

1 **Charlo School District**

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3 **STUDENTS**

3122

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5 Attendance Policy

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7 To reach the goal of maximum educational benefits for each child requires a regular continuity  
8 of instruction, classroom participation, learning experiences, and study. Regular interaction of  
9 students with one another in the classroom and their participation in instructional activities under  
10 the tutelage of competent teachers are vital to the entire process of education. This established  
11 principle of education underlies and gives purpose to the requirement of compulsory schooling in  
12 every state in the nation. The good things schools have to offer can only be presented to students  
13 in attendance.  
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15 A student's regular school attendance also reflects dependability and is a significant component  
16 on a student's permanent record. Future employers are as much concerned about punctuality and  
17 dependability as they are about academic record. School success, scholarship, and job  
18 opportunity are greatly affected by a good attendance record.  
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22 Policy History:

23 Adopted on:

24 Revised on:

# Charlo School District

## STUDENTS

3122P

### Attendance

In order to graduate from Charlo High School, a student must complete twenty-three (23) credits. Completion of a course at Charlo High School will be defined as a passing grade of the material. Regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance and therefore in an effort to recognize strong attendance: Students in grades 6-12 with 3 or less excused absences in a specific class during a quarter will earn an additional 3% points on their final quarter grade.

There are three categories of absences:

### School Related Absences:

School related absences such as field trips, athletics, student council, band, etc. These absences will not be counted in the 3 excused absences allowed per quarter toward a grade enhancement.

Excused Absences: These absences occur with the knowledge of parents for reasons other than School Related Reasons. Excused absences will include but are not limited to such areas as: illness, family trips, work days, vacations, visiting friends or relatives, hair or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are deemed as excused by the administration.

It is the duty of the parent/guardian to notify appropriate school personnel of the absent student's location. Absences are unexcused until a note or call from a parent/guardian is received by the office. If the note/call is not received within two (2) school days, the absence will be recorded as unexcused. The administration will make the final decision.

### Unexcused Absences:

Absence without the knowledge of parents is called truancy. Section 41-5-103 #21 of Montana law defines "Habitual Truancy" as recorded absences of 10 days or more of unexcused absences in a semester or absences without prior written approval of a parent or guardian. It is the principal's duty, as truancy officer, to report habitual truants to the Lake County Youth Court.

Consequences for unexcused absences:

1. 1st unexcused absence-1 day in-school suspension and parent notification.
2. 2nd unexcused absence-3 days in-school suspension and parent notification.
3. 3rd unexcused absence- 5 days in-school suspension parent notification, and a conference may be scheduled with the administration.
4. Further unexcused absences will follow the step discipline plan as outlined in the handbook.

### Procedure History:

Adopted on:

Reviewed on:

Revised on: 08/20/19