AR-5110 (a)

SCHOOL ATTENDANCE

Wrangell Public Schools believes that regular attendance plays a key role in the success a student achieves in school. All students are expected to be in school and on time for instruction.

The schools also recognize that student attendance is affected by decisions made by school personnel as well as by students. School based decisions thus need to be made in a manner that maximizes student instructional time using the following guidelines.

- To the degree possible, extracurricular activities schedules and travel plans should be designed to minimize student absences.
- All school-sponsored activities that result in student absence from regular instruction should include study time planned in advance of the trip and should be approved by the principal. The school's faculty should be advised of these plans so those teachers can send individual assignments, quizzes, exams, or related materials with the coach or advisor.
- Student absences are not to impact the pace of instruction/learning for those students in regular attendance. This principle should guide the design of the school master schedule as well as influence individual course planning.
- A school's calendar should be prepared in a manner that includes consideration of those days when large numbers of students will be predictably absent.

Individual student absences will be dealt with according to the following standards:

1. Although problems related to attendance are individual in nature and will be dealt with on an individual basis, absences in excess of **ten (10)** per course, per semester will require the student and an adult representative to petition the school attendance committee for credit for the semester, unless a portion of the ten absences falls within the exemption established in paragraph 4 below.

2. Attendance at a school-sponsored activity will not be counted as an absence from school. The student, however, will be responsible for the work missed.

3. Students who miss school for any reason are responsible for accomplishing the learning that they have missed. Such learning will often consist of class assignments that the student must complete.

SCHOOL ATTENDANCE (continued)

4. If there is prior knowledge of a planned trip, the student or parent/guardian must obtain an advance leave slip from the office and have it filled out by all teachers whose class time the student will miss. The leave slip must be signed by the parent/guardian and turned into the office, where it will act as a contract between the school and the student. Work required on the slip must be turned in to the teacher on the day the student returns to school unless prior written arrangements have been made between the student and the teacher. If the contract is fulfilled, the days of absence will not be counted towards the allowable ten. Extended absences for travel must be prearranged through a conference involving the parent/guardian, the student, the teacher, and the principal.

5. Parents/guardians are requested to call the school by the start of the school day on any day on which their child is absent to advise the school of the student's absence. An absence will be marked unexcused if a parent does not notify the school withing 48 hours of the absence. School personnel will call the parent/guardian of any student who is not in school when conditions warrant such action.

6. The superintendent or designee may excuse student absences for health reasons, family emergencies, or other reasons that the superintendent determines constitutes good cause.

7. Students with unexcused absences of more than ten consecutive days shall be exited on the day after the tenth day of the unexcused absence.

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