

ABSENCE FROM SCHOOL

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

ABSENCE FROM SCHOOL DURING REGULARLY SCHEDULED SCHOOL HOURS:

1. Generally, the only absences excused are:
 - a. Personal illness
 - b. Family emergency (death, serious illness)
 - c. Funeral
 - d. Dental or medical appointments that cannot be made on Saturday
 - e. School sponsored activities. When possible students should notify teachers in advance of absence.

1. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 am. If no call is received by 9:00 am, 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 the parent has made a phone call.

2. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

3. 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. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

4. Perfect attendance recognition is accorded to those students who are neither absent nor tardy on a semester and yearly basis.

5. A student must be in attendance during the day of an evening activity in order to participate, unless he/she has an excused absence.

6. An absence from school without the authorization of the parents or the school prior to the absence shall be considered truancy.

7. After an absence, students must report to the principal's office to receive an admit slip before returning to class.

8. 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. 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. In the case of an unexcused absence or truancy, the student shall make up the work, but will receive no credit.

9. 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, the parents shall be notified that the student's absentee record will be reviewed by the school principal with the possibility that the student may be referred to the Board of Education for a hearing regarding attendance.
10. In the event a student needs transportation while at school such transportation arrangements will be made with parents. The solicitation of transportation by the student with another student will not be approved.

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