

STUDENT ATTENDANCE PROCEDURES

1. Student Absences and Excuses

a. Absences - In advance of an absence, or upon returning from an absence, a student shall Punctual and regular attendance is required of all students. Excused bring a written, dated statement from the parent/guardian giving the cause of absence, or a phone call from the parent/guardian will be accepted.

(1) Any student must be excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.

(2) In addition, the principal may excuse any student for the following reasons:

a) Illness;

b) Family emergency;

c) A suspension from school;

d) Other pre-planned absences approved by the principal.

Truancy - "Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/guardian notification of legal cause of absence shall be submitted in writing prior to the absence or upon return.

The parent/guardian of a student who is truant shall be notified as required by law.

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 as required by law.

3. Make-Up Assignments/Examinations

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

a. Excused Absences

(1) Students who are absent from school with the prior written permission of their parent(s)/guardian are required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences. The make-up work is required to be completed prior to leaving or immediately returning to school unless prior arrangements have been made.

(2) Students who are absent from school for reasons that are determined to be excused by the principal shall be given one full day to complete make-up work or tests/exams for each ~ day of excused absence. Make-up work turned in after the due date will not be given full credit.

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### b. Unexcused Absences

- (1) Daily work missed during unexcused absences may not be given full credit.
- (2) All tests/exams or unit work must be completed by the end of the first day student returns.

CROSS REFERENCE: 421 Student Attendance High School and Middle School Handbooks

First Reading: December 11, 2000

Second Reading: