

**BELTON HIGH SCHOOL  
A+ Attendance Policy**

The Belton School District #124 mission statement is as follows:  
**“Involvement enhances learning”**

Participation in the A+ Schools Program is both an honor and a privilege. To qualify for the A+ financial incentive, a student must have at least a 95% attendance record for the four-year period of high school attendance. A student who exceeds 36 days absent over the four years will have less than 95% attendance and therefore will not qualify for the A+ financial incentive.

**Attendance Waiver Guidelines:**

Any time a student is absent from school, it is the parent’s responsibility to document the reason for the absence. The documentation is retained in the attendance office. Any request for a waiver is above and beyond that documentation, but the documentation on file may be used to further substantiate the absences. Anyone submitting a request for an A+ attendance waiver of days missed shall provide the A+ Coordinator with the following documentation.

<b>Reason for Absence</b>	<b>Documentation</b>
Hospitalization	Letter from doctor on original letterhead
Chronic Health Problem	Letter from doctor on original letterhead, verified by school nurse
Court Dates	Court letter
Funerals	Class Principal letter
Religious Holidays	Minister Letter on original letterhead
Exchange student	Documentation from agency
Personal /Family calamity (fire, flood, etc.)	Class Principal letter
Catastrophic illness (long term)	Letter from doctor on original letterhead, verified by school nurse

**NO STUDENT WILL RECEIVE A WAIVER IF ABSENCES ARE DUE TO ANY OF THE FOLLOWING:**

- Truancy/Skipping classes
- Suspension from school for any reason
- Personal/family vacation
- Transportation problems (unless on a late school bus)

## **ATTENDANCE UPDATE**

The A+ Coordinator will update each student's attendance on a semester basis. An A+ Status Review letter will be mailed home each semester. Updated information will be used to satisfy the attendance requirement of the A+ Schools Program.

The official record of attendance is kept in the high school's attendance office. A+ attendance guideline differs from the regular school attendance rules. A+ attendance time may not be made up at attendance workshop.

## **ATTENDANCE REVIEW PROCESS**

Students/parents will have 15 calendar days to appeal the student's attendance record with the A+ Coordinator. If an appeal is not filed within 15 days of notification, a waiver for days missed will not be considered.

### **Review/Action:**

The review committee will be composed of a counselor, a class principal and a teacher. The A+ Coordinator will act as a facilitator and a non-voting member of the review committee. After the attendance review committee reaches a decision, the A+ Coordinator will notify the parents in writing within 5 days.

The review committee, consisting of the class principal, counselor, a teacher and the A+ Coordinator will respond in one of two ways to the attendance appeal:

- Grant a waiver of the attendance issues
- Deny a waiver of the appealed attendance issues

Students/parents will be invited to attend the review committee meeting. The A+ Coordinator will make notification of the appeals decision to the student and parent/guardian.

Appeals of the review committee decision may be made to the Superintendent and the Board of Education in writing within 15 calendar days of the notification. Appeals after 15 days will not be considered. The superintendent will make notifications of the appeals decision to the student and parent/guardian.