

Descriptor: STUDENT ABSENCES AND EXCUSES –THS	JH	Issued: 07/28/2009
	JH	Rescinds: Issued: 06/26/2007

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.

Students will be allowed to have a maximum of five (5) excused absences per semester. These absences must be substantiated by a phone call from the parent/guardian by 1:00 p.m. on the day of the absence or a written excuse containing the home and/or work telephone number, from the parent/guardian by 9:00 a.m. on the day following the absence. In no event will a written excuse be accepted if it is not received within ten (10) school days following the student's return to school from the absence. Once the specified number of parental absences has been taken, all further absences must be substantiated by a doctor's note (see Medical, below). Failure to comply with this policy will result in the absence(s) being unexcused, and class work and tests for the missed classes may not be made up. An unexcused absence may be for one period or any part of the school day or for the entire school day.

Medical

An absence is excused when it results from illness or injury which prevents the student from being physically able to attend school; a medical or dental appointment; 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). Appropriate written evidence of the absence must be provided upon the student's return to school (for example, a written excuse from a licensed doctor or dentist).

Administrative

An absence is excused when it results from (a) the student's attendance at an authorized school activity with the prior approval of the principal (including field trips, athletic contests, student conventions, musical festivals and any similar activity); (b) the student's participation in an activity that benefits and involves other TPSD students; (c) the attendance of the student at a court proceeding if the student is a party to the action or under subpoena. Absences excused under (b) herein shall be limited to five (5) per year.

An absence may be excused if the student's religion requires or suggests 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.

In extraordinary circumstances, an additional absence may be excused when it is demonstrated in advance to the satisfaction of the principal that conditions are sufficient to warrant the student's nonattendance. Included in this category are educational opportunities available to the student. In order for such an absence to be excused, the parent/guardian must complete and sign the required Pre-Approved Discretionary Absence Form affirming that the contemplated absence is to take advantage of an educational opportunity, and obtain approval of such absence from the principal or his designee at least 24 hours prior to the absence.

College Visits

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

Legal Reference: MCA § 37-13-91

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