

University High School
School Related Absences Policy

DRAFT
6/21/96

The purpose of this policy is to provide guidelines for student participation in school related activities requiring absence from the classroom. Its goal is to support such participation, while recognizing that quality education is dependent upon consistent classroom attendance.

Field Trips and Academic (*Course related*) Competitions

Approval for a field trip or academic competition will be requested by the sponsor three weeks in advance of the trip/competition.

Field trips should not be scheduled the months of December or May. Exceptions will be handled on a case by case basis.

A notice of approved trips or activities and a tentative list of students involved will be distributed two weeks in advance.

The student will submit to the sponsor, one week prior to the trip, a "Field Trip Passport" signed by each teacher whose class will be missed.

Student participation in a field trip is optional. Students are to consider their current absence record, academic standing, content/assignments missed as well as future obligations requiring absence from class when planning to attend a field trip. The decision to participate should reflect sound judgment. Students choosing to participate are responsible for making up assignments missed in a timely manner as determined by the classroom teacher.

Parents, sponsors and teachers should encourage students to make prudent decisions regarding optional participation.

Extra Curricular Competitions/Performances

Scheduled competitions and performances will be noted on the Faculty/Staff weekly memo.

Coaches and sponsors are to submit a list of students to be absent as early as possible. Coaches and sponsors are to use discretion when scheduling events requiring early dismissal or school absence.

Teachers are asked to consider, in arranging make up assignments, that competitions/performances are often mandatory for students participating in extra curricular programs.

Students are responsible for making up missed assignments in a timely manner as determined by the classroom teacher.

Athletes with frequent early dismissals will be advised to schedule a 2:00 free hour when possible.

Administrative Support

The administration will keep a calendar noting all activities requiring school related absences. Such activities will also be listed on the weekly faculty/staff memo. Faculty should refer to this calendar when scheduling field trips.

The administration will approve or deny proposed field trips based on the number of student absences anticipated by previously scheduled activities.

If necessary, the administration will mediate any disagreement between students, teachers and sponsors regarding a school related absence.

School related absences will be included in attendance records.

Field Trip Passport

Date Received _____

_____ plans to attend _____

on _____.

Teacher	Student Absence from Class		Not Recommend
	Date	Recommend	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Students are responsible for making up assignments in a timely manner as determined by the classroom teacher.

Comments may be made on back.

Field Trip Passport

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Teacher	Student Absence from Class		Not Recommend
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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