

## ATTENDANCE POLICY

In order to receive the maximum benefit from the instructional program, New Hampton Community School students are expected to attend school on a regular basis and be on time. Irregular attendance and tardiness both hinder the student's own studies and interfere with the progress of those students who are regular and prompt in their attendance.

There is a strong correlation between student success and attendance. It is the firm belief of the New Hampton Community School District that students who attend school regularly will show greater academic success than those students who are habitually absent. Besides disrupting the student's educational program, absences cause teachers to spend valuable class time to bring the absent students to a current status. The interaction between the classroom teacher and the student is something that can never be duplicated with make-up work.

The district believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good decisions about school attendance. To assist with those decisions, the New Hampton Community School District has developed the following policy to encourage good attendance.

### I. **Compulsory Attendance**

- a. The state of Iowa's compulsory attendance law states that students who are under 16 years of age are required to attend school on a regular basis until the end of the school year in which they turn 16. Students who drop out of school before the age of 18 will lose their driver's license until they turn 18.

### II. **Excused Absences**

- a. The district recognizes that student absences are sometimes necessary. Therefore, the following absences from school will be considered excused:
  - i. Personal illness or accident
  - ii. Death of serious illness/injury in the immediate family or household and/or emergency at home vital to the family welfare.
  - iii. The funeral of a relative or close friend.
  - iv. Medical or dental appointments that cannot be made other than during school time, and for which verification of the appointment is presented before the absences. Students are urged to schedule these on weekends, before and after school, or during study hall times.
  - v. Court appearances.
  - vi. Family vacations which have been given prior administrative approval. All school work is due before leaving for the vacation and will be considered late if handed in afterwards.

*Please Note:* Even though a student's absence may be excused, it will still affect the student's education. Every effort should be made by the students and parents to minimize the number of

excused absences. The school retains the right to determine which absences are considered excused and unexcused.

III. **Excessive Absences**

- a. It is the belief of the New Hampton Community School District that an absence from school, whether excused or unexcused, is a day of lost instructional time.
- b. When a student misses 4 days in a semester, the counselor will meet with the student to ascertain the reasons for the absences and contact the parents to stress the importance of regular attendance.
- c. When a student misses 6 days in a semester, the principal will contact the parents to discuss the reasons for the absences and to discuss the importance of regular attendance and the possible consequences of not improving it.
- d. When a student misses 8 days in a semester, a letter will be sent to the parents informing them of the status of their child and that the situation will be turned over to the county attorney if two more absences occur in the semester.
- e. When a student misses the 10<sup>th</sup> day in a semester, a letter will be sent to the parent and the matter will be turned over to the county attorney for further review.
- f. The administration reserves the right to consider each situation individually and make exceptions as the situation warrants. For example, if a student is hospitalized or a serious family emergency arises.