

STUDENT ATTENDANCE AND PUNCTUALITY REQUIREMENTS AT MONROVIA HIGH SCHOOL

The Board recognizes the importance of regular and punctual attendance on the part of high school students who are working to fulfill the requirements for graduation. The Board further recognizes the difficulty of teaching students and directing student learning when there is irregular attendance. Therefore, this policy is established to reinforce the necessity of daily and punctual attendance as prerequisites for achieving maximum benefits from the educational program of the school.

- 1/ Daily attendance will be taken and recorded by each teacher in accordance with the directions of the attendance and punctuality procedures of the school.
- 2/ The Board authorizes and encourages teachers to devote at least 20% of a student's grade to classroom participation. (Excellent attendance positively affects grades; poor attendance negatively affects grades.)
- 3/ Unexcused absence from class will have a specific effect on a student's class grade. The teacher is authorized to give a failing grade to a student who has accumulated twelve (12) unexcused absences in a class during a semester. The student will then be dropped from class and given an alternative placement, in accordance with the attendance and punctuality procedures of the school.
- 4/ Off-campus suspensions from class for disciplinary reasons will be charged against the total of twelve (12) unexcused absences covered in this policy.
- 5/ Extenuating circumstances presented at a parent conference may be given consideration by the teacher and either the counselor or attendance administrator and may result in an extension of the limit of twelve days. A teacher/student contract will be initiated. Violation of this contract will then result in a failing grade.
- 6/ All absences must be cleared within three school days following the student's return to school. After three days all unexplained absences will be counted as "unexcused" for purposes of this policy.

Adopted: September 11, 1985
Revised: September 1986
Revised: July 1987