

STUDENT ABSENCES AND EXCUSES

Code **JH-R** Issued **9/04**

In order to encourage and assist students in attending the center regularly, the administration will administer the following intervention procedures.

Absences

After three absences, center officials will notify the parent/legal guardian by letter with a copy to the home school. After five absences, center officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and the parent/legal guardian and the Barnwell County Attendance Supervisor to improve future attendance.

The board of trustees designates the director to promptly approve or disapprove any student's absence of more than 10 days.

Excuses will be presented to the student services office no later than the student's first day back from an absence.

Unlawful absences

After three consecutive unlawful absences or a total of five unlawful absences occur, center officials will do the following.

- Notify the parent/legal guardian of the absences using the appropriate form.
- Hold a conference with the student and parent/legal guardian and Barnwell County Attendance Supervisor at which time they will identify the reasons for the absences and develop an intervention plan to improve future attendance. The student and the parent/legal guardian will sign this plan.

After 10 unlawful absences, center officials will notify the parent/legal guardian of the absences. School officials will review the plan for improving attendance with the parent/legal guardian and student and reclarify the consequences of continued absences.

After 10 lawful or unlawful absences, the director will approve or disapprove each succeeding absence.

The center will refer students who continue to be absent from school unlawfully to the family court.

The above intervals for the intervention procedures will be in effect for students enrolled in yearly courses. The intervention intervals for semester courses will occur after two, three and five unlawful absences.

In addition, the director will be responsible for implementing and expediting the homebound program for students experiencing a prolonged illness or injury requiring them to be absent from the center.

Furthermore, in order to more fully clarify unusual or unexpected mitigating circumstances, the director should evaluate individually and approve the following lawful absence situations.

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- family educational trips
- community and church related performing groups
- organized competitive events or related activities

Make-up work

The center will permit students to make-up work missed during an absence as long as the student makes appropriate arrangements with the instructor no later than the student's second day back at school. The student must complete the work within the same number of days he/she was absent. Failure to turn in make-up work on the appointed day will be the conscious choice of the student and will result in the automatic recording of the grade of zero for any work not completed.

The director will exert every realistic effort to provide assurance that these regulations are adhered to in a fair and consistent manner. The director will place special emphasis on coordinating implementation affecting students within the same family.

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