

# CPSB Attendance Policy

## Attendance Expectations

In compliance with the Compulsory School Attendance Law (R.S. 17:221 all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law.

### Attendance Policy for Elementary and Middle School Students

Students must be present a minimum of 167 six-hour school days per school year to be eligible for promotion.

### Attendance Policy for High School Students

Students, in 2010 — 2011 and beyond will be required to be in attendance the equivalent of 83.5 six-hour days per semester of their required instructional days in order to receive grades or gain entry into the Career Diploma pathway.

### The following attendance guidelines apply to ALL students:

- A student who is absent five (5) or more days in any nine-week period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. The student can make up work during the next nine-week period. If he/she fails to do so, the incomplete grade automatically becomes a "U". It shall be the responsibility of the teacher to inform the student of the deadline for any makeup work.
- Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. Once the assignments have been issued to the student, the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student's work and the student may receive 100% of the score earned on the assignment. If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.
- The principal or designee shall contact parents or guardians and ascertain reasons for absences. When a student returns to school after an excused absence the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.
- For all school sponsored events that take place after regular school hours, S.P. Arnett will follow the Calcasieu Parish Middle School Athletic Association handbook guidelines pertaining to participation and school attendance. The rule is as follows:
  - 1.1 Attendance
    - 1.1.1 A student must be in attendance at least one (1) hour prior to release time in order to participate in a contest.  
Only the school administrator can grant exceptions to this rule.

NOTE: An Out-of-Zone attendance request shall be denied the following year to any student who was expelled or was suspended three (3) or more times during the present school year. The decision for denial of out-of-zone attendance request may be modified by the superintendent or his designee.

**Reminder: Excused means the student will be allowed to do make-up work.  
The absences still count in the overall total.**

### Make-Up Work

- When a student returns to school after an excused absence, the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent/guardian have been received in accordance with this policy.
- A student who is absent five (5) or more days in any nine-week grading period must make up missed work before the end of the grading period or the student shall receive an incomplete grade. The student can make up work during the next nine-week grading period, but if he/she fails to do so, the incomplete grade automatically becomes a failing grade. It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work. Students missing school as a result of any suspension shall be counted as absent and considered unexcused, but will be given missed assignments from each academic teacher. Once the assignments have been issued to the student, the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student's work and the student may receive 100% of the score earned on the assignment. If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.

If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days. For any other extenuating circumstances, parent/guardian shall have the right to appeal the denial of promotion to the Supervisor of Child Welfare and Attendance.

### Exceptions:

Children are required to attend school each day scheduled by the school system, except for excused absences listed below. Absences are "temporarily" excused until the school is able to verify a note from the parent/guardian, or doctor explaining the absence. The principal or his/her designee shall contact parents/guardians to ascertain reasons for absences. Temporarily excused absences for students can be made for the following reasons:

### Temporarily Excused Absences

1. Personal illness
  2. Prior approved travel for education
  3. Death in family (not to exceed one week)
  4. Natural catastrophe and/or disaster
  5. Participation in school-approved activity which necessitates student being away from school. These activities will be reviewed by personnel for educational appropriateness
  6. Absence for the observance of recognized holidays of the child's own faith
  7. Any of the extenuating circumstances listed below:
    - Extended personal illness of a child whose attendance in school would endanger his/her own health or that of his/her classmates, as verified by a physician, dentist, or nurse practitioner licensed to practice in Louisiana
    - Extended hospital stay as verified by a physician or dentist licensed to practice in Louisiana
    - Extended recuperation from an accident as verified by a physician or dentist licensed to practice in Louisiana
    - Extended contagious disease within the family as verified by a physician or dentist
    - Other extenuating circumstances approved by the Supervisor of Child Welfare and Attendance in consultation with the principal or his/ designee
- For any other extenuating circumstances, parents must make a formal appeal by communicating with the Supervisor of Child Welfare and Attendance and requesting that an absence be excused.