismissed from school without the benefit of a pro-rated or refunded tuition.

Planned

Absence: If a student plans on being absent, work can be requested from the classroom teacher. This work should be requested at least five (5) school days in advance. It is the teacher's discretion to provide work. Credit for work still depends on the absence being excused or unexcused.

Bereavement: Work should not be requested in the case of bereavement. Students are expected to follow family religious and cultural observances during this time. As bereavement is an excused absence, students will be allowed to make-up work.