

District: Tupelo Public School District
Section: J - Students
Policy Code: JBD - Attendance, Tardiness and Excuses

BOARD POLICY

1. Consistent with the mission of the Tupelo Public School District, prompt and regular student attendance in all classes is an important goal of the District staff.

2. To be considered as having attended school for a full day, a student must be present for 63% of his/her instructional day as fixed by the Board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than 37% of the student's instructional day shall be considered absent the entire school day.

3. Excused Absences shall include:

a. Parental Excused Absences

Students are allowed to have a maximum of three (3) excused parental absences per semester. Parental absences must be substantiated in writing within ~~3~~ 2 school days of the absence. A parent/guardian can substantiate the absence by sending a signed note, emailing or faxing to the school attendance office. The note must have the child's full name, ~~grade~~ and date of absence(s). A parent signed checkout will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.

b. Medical Excused Absences

Students are allowed excused medical absences when the absences result from

i. illness or injury which prevents the student from being physically able to attend school;

- ii. a medical or dental appointment;
- iii. isolation ordered by the county health officer, State Board of Health or appropriate school official and
- iv. a serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, brothers and sisters, including stepbrothers and stepsisters).

c. College Visits

Students in the eleventh and twelfth grade will be allowed two additional days per year for college visits provided the student produces written proof of the visit, such as an invitation from the college that is personally addressed to the student.

d. Administrative

An absence is excused when it results from the student's participation in:

- i. An activity authorized by the State Board of Education, which include but are not limited to:
 - Official events sponsored by the 4-H or Future Farmers of America
 - Official organized junior livestock shows and rodeo events
 - Official employment as a page at the State Capitol for the Mississippi House of Representatives or Senate
 - Any similar school-related activity designated by the State Board of Education
- ii. An authorized school activity with prior approval by the principal, which include but are not limited to:
 - Subject matter field trips
 - Athletic contests
 - Student conventions
 - Music festivals or contests
 - Any similar activity which has the prior approval of the principal
- iii. The student's participation in an activity that benefits and involves other TPSD students (limited to 5 per year); or
- iv. The attendance of the student at a court proceeding if the student is party

to the action or under subpoena.

e. Other

i. An absence may be excused if the student's religion requires or suggest the observance of a religious event. Approval of such absence is within the discretion of the superintendent or principal, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the student.

ii. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations of family travel.

4. Unexcused Absences- Any absence, tardy or dismissal which does not meet the criteria of an excused absence shall be considered unexcused. No absence will be considered excused when it is due to suspension, expulsion or other disciplinary action.

5. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

ADMINISTRATIVE PROCEDURE

1. A medical excused absence must be substantiated with appropriate written evidence (for example, a written excuse from a licensed doctor or dentist) submitted to the school within ~~3~~ **2** school days of the absence(s). Documentation must have the child's full name and date of absence(s).

A parent/guardian of a THS student may send such medical note via email (thsattendance@tupeloschools.com), or fax (662-840-1838) to the THS attendance office.

2. In extraordinary circumstances, attendance related issues may occur. Parents/Guardians may request special review for these situations through the school principal or the THS Attendance Committee, by completing the required Request for Attendance Review form. The

principal/committee will review such requests quarterly on the last Wednesday of each nine-week grading period. The Request for Attendance Review form must be completed, signed and turned in to the attendance office prior to any of the quarterly reviews.

3. A student will be recorded as absent from a class if the student is unaccountable for thirty (30) minutes or longer.
4. A student who wishes to seek an excused absence for a valid educational opportunity, such as travel, must gain pre-approval for such absence from the principal or designee in advance of the absence.
5. An excuse for absence due to a student's participation in a 4-H or FFA event must be provided in writing by the Extension Agent or High School Agriculture Instructor/FAA Advisor.
6. Make up work will not be permitted for unexcused absences. However, a student who has been suspended but not immediately placed in an alternative school program may make up work for the school days missed due to the suspension.
7. Excessive absences may affect a student's mastery of core skills. TPSD students who are excessively absent may not meet the requirements for earning course credits. The principal and teacher(s) concerned will review cases of this nature and will determine whether or not a passing grade may be given and credit awarded for the subject(s) in question. Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Excessive absence is defined as having more than 12 absences in a yearlong course, 6 absences in a semester course or 3 absences in a 9-week course, exclusive of school related absences.

Definitions

Full Day Attendance: When a student is present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

Adopted Date: 6/26/2012

Approved/Revised Date: