

## STUDENT ABSENCES AND EXCUSES

Descriptor: JH Issued: Draft 06/18/12  
Rescinds: JH Issued: 09/27/2011

### BOARD POLICY

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. ~~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.~~

### Excused Absences:

#### Parental Excused Absences

Students ~~are~~ will be allowed to have a maximum of ~~three (3)~~ excused ~~parental~~ absences per semester. ~~Parental~~ These absences must be substantiated in writing within 10 school days of the absence. A parent/guardian ~~may~~ can substantiate the absence by sending a signed note, emailing (~~thsattendance@tupeloschools.com~~), or faxing (~~662-840-1838~~) to the ~~THS~~ school attendance office. The note must have the child's full name, grade and date of absence(s). A parental signed check-out will also substantiate a parental excused absence. A parental excused absence may be for one ~~period~~ blocked class, any 30-minute period within a ~~blocked~~ class or an entire day.

~~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 Excused Absences

Students are allowed excused medical absences when the absences ~~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).

#### 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.

#### Administrative

An absence is excused when it results from:

- the student's attendance at an authorized school activity with prior approval of the principal (including field trips, athletic contest, student conventions, music festivals and any similar activity)
- the student's participation in an activity that benefits and involves other TPSD students (limited to 5 per year)
- the attendance of the student at a court proceeding if the student is party to the action or under subpoena.

#### Other

An absence may be excused if the student's religion requires or suggest the observance of a religious event. Approval of such absence 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.

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

## ADMINISTRATIVE PROCEDURE

1.1. 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 10 school days of the absence(s). Documentation must have the child's full name and date of absence(s).

1.2. 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 ~~meet and~~ 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 THS Attendance office prior to any of the quarterly ~~meetings~~ reviews.

3. A student will be recorded as absent from a class if the student is unaccountable for thirty (30) minutes or longer.

4. 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 year-long course, 6 absences in a semester course or 3 absences in a 9-weeks course, exclusive of school related absences. ~~Students who exceed this limit will not receive a Carnegie unit credit in the course. This procedure does not included school related absences.~~

### **EXHIBITS**

None

### **REFERENCES**

MCA § 37-13-91

### **FORMS**

JH Form 1.0612 Request for Attendance Review