

## **5025R—Attendance Regulation**

### Official Records

The official attendance record will be kept by the attendance office.

### Policy Dissemination

In addition to the required distribution of the Attendance Policy, condensed versions shall appear in Student Handbooks/Calendars.

### Supplementary Building Regulations

Each building shall develop and submit individual building regulations to the Superintendent annually.

These building regulations shall include but not be limited to:

1. Methods of notifying parents.
2. Unique building procedures for unexcused absences.
3. Provisions for making up work as a result of excused absences.
4. Experimental/pilot programs to improve/reward attendance.
5. Other procedures deemed necessary for adherence to the Attendance Policy.

### Senior High School Reports

Within one week following the close of each semester, senior high schools shall report to the Director of School Operations the names of students whose class schedules during the preceding semester dropped below five (5) classes.

### Co-Curricular Participation

It is not the intent of the Attendance Policy to discourage co-curricular activities; however, individual students must comply with the fifteen (15) maximum absence rule. Administrators and activities sponsors will be encouraged to schedule co-curricular events so as to minimize students' absences from classes.

### Notifications to Parents

As prescribed in the Attendance Policy, parents will be provided information by telephone, e-mail or U.S. mail relative to:

1. Tardiness.
2. Fifteen (15) maximum absence rule.
3. Unexcused absence.
4. Loss of credit.

Approved: ~~07-11-1989 ISD 709~~

Revised: ~~06-20-1995~~

~~05-17-2005~~

~~06-21-2005 ISD 709~~

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**Replaced by: 503R**