



# FCHS Attendance Policy

## I. Determination for Absence Code:

When a student is absent from school parents must call the FCHS attendance office, 488-8018. Parents will be asked to provide a legitimate reason (illness, doctor, dental, court, emergencies), and maybe asked to provide documentation. State law and schoolboard policy assert that the school will determine if the reason given meets policy parameters as an excused absence. Parents have a maximum of 48 hours from the absence to call or the absence will not be excused. *Students and parents or guardians may petition the principal for exceptions to the policy.* Examples listed below:

### EXCUSED ABSENCES

Court  
Illness  
Doctor or Dental Appointments  
Illness or Death in Family  
Family vacation If Prearranged  
Approved school activities  
College visits If Prearranged

### UNEXCUSED ABSENCES

Studying for a test  
Oversleeping/alarm clock malfunction  
Skiing  
Standing in line for tickets  
Family vacation Not Prearranged  
Studying in school library  
Visiting another high school  
Trains/Car trouble

Students who are five or more minutes late to a class will be marked absent. This must be addressed per the above regulations or will be deemed an unexcused absence.

## II. Makeup Work For Absences:

*Regular Excused Absences:* Upon returning from an excused absence students will be given no less than one day for each day absent to turn in their makeup assignments.

*Prearranged Absences:* Makeup work for *prearranged absences* can be expected upon return from the absence. In some cases it may be necessary for specific assignments to be due prior to the beginning of the prearranged absence.

*Suspension Absences:* (Student Rights and Code of Conduct, 2009-10, page33) Makeup work for suspended days will be counted for credit unless it is a one day suspension or is the first day of a multiday suspension, in which a minimum of half-credit will be awarded

*Unexcused Absences:* (Student Rights and Code of Conduct, 2009-10, page13) Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial or no credit.

## III. Consequences for Excessive Absences:

A contract for improved attendance will be created with each student who has at least two unexcused absences in any class.

# Attendance Line 488-8018