

## 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 presentations, discussions, or student-teacher interaction can never be made up.

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

1. Illness or quarantine;
2. Bereavement or serious illness in the family;
3. Weather so inclement as to endanger the health of the child; or
4. Other exceptional reasons with approval of the school administration.

All absences will count against the student, regardless of whether it is excused or not. Students in high school will not receive credit for classes where they miss eleven (11) or more days during the semester. Students that have numerous excused and unexcused absences in elementary or middle school may be referred for retention.

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. A student may be turned over to the District States Attorney for truancy if they have 5 unexcused or 7 excused/unexcused absences per semester.

**EXEMPT ABSENCES:** In some cases, absences will be exempt from a student's record. These absences will not count against the student. Each student can apply for five days of educational leave to be exempt through the building principal. Field trips, extra-curricular activities, and other school related events will be exempt absences for students. A signed doctor's note presented to attendance personnel may result in an exempt absence.

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