

ATTENDANCE GUIDELINES

Students are responsible for attending school regularly; attendance is compulsory until the age of eighteen. Statistical evidence proves that good attendance and high achievement go hand in hand. According to Plaquemines Parish Pupil Progression and State Department Bulletin 741, students must be present a minimum of 160 days a year to be eligible to receive credit for a course or grade. After the seventeenth day of absence, a student will receive a failing grade. Exceptions can be made only in the event of **extended** personal illness, verified by a physician or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance, in consultation with the principal.

Absences

Absences may fall into four categories:

<u>TYPE OF ABSENCE</u>	<u>DEFINITION</u>	<u>MAKE-UP</u>
1 UNEXCUSED (Counts in 17 days)	No note, cutting class, working and absence other than those listed under excused (Count in 17 days of absence)	Not permitted
2 SUSPENSION (Out of School)		Not permitted
3 EXCUSED (Counts in 17 days of absence)	Note from parent for personal illness, serious illness in family, death in the family (not to exceed one week), recognized religious holidays and Doctor's excuse.	Permitted
4 LEGALLY EXCUSED FOR EXTENUATING CIRCUMSTANCES	Extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance	Permitted

Extenuating Circumstances are as follows:

- a. **Extended personal physical or emotional illness as verified by a physician.**
- b. **Extended hospital stay as verified by a physician or dentist.**
- c. **Extended recuperation from an accident as verified by a physician or dentist.**
- d. **Extended contagious disease within a family as verified by a physician or dentist.**
- e. **Prior school system approved travel for education.**
- f. **Death in the immediate family (not to exceed one week), this does not include friends.**
- g. **Natural catastrophe and/or disaster.**

THE FOLLOWING ARE NOT EXCUSABLE:

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| a. Truancy | e. Shopping |
| b. Missing the school bus | f. Hunting, fishing, trawling |
| c. Trip not approved by the principal | g. Birthdays or other celebrations |
| d. Other personal appointments | |

AN EXCUSED ABSENCE IS AN ABSENCE. EXCUSED ABSENCES ONLY ALLOW A STUDENT TO MAKE UP MISSED WORK. **STUDENTS WHO MISS MORE THAN 17 DAYS IN A GRADE/COURSE IN THE FIRST THREE CATEGORIES OF ABSENCES WILL NOT RECEIVE CREDIT FOR THE GRADE/COURSE. IT IS THE RESPONSIBILITY OF THE PARENT AND STUDENT TO OBTAIN AND PRESENT DOCTOR'S/THERAPIST'S NOTES TO THE SCHOOL AND KEEP A COPY FOR THEIR RECORDS. THEY MUST BE PRESENTED WITHIN (5) SCHOOL DAYS OF RETURNING TO SCHOOL. PARENTS AND STUDENTS ARE RESPONSIBLE FOR OBTAINING SCHOOL WORK IF PERMITTED FOR MAKE-UP.**