

STUDENT ATTENDANCE PROCEDURES

A. Types of Absences

1. Authorized Solely by Parent/Guardian

A student is excused from school attendance for an activity which is important to the family if his/her parent/guardian submits a written excuse to the school prior to the student's absence from school. A student may be excused under this provision for not more than ten (10) days in the school year.

2. School-Excused Absences

Except as noted in item 1 above, the school shall determine whether an absence is excused. Absences as a result of the following will generally be classified as excused:

- a. Personal illness
- b. Funerals (absences for this reason are limited to three days unless reasonable cause can be demonstrated)
- c. Medical or dental appointments
- d. Required legal appearances
- e. Religious holiday observances
- f. Inclement weather (when school is in session)
- g. Family emergencies
- h. Driver license examinations
- i. Approved school district-sponsored activities
- j. Individual and unique absences the principal finds reasonable

B. Truancy

All other absences, except those listed previously, will be regarded as unexcused and the student shall be considered truant. A student truant from school, for even one day, is subject to penalties detailed in school rules, state laws, and municipal ordinances.

C. Habitual Truancy – “Habitual truant” means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester.

The parent/guardian of a student who is a habitual truant shall be notified by first class, certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- 1. The parent's/guardian's responsibilities under state law to cause the child to attend school regularly.
- 2. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.

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3. A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five (5) school days.
4. A statement of the penalties and state and municipal laws that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly as required by state law.

- D. Illness/Injury During the School Day - When a student becomes ill or injured during school hours, he/she shall report to the office with a pass. The office will call a parent(s)/guardian if it is determined that a call home is necessary.

Under no circumstances is the student to leave the building during school hours without contacting the office for permission to leave. Failure to comply will result in the student being considered unexcused or truant for the time missed.

The school is not responsible for transporting a student home or to a medical office. In the event of an emergency, the school will call 911 to seek transportation to the proper medical facility. Any incurred costs will be the responsibility of the parent(s)/guardian(s).

- E. Reporting Absences

1. Parents/guardians are expected to notify the school regarding a student's absence by 9:00 a.m. on the day of the absence. An absence not reported on the day of the student's absence must be reported within 24 hours of the student's return to school or it may be classified as unexcused or truant.
2. Parent of students considered absent from school for any reason shall 1) submit a written statement which includes the specific reasons for their absence, the specific days or times they were absent, verification by the doctor or dentist (if requested and applicable), and a signature of the student's parent(s)/ guardian(s) or 2) call or electronic means (e.g. email or computer) to inform school personnel of the student's absence.

The individual school shall determine whether a written statement, electronic means (e.g. email or computer) or phone call shall suffice.

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**F. Make-Up Work Opportunities**

All students with excused absences from school will be given the opportunity to make up any work missed that is used to determine a student's course grade, including quarterly, semester and grading period exams.

The student has up to five days to make arrangements for and complete work missed during the time of the absence, unless the teacher agrees to provide additional time.

If a student fails to complete the work within the prescribed period of time, no credit shall be awarded for the class work or exam(s) missed.

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