

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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## ATTENDANCE

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

### Excusable Reasons of Absence

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school office and filed as part of the student's school record. Records of attendance are to be recorded daily. All attendance registers, with proper summaries and end of the year attendance reports are to be filed with the building principal at the end of each school year.

At the elementary level, building principals will serve as attendance officers. At the middle and high school levels, assistant principals will serve as the attendance officers. At the K-8 level, if parents of absent students have not contacted the school, the school offices will contact the parents. At the 9-12 level, the attendance will be monitored and followed up on by the assistant principals.

A written parental excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness – The principal may require a doctor's confirmation if the principal deems it advisable.
- B. Illness in the family.
- C. Quarantine of the Home – This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Attendance at the funeral of a friend or relative.
- E. Observation of Religious Holidays – Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. Absence During the School Day for Professional Appointments – Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day the student shall have a statement to that effect from his/her parents.

Absences that do not accumulate against this guideline include field trips and college visits. College visits are not to exceed two (2) days in number per year.

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## Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is planned, students must use a pre-excused absence form and submit it to the principal (see attached form). The length of absence should be made clear and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent but not other students' parents unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, he/she will be considered inexcusably absent from school and subject to truancy regulations.

## Truancy

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned location. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action will be taken as outlined in the student handbooks which may include loss of credit, detentions, police liaison officer assistance, visits to the home, parent conferences, etc.

A student shall be considered a "habitual truant" as outlined by the state statute.

The disciplining of truant students shall be in accord with state statute, Board policies, and due process, as defined in each student handbook.

## Make-Up Opportunities

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon the student's return to school.

Tests missed during the period of suspension may be made up by the student by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

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## Tardiness

Tardiness is not to be tolerated. Students are expected to be at their desks and ready for class work when the period begins. Teachers have the authority to establish classroom rules and procedures within the parameters of Board policy, administrative guidelines, and student handbook. The building administrator will assist in cases of habitual tardiness, which may include a determination of truancy.

Approved: 8/18/04