

STUDENT ABSENCES AND EXCUSES

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interaction can never be made up.

Certain absences of students will be excused by the principal on receipt of a written, signed explanation from the parent or guardian or phone call from the parent or guardian. These absences will include:

1. Illness (including scheduled doctor appointments) or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Should a student be pregnant and be a participant in an extra-curricular activity the school administration may request the student or the student's parent to provide a physician's written statement indicating that such participation does not jeopardize the health of the student and further indicate such restrictions to participation as may be determined by the physician.

Any absence other than that excused absence as set forth above is considered unexcused and the student will be considered truant.

Students who know in advance of an anticipated excused absence are to inform the office prior to the absence to the maximum extent possible under the circumstances and schedule with the student's teachers the make-up work. Should the absence be an excused absence but unexpected the student shall be given one day for each day missed for the first two days in order to make up the missed school work. If three or more days are missed it is at the discretion of the teacher.

In cases of an unexcused absence, the student shall receive 75% credit for missed school work turned in, and the student shall be given one day for each day missed up to two days in order to

make up the missed school work. If three or more days are missed it is at the discretion of the teacher. For purposes of this provision related to unexcused absences, an unapproved absence shall include in-school suspension and out-of-school suspension.

Adopted: August 12, 1996

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