ATTENDANCE

General Policies and Definitions

A student must be in attendance a minimum of 136 full days (out of 146) per school year in each class taken. This includes excused and unexcused absences. This is per the Louisiana Department of Education BESE Bulletin 741. If he/she is not in attendance a minimum of 136 full days per year he/she may not receive credit for the year, or Saturday attendance at a cost of $10/hour may be required. If extenuating circumstances exist, parents may appeal to the **administrator.** The decision of the administrator is final.

1. OBCA Excused - Students who are attending OBCA functions are considered in attendance for the entire day. Students must contact their teachers before they leave campus to get their assignments.
2. Personal Business — We do not recommend that parents allow students to leave school early for personal matters or family-related business (errands, haircuts, clothes, fishing, etc.) as these types of things should be taken care of after school or on weekends. These are not excused absences.
3. Students must sign in and out in the Office if they arrive after 8:00 AM or leave before 3:00 PM. Students are expected to be in school except in cases of emergency or for reasons as explained below.
4. Students arriving after 8:00am are considered tardy. One grace tardy will be given per quarter. Afterwards, four tardies will be considered a ½ day absence.
5. Excused Absence and Tardies - This includes parent, doctor, and Administrator excuses. Make-up work will be permitted. Parent notes will be accepted to excuse two absences per quarter; after two, the absences will be considered unexcused unless approval is obtained from the administrator.
6. Unexcused Absence and Tardies — This includes anything that is considered personal business, or absences not covered by a doctor's excuse, Administrator's excuse, or an OBCA function. Make-up work will not be accepted, nor will teachers be responsible for tutoring unexcused students in concepts missed. Zeros will be given for any quiz or test missed; and 4 points deducted from the students PE grade.
7. All excuses will be turned in to the homeroom teacher each morning. The teacher will note excuses and send to office. If excuse is not approved, the teacher will be notified by the principal.

SPECIAL NOTE: A student absent any portion of a day **cannot attend any school activity, day or night, without a** doctor's excuse or the **Administrator's permission. Students who play on a school sports team must attend school on the day of the game. Attendance is mandatory until approved dismissal time.**

STEPS TO FOLLOW WHEN ABSENT

1. Parent or guardian should phone the school to inform the secretary of the absence.
2. Parent or guardian must write an excuse giving name, date, days of absence, reason for absence, and his/her signature.
3. Student must present his/her excuse to the school secretary on the day of his/her return. Excuses not presented within three (3) school days will result in the assignment of an unexcused absence.
4. Student must accept responsibility for obtaining make-up work from teachers and taking any quiz or test in a timely manner upon return to school.
5. A student returning to school during the day, or attending any portion of the day, is required to locate the teacher of any class missed to get assignments and/or take any tests missed.