

ATTENDANCE

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.
 - e. School sponsored activities. When possible students should notify teachers in advance of absence.
 - f. Parental request: 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.
2. If a student is expected to be absent, parents should call the school between 7:30 and 8:30 a.m. If no call is received by 9:00 a.m., the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent. For the convenience of the parents, a recorded message regarding an absence can be left on the answering machine between 4:30 p.m. and 7:30 a.m.
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. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity without the three consecutive periods clause.
5. Perfect attendance recognition on a yearly basis is accorded those students who are neither absent nor tardy.
6. 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. In the event a long term assignment is due additional days may or may not be given at the discretion of the teacher. 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. An incomplete becomes a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
7. Whenever any student is absent (excused or unexcused) more than ten (10) days in any one quarter, the principal will decide whether to continue to monitor the student's attendance or to make a further referral. Whenever any student is absent more than twelve (12) days in any one quarter, more than twenty (20) days in a semester, or more than thirty (30) days during the entire school year, a letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences. The student may be referred to the Board of Education for a hearing regarding attendance.
8. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school at least ½ day prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity.

9. In all cases of attendance, the principal may require written documentation to verify the necessity of the absence. In many cases this will involve a note from the doctor or the school nurse. Absenteeism has a high impact on academic success and may result in students not being promoted to the next grade level.

South Dakota Codified Law 13-27-1 State Law: 13-27-1: “Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly 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 the child has graduated or is excused as provided in this chapter. However, the requirements of this section are met if a child who is at least sixteen years of age enrolls in a general education development test preparation program that is school-based or for which a school contracts and the child successfully completes the test or reaches the age of eighteen years.”

B. Tardiness:

1. Students will be allowed three (3) tardy (excused or unexcused) each quarter.
2. In the event of the fourth/fifth excused/unexcused tardy, detention will be assigned for each tardy and parents notified by mail or phone.
3. In the event of the sixth tardy, the intermediate student will be given an In School Suspension (ISS) for one (1) day and contact (telephone or e-mail) made with the parent outlining responsibilities and possible consequences of escalating tardiness.
4. Upon the seventh tardy in a quarter, the student will be considered Truant and will follow #3 under the Truancy guidelines.

- **C. 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.

The following absences classified under to the following categories:

Excused:

- Death in the family/funeral
- Family emergency (serious illness)
- Court Summons with court note
- Illness of student with medical note
- Illness when student is sent home by school official
- Dental or medical appointments that cannot be made on Saturday (with doctor note)
- Religious holidays
- Hazardous weather
- Principal authorized absence

Unexcused (not limited to):

- Skipping
- OSS – Not in attendance
- Student illness without medical note
- Parent/Guardian request*
- Oversleeping
- Missed ride
- All other absences

Medical documentation from a doctor, dentist, or other professional must be specific, including the date of the appointment and the duration of the absence. Example: “Chuck had an appointment at the clinic on January 14. Please excuse him from school on January 14 and 15.” An absence from school without the authorization of the parents or the school prior to the absence shall be considered truancy.

Unexcused Absences: Absences not excused by the administration include (but are not limited to)

oversleeping, car trouble, bad roads, missed ride.

Refer to District Section for more information.