

To: Green Island Students and Parents/Guardians

2014 Attendance Policy (Revised July 2014)

This policy was adopted at the Board of Education Meeting on August 7, 2014. The complete version of this attendance policy is available on the District website at www.greenisland.org.

The following changes were made to the Green Island Attendance Policy:

- Changed # 10, letter a, from thirty days to ten days as follows:
 - a. Ten days prior to the unexcused absence, a signed letter is provided to the school principal, from the student's parent or legal guardian, clearly stating the reason for the absence, and that the student intends to make up the missed exams, tests, quizzes, class work and/or labs. Furthermore, the letter must clearly state that the parent or guardian acknowledges and accepts responsibility for removing his/her child from school, and that the parent or guardian recognizes that it is the responsibility of the student to seek out the work he/she is anticipated to miss, prior to the unexcused absence.
- Added objectives, updated incentives, and updated beliefs.
- Replaced the term “legal absence” with “excused absence” and “illegal absence” with “unexcused absence” throughout the document. This is consistent with current reporting practices.
- Moved the list of examples of excused absences and tardies from the end of the document to immediately after excused absences are defined.
- Created two separate attendance benchmarks charts -- one for absences and one for tardies
- Updated charts to be consistent with current practice in regards to actions to be taken by the school district at each benchmark. Specifically, we cannot deny credit due to absences alone.
- Omitted “Class Attendance and Minimum Requirements for Students in Grades 7--12” section to due credit no longer being withheld or denied solely due to attendance.
- Updated #8 under “Absences and Tardiness” to read “If a student is absent three (3) or more consecutive days, a note from a physician, stating that the student was unable to attend school for that period of time is required for the absence to be considered excused.” This is consistent with current practice. In addition, “If the work is not made up within a reasonable amount of time as determined by the teacher, zeroes may be assigned.”
- Omitted the “Truancy and Unlawful Detention” section which consisted of definitions of the two terms but was not discussed anywhere else in the document and therefore seemed out of place and unnecessary.
- Updated the “District Responsibilities and Notification Process” to reflect current practice at the 7--12 level and K--6 level.