

Mr. Buchanan’s attendance policy is posted on the internet. It is accessible via his DASD website. Go to dasd.org and located his website via the staff listings. This document is a compilation of those web pages.

Attendance Philosophy

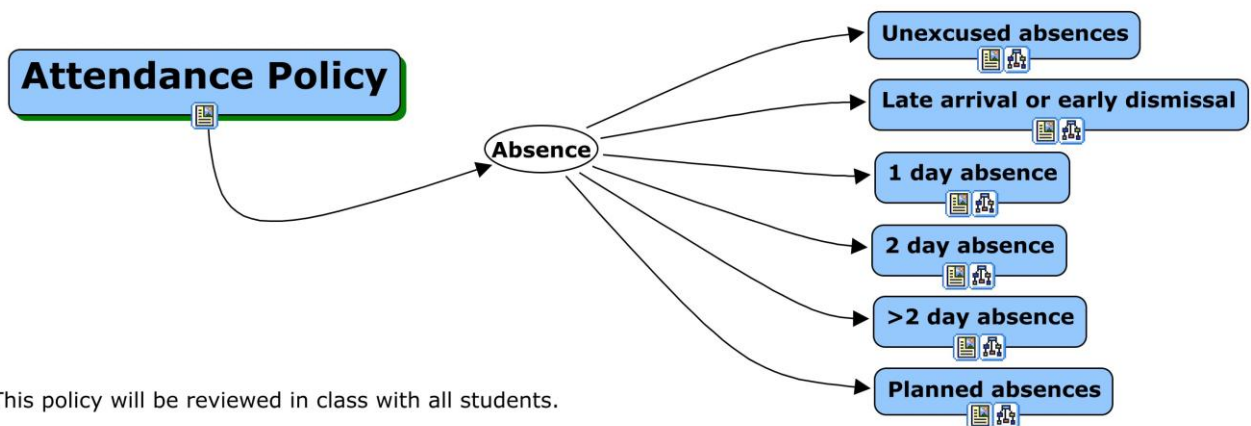
In physics courses, student attendance has a significant affect of student performance and grades. Those students who are absent and do not make a concerted effort to “catch up” quickly, almost always fall further behind and their grades suffer. Students, who fall more than three days behind, rarely if ever manage to catch up.

The following attendance policy is designed to keep students on track and minimize the negative consequences of absences. Students are expected to take responsibility for finding out what they missed and catch up in a timely manner. In general, students are expected to catch up within one day for each day they were absent and no student should ever fall more than 3 days behind.

Attendance Policy Concept Map

Mr. Buchanan
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Please note that each of the blue boxes links to a written explanation and/or an expanded concept map. Click on the icon on the box and follow the link.



This policy will be reviewed in class with all students.

The linked concept maps and written explanations are provided so that there will be no misunderstandings.

Unexcused Absences

1.0 An unexcused absence is any absence from class where the school’s attendance office does not recognize the student as being excused from attending that period.

1.1 Students who are officially in the building and do not attend class are considered “cutting” class unless they provide the teacher with a valid pass before class starts. Passes for optional activities will not be accepted.

1.2 Students who are officially “unexcused absent” or “unexcused late” from school are considered “cutting” school.

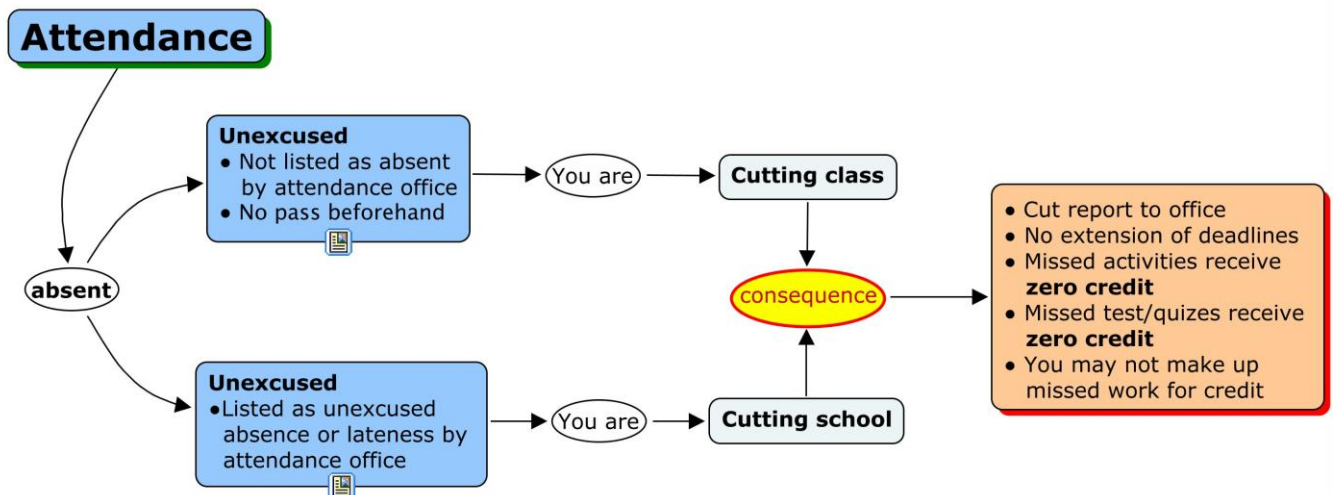
1.3 The consequences for cutting are:

- Cut reported to the administration
- No extension of deadlines
- Zero credit for missed activities
- Zero credit for missed test/quizzes
- No opportunity to make up missed work for credit

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Late Arrival and Early Dismissal

2.0 Students who miss class because of excused late arrivals or early dismissals are responsible to see their teacher that day so they do not fall behind.

2.1 Assignments must be turned in the day they are due, if the student is in the building, even if they miss class due to an excused lateness or early dismissal.

2.2 Missed tests or quizzes must be made up no later than the following day and may not be made up during class time.

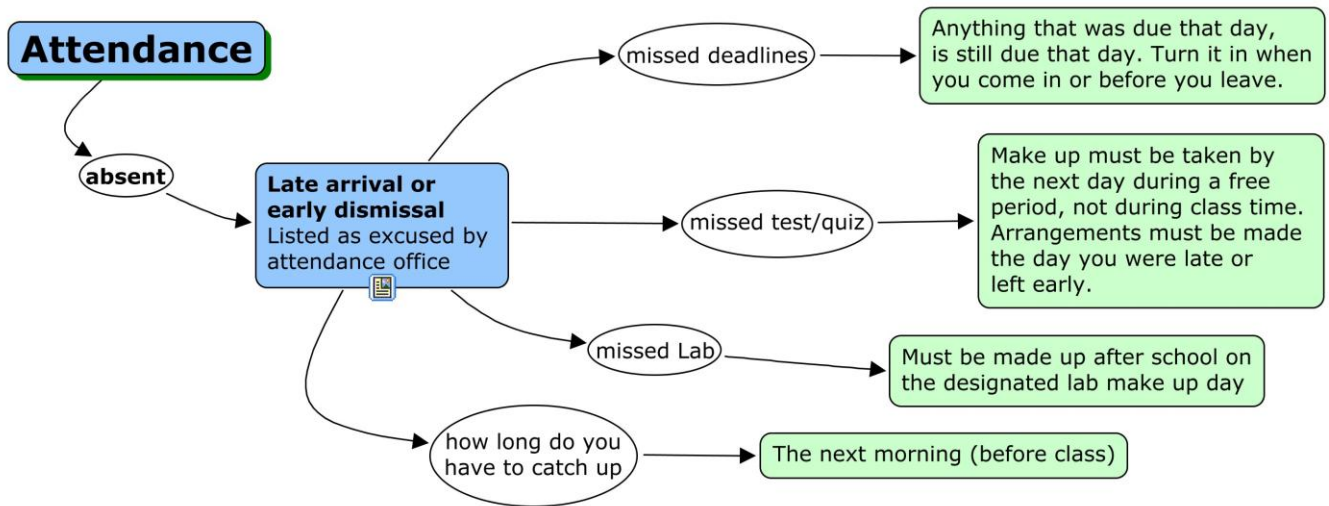
2.3 Missed lab activities must be made up after school on the next lab make up day.

2.4 Students who miss class due to an excused late arrival or early dismissal are responsible to catch up by start of class the following day.

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Excused 1 Day Absence

3.0 An excused absence is any absence from class where the school’s attendance office recognizes the student as being excused from attending that period.

3.1 Students who are absent for one day are expected to catch up within one day.

3.1.1 All missed assignments are due before school the student’s first day back.

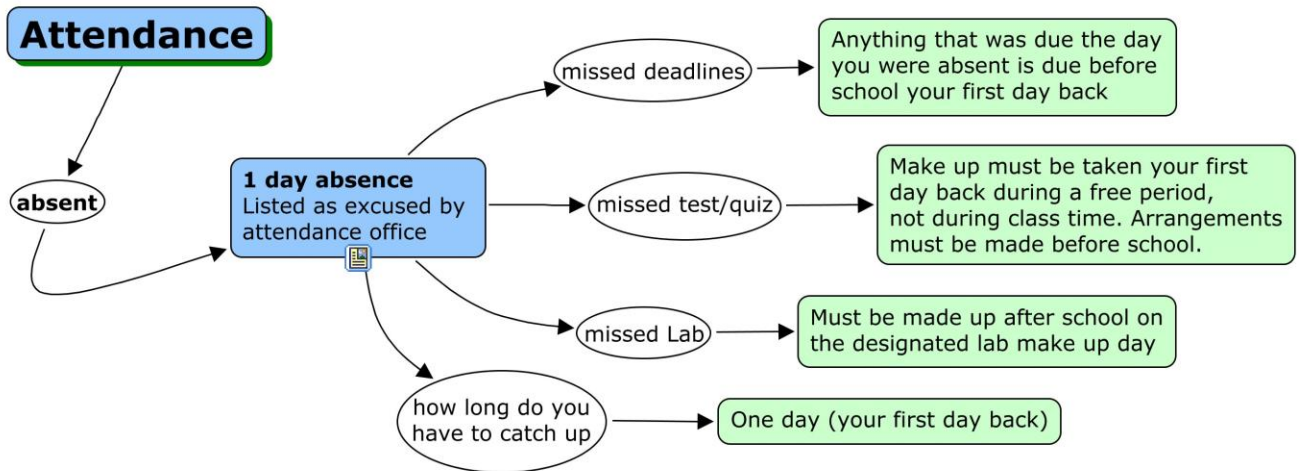
3.1.2 All tests and quizzes must be made up the student’s first day back. Makeups may not be taken during class time but must be taken during a free period. Arrangements for makeups must be made before school.

3.1.3 All missed labs must be made up after school on the next lab makeup day. Arrangements for makeup labs must be made in advance.

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Excused 2 Day Absence

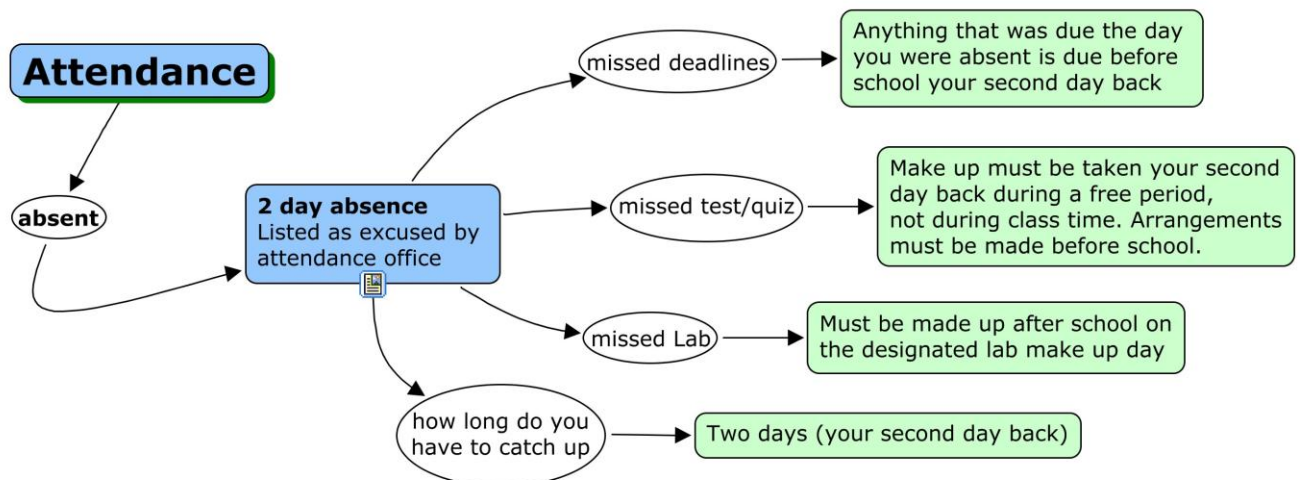
3.2 Students who are absent for two consecutive days are expected to catch up within two days.

- 3.2.1 All missed assignments are due before school the student's second day back.
- 3.2.2 All tests and quizzes must be made up the student's second day back. Makeups may not be taken during class time but must be taken during a free period. Arrangements for makeups must be made before school.
- 3.2.3 All missed labs must be made up after school on the next lab makeup day. Arrangements for makeup labs must be made in advance.
- 3.2.4

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Excused Absence > 2 Days

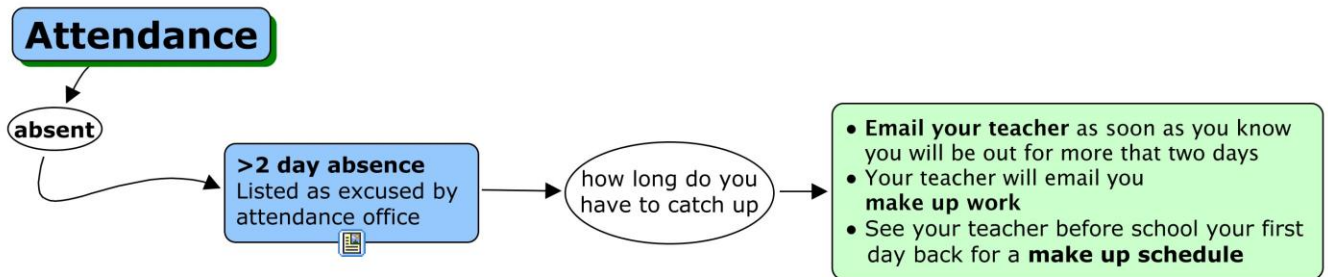
3.3 Students who are absent for more than two consecutive days are expected to work with the teacher to develop a catch up schedule.

- 3.3.1 Email your teacher as soon as you know you will be absent for more than two days if not sooner.
- 3.3.2 Your teacher will email you work to do due while you are absent to minimize how far behind you get.
- 3.3.3 See your teacher before school your first day back to finalize your makeup schedule.

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Planned Absences

4.0 Students who plan to be absent for field trips, family vacations, etc. must seek teacher approval per the school’s policy. Planned absences will only be approved if the following conditions are met.

- 4.1 The student has a minimum grade of 75% in class before leaving for the absence.
- 4.2 The student must give the teacher 48 hours notice in writing or via email so that the teacher can prepare a makeup plan.
- 4.3 Notice of planned absence must include an explanation of how the student plans to keep up during the absence and/or catch up after the absence.
- 4.4 Students will have a maximum of one day for each day absent to catch up. No student may fall behind by more than three days due to a planned absence.

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