



2016-2017 Attendance Policy

Durfee High School considers good attendance to be a very important element in a student's education. It is, therefore, important that a specific set of expectations be set forth to insure a clear understanding of the conditions under which a student may be absent. All absences must be verified with proper documentation. Failure to do so will result in an unexcused absence.

I. Excused absences will be permitted under the following circumstances and require the indicated documentation:

- a) DESE approved religious holidays (parental note required)
- b) Death in the family (parental note required)
- c) Suspensions (noted on Absentee List) Mandated by State Law.
- d) Documented student illness: in cases where a physician certifies a chronic illness, this medical note will excuse the student's absence
(*the form must be on file in the Nurses office*).
- e) Attendance at a school-sponsored activity: Students' names listed on Daily Bulletin or Absentee List.
- f) Field trips and career-oriented visitation: These are listed on Absentee List or Daily Bulletin.
NO MORE THAN TWO PER TERM WILL BE EXCUSED.
- g) Mandated court appearance: A note from court officer or copy of summons must be provided to teachers and filed in the office.

II. It is the responsibility of the student to inform the teacher of any absences and to make up all worked missed because of absence. Failure to do so may result in a failing grade because of insufficient or unsatisfactory academic performance. ***Every absence from class will be considered unexcused until proper documentation is presented at the proper time.***

III. An excused absence requires a note, whether parental or medical, and must be presented to the Vice Principal's office **within three school days following an absence(s)**. Dr.'s notes will not be accepted after three days. A parent meeting with the appropriate grade office will be required to address/accept late Dr.'s notes.

IV. Long term illnesses (3 days or more) necessitate a homework request by the student's parent. The teacher will be notified by guidance or the vice-principal in such cases.

V. SPECIAL NOTATIONS:

- a) On the sixth unexcused absence from a class, a student will receive an F6 or a 64 for the term. For the purpose of each term and end of year grading, an F6 will be treated numerically as a 64. In those cases where the academic performance is less than 64, the actual grade for that term will read F, with whatever grade the student earned.
- b) **Seniors**: The Fourth Term is shorter for Seniors therefore, on the fourth absence from class a student will receive an F4 or a 64 for the term.
- c) ***Three unexcused tardies to class equal one unexcused absence in that class.***
- d) A tardy to school will result in a tardy to class, and absence, or both depending on the student's arrival time.

ABSENCE-NOTIFICATION VERIFICATION: On the day a student is absent, it is the responsibility of a parent or guardian to telephone the vice principal's office up until 9:30 am to give a valid reason for the absence. When a student returns to school, he or she must still bring in a note written by a parent or guardian as stated in the Absentee Policy.

DISMISSALS: Class absences resulting from a school dismissal will be deemed excused or unexcused based on the criteria set forth within this attendance policy.

MAKEUP WORK: Work missed due to the ***excused absences only*** will be made up in a timeframe established by the classroom teacher. Pre-established deadlines (papers, projects, long term assignments) must still be adhered to. ***Makeup work will not be given to students resulting from cutting class.***

*****Translated versions of the policy will be available online at www.durfeehigh.com***