

ATTENDANCE

Education is a state function under the control of the state legislature. South Dakota Codified Law 13-27-1 states: "Every person having under his control a child who is six years old by the first day of September and who has not exceeded the age of eighteen, shall cause the child to regularly and annually attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless excused as provided in this chapter. The South Dakota board of education shall promulgate rules pursuant to chapter 1-26 to establish the school term for Kindergarten programs."

It is compulsory that all children from age six and not exceeding age eighteen regularly attend school until reaching the age of eighteen. Since some students attending high school are beyond compulsory school attendance, the basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

Attendance is taken in each class and study hall and a record is kept of absences from each class. Days of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are the following:

- a. Personal illness
- b. Family emergency (death, serious illness)
- c. Funeral
- d. Dental or medical appointments that cannot be made on Saturdays or after school hours. School may require a note from the doctor's office.
- e. School sanctioned activities. When possible students should notify teachers in advance of absence.
- f. School sponsored activities. When possible students should notify teachers in advance of absence.
- g. Parental request JrK-8: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents and should be done in advance for known absences.
- h. High school parental requests: an absence when required by the family, upon request by the parent and approved by the Administration. Parental requests will not be accepted for over-sleeping, missing the bus, repair of vehicles, shopping without parents, employment or babysitting outside of the home, recreational trips and vacations without parents, or missing class to study for another class. Students may be excused for the periods missed while on a college campus visit or for a military physical, provided the student receives permission from the high school office prior to the absence, has a prescheduled appointment with an official representative of the institution, participates in all orientation activities and submits a signed verification of attendance from the campus official or military recruiter. All such absences will be counted as one-for-one. Students may be excused to attend South Dakota High School Activities state events upon completion of forms provided by the office. Lessons assigned and class discussions for the duration of a parental request absence become the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible. If a student is failing a course, a parental request will be granted providing a student makes up the time.

2. If a student is expected to be absent, parents should call the school by 8:30. If no call is received by 8:30

- a.m., the school will call the home and make every effort to contact a parent to verify the absence. When unable to reach a parent we may contact the school resource officer. A written excuse is not necessary if a phone call has been made by the parent. An answering machine is available during off hours so that a message may be recorded.
3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy
 4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and wellbeing of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
 5. Perfect attendance recognition on a semester and yearly basis is accorded those students who are neither absent nor tardy.
 6. In order for a student in grades JrK-12 to participate in or attend an extracurricular activity, the student must be in class three consecutive periods prior to dismissal time on the day of that activity unless approved by the principal. A violation of this rule will be considered a truancy.
 7. In the case of an excused absence, the student shall make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. In the event that a test was scheduled prior to the absence and the student knew the test would be given on that day, the student may be expected to take the test on the day he/she returns to school. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
 8. In case of an out-of-school suspension, absence not excused or truancy, student may not be able to make up work and may receive a zero. This will apply to grades 9-12 only.
 9. Students may be excused for any other exceptional reason with approval by the Administration. (Detention Center, Child Abuse Center, severe weather as to endanger the health or safety of the student).
 10. In the event a student needs transportation during the school day such transportation arrangements will be reviewed by the school with the parents. The solicitation of transportation by the student with another student will not be approved.
- B. Truancy: Truancy is defined as any absence not approved by the school. District truant officer will be notified. One day, or any part thereof, equals one violation. Students removed from bus for misconduct must be in school or absence will be counted as truancy.