

BOARD OF EDUCATION POLICY

Code: 431.11	Title: STUDENT ABSENCE AND EXCUSES	Adopted:	Revised: 4/8/2008 01/14/14; 07/31/2015 11/14/2017	Reviewed: 1/1991
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For an absence to be excused, the following procedure must be followed:

After a student is absent from school, for either an excused or unexcused reason, the student must bring a signed note to the office from his/her parent or guardian. This note must include the time, date and reason for absence. For an absence to be ruled excused, it must be for one of the reasons allowable, and parents will be notified of any absence ruled unexcused. If a note is not received from the parents/guardian, the absence will be deemed unexcused. Phone calls or emails to and from parents are acceptable.

If the absence is excused, the teacher will assign make-up work for the missed period. The student will have a day to complete the assigned work for each day missed to a maximum of five days. If the work is not made up within that time, or any extension that may be granted, the teacher will give the student a failing grade for the period missed and for work not made up. However, it is basically the student's responsibility to inquire about such work. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.

Absences due to an extended medical issue are to be planned accordingly with the principal.

UNEXCUSED ABSENCES

Each unexcused absence by a student in a class each semester shall cause the student and the student's parents to be informed. Multiple absences from any class during the same semester may result in an attendance hearing involving the student, his/her parents, the classroom teacher involved, the principal (or principal's agent) and others as determined by the principal. The purpose of this hearing is to determine the status of the student in the classroom involved.

Continued unexcused absences in a class during the same semester by a student shall result in further Students who have attained Senior Class status and are eligible to graduate based on credit attainment must attend 164 days (90%) or more of the 180 school days in order to participate in the graduation ceremony. Students may receive a failing grade on all daily classroom work missed due to an unexcused absence, but will be permitted to make up major tests and projects within two (2) days. If not made up, a failing grade for that test/project will result. The District will not deny pupil credit in a course or subject solely because of a pupil's unexcused absence.

Appropriate disciplinary action to serve as a deterrent to unexcused absences and truancy may be enacted. Action may include detention or in-school suspension.

Four periods equal ½ day and 8 periods equal one full day. All absences, excused and unexcused, will be considered for the 164 day minimum. Extenuating circumstances such as an injury or illness requiring a hospital stay or extended home recovery period, incarceration or family emergency will be reviewed by the high school principal or designee.

The 90% attendance requirement will also be used to determine Senior Class students eligible to participate in the Senior Class Trip. (Board Policy)

Ref: Student Attendance
Compulsory Attendance
Participation in Graduation Exercises
Guidelines for School Sponsored Extended Trips, Administrative Rule